



LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Tuesday, December 18, 2018, beginning at 6:05 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

Mercurio Martinez Jr, President
Allen Tijerina, Vice President
Cynthia Mares, Secretary
Henry S. Carranza, Ph.D.
Lupita Zepeda
Michelle De La Peña (*arrived at 6:11 p.m.*)
Jackie Leven-Ramos
Tita C. Vela (*arrived at 6:11 p.m.*)

Cin Bickel, Ex-officio

MEMBERS ABSENT

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OTHERS

Ricardo J. Solis
Rusty Meurer, College Attorney
Rodney H. Rodriguez
Vanessa Puente
Joya Vidaurri
Fred Solis
Cesar E. Vela Jr.
Homer Paez
Marisela Rodriguez
Luciano Ramon

CALL TO ORDER

Judge Martinez called the meeting to order. Ms. Mares called the roll. A quorum of the members was present.

APPROVAL OF MINUTES FOR REGULAR BOARD OF TRUSTEES MEETING OF NOVEMBER 15, 2018, EMERGENCY BOARD OF TRUSTEES MEETING OF DECEMBER 5, 2018, AND SPECIAL BOARD OF TRUSTEES MEETING OF DECEMBER 11, 2018

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

PUBLIC TESTIMONY

No one signed up for public testimony.

RECOGNITIONS, COMMUNICATIONS, AND INTRODUCTIONS

Dr. Ricardo Solis recognized Mr. Richard Gillard, Safety & Risk Manager, on his retirement after 10 years of service to the college.

Dr. Ricardo Solis noted that there was a great turn-out at the LC Employee Holiday Party.

Dr. Rodney Rodriguez, Executive Director of Strategic and External Initiative, noted that the Board was provided with the November Media Coverage Report for their information.

Judge Martinez asked that the record reflect the arrival of Ms. Vela and Ms. De La Peña.

Dr. Ricardo Solis noted the successful trustee forums that were hosted by the faculty senate, classified staff, and student organizations.

FACULTY SENATE REPORT

Dr. Cin Bickel, Faculty Senate President, reported on: (1) advising for Wintermester 2018 and Spring 2019 is underway, (2) trustee run-off election, (3) working on proposal of virtual office hours, (4) working with administration on faculty ranks and titles, and (5) assisting with preparation for the SACS accreditation.

ASSOCIATED STUDENT ORGANIZATION REPORT

Ms. Vanesa Puente, Associate Student Organization President, reported on: (1) participation on World Aids Day, (2) clubs & organizations - Phi Theta Kappa induction and MAES organization collected donations for South Texas Food Bank – Ms. Puente introduced the MAES President, Mr. Fernando Inclan, (3) Quality Enhancement Plan selection committee meeting, (4) annual traditional posadas, and (5) ASO projects – food service options, WiFi connectivity day, stress free goodie bags during finals, and IMPACT event.

CLASSIFIED STAFF COUNCIL REPORT

Ms. Joya Viduarri, Classified Staff Council President, reported on: (1) increased employee participation in the council, (2) strengthened communication amongst the council and college community, (3) monthly meetings, (4) council involvement with the strategic plan, and (5) council involvement with community events.

DISCUSSION AND POSSIBLE ACTION

APPROVAL OF THE 2019-2020 LAREDO COLLEGE ACADEMIC CALENDAR – DR. FRED SOLIS

Dr. Fred Solis, Vice President for Student Success and Enrollment, asked that the Board approve the 2019 – 2020 academic calendar as presented. Ms. Mares moved to approve the calendar as presented. Mr. Tijerina seconded the motion; motion carried.

ANNEXATION OF NEW PROPERTY WHICH HAS BEEN ANNEXED BY THE CITY OF LAREDO – MR. CESAR VELA

Mr. Cesar Vela, Chief Financial Officer, asked that the Board approve the resolution presented for the City of Laredo’s annexation of the new 19 tracts of property into the College’s taxing district. Ms. Mares so moved to annex the 19 tracts of property into the College’s taxing district. Mr. Tijerina seconded the motion; motion carried unanimously.

APPROVAL OF CHANGE ORDER FOR LAREDO COLLEGE SOUTH CAMPUS HVAC REPAIRS & UPGRADE PROJECT – MR. CESAR VELA

Mr. Vela asked that the Board approve a change order in the amount not to exceed \$190,000.00 for the Laredo College South Campus HVAC Repairs and Upgrade Project as presented. Mr. Homer Paez, Assistant Construction Project Manager, elaborated on the work needed. Ms. Mares so moved to approve the change order. Mr. Tijerina seconded the motion; motion carried.

REVIEW AND ACT ON THE FOLLOWING LOCAL BOARD POLICY REVISIONS, ADDITIONS OR DELETIONS TO ALIGN WITH CURRENT ORGANIZATIONAL STRUCTURE – DR. MARISELA RODRIGUEZ:

- AC(EXHIBIT) GEOGRAPHIC BOUNDARIES AND SERVICE AREAS
- CAD(LOCAL) APPROPRIATIONS AND REVENUE SOURCES
- CD(LOCAL) ACCOUNTING
- CIA(LOCAL) EQUIPMENT AND SUPPLIES MANAGEMENT/RECORDS MANAGEMENT
- DCB(LOCAL) EMPLOYMENT PRACTICES/TENURE
- DGA(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES/FREEDOM OF ASSOCIATION
- DGBA(EXHIBIT) PERSONNEL-MANAGEMENT RELATIONS/EMPLOYEE GRIEVANCES
- DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS/EMPLOYEE GRIEVANCES
- DGBA(REGULATION) PERSONNEL-MANAGEMENT RELATIONS/EMPLOYEE GRIEVANCES
- DGD(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES/EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES
- DIAA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/SEX AND SEXUAL VIOLENCE

Dr. Marisela Rodriguez, Provost/Vice President of Academic Affairs, acknowledged the SACS leadership team – Mr. Cesar Vela, Dr. Fred Solis, Dr. David Arreazola, Dr. Veronica Martinez, and Ms. Veronica Cardenas – for review of the policies so that they are in compliance with SACS certification report. She asked that the Board approve the minor modifications to the LOCAL policies as presented. She distributed a table explaining the policy revisions. Ms. Mares asked the dates that the SACS visitor will be on campus. Dr. Rodriguez noted that Dr. Michael Hoefler will be visiting the college January 29 and 30 and the certification compliance report is due March 1. Ms. Mares asked if a status report can be given prior to the visit. Dr. Rodriguez noted that the report is due three weeks prior to the visit. Ms. Vela commented that she hoped that there would be no events, everyone will be on campus, and no one will be traveling prior and after the visit. Mr. Rusty Meurer, college attorney, noted that he reviewed the policy changes and noted that one policy, CIA(LOCAL), had a reference to an office and that was changed to reflect the college president. Ms. Leven-Ramos moved to adopt Local Board policy revisions, additions, or deletions to align with the current organizational structure. Dr. Carranza seconded the motion; motion carried.

DJ(LOCAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES
DMAA(LOCAL) TERM CONTRACTS/TERMINATION MID-CONTRACT
DMAB(LOCAL) TERM CONTRACTS/NONRENEWAL
DMC(LOCAL) TERMINATION OF EMPLOYMENT/REDUCTION IN FORCE
ECB(LOCAL) INSTRUCTIONAL ARRANGEMENTS/CLASS SIZE
ECC (LOCAL) INSTRUCTIONAL ARRANGEMENTS/COURSE LOAD AND SCHEDULES
FFDA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/SEX AND SEXUAL VIOLENCE
FI(LOCAL) SOLICITATIONS
FJ(LOCAL) STUDENT RECORDS
FKC(LOCAL) STUDENT ACTIVITIES/REGISTERED STUDENT ORGANIZATIONS
FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT EXPRESSION
FLAA(LOCAL) STUDENT EXPRESSION/STUDENT USE OF COLLEGE DISTRICT FACILITIES
FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT CONDUCT
FLD (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT COMPLAINTS
FMI(LOCAL) DISCIPLINE AND PENALTIES
GD(LOCAL) COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

STATUS OF LAREDO COLLEGE DISTRICT BOARD MEMBERS' REQUIRED TRAINING AS PER TEXAS EDUCATION CODE, SECTION 61.084, LEGAL POLICIES BBD(LEGAL): BOARD MEMBERS ORIENTATION AND TRAINING AND BI(LEGAL): REPORTS

Dr. Ricardo Solis noted that all members are up-to-date and have received the required training and arrangements are being made for the new Board members' required training.

INFORMATION ITEMS

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

Dr. Ricardo Solis reported on: (1) IMPACT event, (2) LC in-service is scheduled for January 7, and (3) token of recognition presented to Mr. Allen Tijerina for his service on the Board.

LAREDO COLLEGE WEBSITE STATUS UPDATE – MR. LUCIANO RAMON

Mr. Luciano Ramon, Information Technology & Safety Officer, provided a brief update on the need to maintain the website as is for SACS visit. In May 2019, the lead pages will be launched and departmental pages done by end of next year.

EXECUTIVE SESSION

At 7:11 p.m., Judge Martinez announced that the Board would go into executive session for the following item:

- Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 Concerning the Appointment, Employment, Duties and/or Assignment of the following Laredo College Personnel:
 - a) Interim Dean of South Campus
 - b) Senior Director of Workforce Education and South Campus
 - c) Senior Director of Institutional Effectiveness and Research
 - d) Senior Director of Community Education
 - e) eLearning & Instructional Innovation Center Director

Ms. Mares moved to go into executive session. Mr. Tijerina seconded the motion; motion carried.

DISCUSSION AND POSSIBLE ACTION

APPOINTMENT, EMPLOYMENT, DUTIES AND/OR ASSIGNMENT OF

The Board reconvened to open session at 7:52 p.m. Judge Martinez noted that no action was taken in executive session.

Ms. Mares moved to approve the “reorganization and reassignment/appointment of the five positions as was discussed in

THE FOLLOWING LAREDO COLLEGE PERSONNEL:

- A) INTERIM DEAN OF SOUTH CAMPUS
- B) SENIOR DIRECTOR OF WORKFORCE EDUCATION AND SOUTH CAMPUS
- C) SENIOR DIRECTOR OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH
- D) SENIOR DIRECTOR OF COMMUNITY EDUCATION
- E) E-LEARNING & INSTRUCTIONAL INNOVATION CENTER DIRECTOR

executive session”. Ms. De La Peña seconded the motion; motion carried unanimously.

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

The reports were provided for information purposes.

NEXT MEETING DATES:

Friday, December 21, 2018, 12:00 noon – Canvass Board Run-Off Election at the offices of Kazen, Meurer & Perez, L.L.P. (211 Calle Del Norte, Suite 100, Laredo, TX)

Thursday, January 31, 2019, 6:00 p.m. – Regular Board Meeting

Ms. Leven-Ramos asked when the swearing-in ceremony will be for the two newly elected trustees. Dr. Rodney Rodriguez announced that the swearing-in ceremony will be on January 10th at 5:30 p.m. at the Chapel for both trustees.

Mr. Meurer reminded that only two Board members are needed to canvass the election.

ADJOURNMENT

At 7:59 p.m., Mr. Tijerina moved to adjourn the meeting. Ms. Vela seconded the motion; motion carried.