



LAREDO COLLEGE DISTRICT

Laredo, Texas

The Public Hearing on the Proposed 2020 Budget of the Laredo College Board of Trustees convened on Thursday, August 29, 2019, beginning at 6:11 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
Jackie Leven-Ramos, Vice President
Henry S. Carranza, Ph.D., Secretary
Jorge "JD" Delgado
Lupita Zepeda
Tita C. Vela (*arrived at 6:14 p.m.*)

OTHERS

Ricardo J. Solis, Ph.D.
Rusty Meurer
Cesar E. Vela Jr.

MEMBERS ABSENT

Cynthia Mares
Esteban Rangel
Michelle De La Peña

CALL TO ORDER

Judge Martinez called the meeting to order. Dr. Carranza called the roll. A quorum of the members was present.

Mr. Rusty Meurer, College Attorney, asked if the Public Hearing agenda was being read. Judge Martinez indicated yes and there are two individuals that have signed up to address the Board.

PUBLIC TESTIMONY

Judge Martinez provided information on addressing the Board.

"Each person shall be allowed three minutes to address the Board. When there are six or less speakers scheduled, the Board President 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, or 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 recommendations, 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."

Judge Martinez asked that the record reflect the presence of Ms. Vela.

Dr. Hillary Gleason expressed her opinion regarding Agenda Item 9 - *Approval of FY 2020 Salary Pay Plan* of the Regular Board meeting agenda.

Judge Martinez noted that the public testimony is part of the regular Board meeting and he would now open the public hearing.

**PUBLIC HEARING ON
PROPOSED 2020 BUDGET –
MR. CESAR E. VELA, JR.**

Mr. Cesar Vela, Chief Financial Officer, indicated that this item is to allow members of the community to express their opinion on the proposed 2020 budget. He indicated that notices were published in the newspaper on August 7th and 14th for the public hearing and anyone wanting to speak before the Board may do so now.

There being no speakers, Judge Martinez concluded the public hearing.

ADJOURNMENT

At 6:17 p.m., Judge Martinez entertained a motion to close the public hearing. Dr. Carranza so moved. Mr. Delgado seconded the motion; motion carried. Judge Martinez announced the Public Hearing is adjourned.

The Regular Board meeting of the Laredo College Board of Trustees convened immediately following the public hearing on the Proposed 2020 Budget.

ROLL CALL

MEMBERS PRESENT

Mercurio Martinez Jr, President
Jackie Leven-Ramos, Vice President
Henry S. Carranza, Ph.D., Secretary (*left at 7:58 p.m.*)
Jorge “JD” Delgado
Lupita Zepeda
Esteban Rangel (*arrived at 6:18 p.m.*)
Michelle De La Peña
Tita C. Vela (*arrived at 6:18 p.m.*)

MEMBERS ABSENT

Cynthia Mares (*participated via conference call at 7:14 p.m.*)

OTHERS

Ricardo J. Solis, Ph.D.
Rusty Meurer
David Arreazola
Veronica Martinez
Dianna Miller
Jose Luis Santos
Marissa Jimenez
Sandra Cortez
Prakash Mansinghani
Raquel Pena
Wilma Guzman
Joya Vidaurri
Cesar E. Vela Jr.
Homer Paez
Marisela Rodriguez
Paul Leyendecker
Veronica Cardenas
Luciano Ramon
Marissa Guerrero-Longoria
Bob Porter

CALL TO ORDER

Judge Martinez called the meeting to order at 6:17 p.m. Dr. Carranza called the roll. A quorum of the members was present.

**APPROVAL OF THE
MINUTES FOR: REGULAR
BOARD OF TRUSTEES
MEETING OF JULY 1, 2019,
SPECIAL BOARD OF
TRUSTEES MEETING OF
AUGUST 5, 2019, 1ST
PUBLIC HEARING ON
PROPOSED 2019 PROPERTY
TAX RATE OF AUGUST 15,
2019, AND 2ND PUBLIC
HEARING ON PROPOSED
2019 PROPERTY TAX RATE
& SPECIAL BOARD
MEETING OF AUGUST 22,
2019**

Dr. Carranza asked that the record reflect the presence of Mr. Rangel.

Mr. Rusty Meurer, College Attorney, noted that the Board needs a motion to approve the minutes as noted. Mr. Rangel moved to approve the minutes as presented. The motion was seconded by Dr. Carranza; motion carried.

PUBLIC TESTIMONY

Dr. Cin Bickel expressed her opinion regarding Agenda Item 9 - *Approval of FY 2020 Salary Pay Plan* of the Regular Board meeting agenda.

**RECOGNITIONS,
COMMUNICATIONS,
INTRODUCTIONS OF
PERSONNEL, AND NEW
PERSONNEL ACTIONS FOR
THE MONTH**

Dr. Ricardo J. Solis, President, recognized Mr. Emanuel Villanueva, Computer-Aided Design Lab Coordinator, for earning his Remote Pilot Certificate from the Federal Aviation Administration (FAA).

Dr. David Arreazola, Executive Director of Institutional Effectiveness & Research, distributed a tentative schedule of the SACSCOC Reaffirmation Committee On-Site visit. He introduced Dr. Veronica Martinez to present the Quality Enhancement Plan. Dr. Martinez, Assessment and Quality Enhancement Plan Director, presented the QEP – Digital Connections. She recognized the QEP Committee.

Dr. Ricardo J. Solis highlighted recent events: installation of new LC seal in the Board Room; Unitrade marquee; #1 ranking of nursing, University of Texas South Texas Leadership Consortium; TWC grant announcement; convocation; cosmetology grand opening; Mr. Hector Garza, Mexico sub-secretary of education, visit; Dr. Jo-Carol Fabianke visit; and THECB approval for sonography program.

Dr. Dianna Miller, Dean of Health Sciences and Nursing Director, announced the beginning of the Bachelors of Science in Nursing program on Monday. She introduced the B.S.N. instructors - Mr. Jose Luis Santos and Ms. Marissa Jimenez, who spoke about the first class of the program.

Ms. Sandra Cortez, Dean of Workforce Education, announced the first class of the cosmetology program which consists of 24 students. She invited the Board to visit the facility.

Dr. Ricardo Solis introduced the new employees: Paulita Castillo, Faculty Secretary Natural Sciences; Elda Gutierrez, Student Support Services Director; Nathan A. Perez, Faculty Secretary Transportation Technology; Alejandro Navarro, Accounting Clerk; Rene G. Prado, Registrar Services Coordinator; Derrick W. Crooks, Law Enforcement Academy Clerk; Tracy A. Humphries, Vocational Nursing Instructor; Ever E. Lopez, History Instructor; Erica Paez, Kinesiology & Wellness Instructor; Nancy Vela Herrera, Vocational Nursing Instructor; Dongyeol Yeo, Associate Degree Nursing CTA/Vocational Nursing Instructor; Cecilia Salinas, Upward Bound Director; and Pablo A. Vasquez, Welding Instructor.

Judge Martinez announced several complimentary notes received for Dr. Ricardo Solis from the Yearly family, Falcon Bank, associate vice chancellor from Texas Tech University, and Casa de Misericordia.

Dr. Ricardo Solis provided an update on the selection of the Senior Director of External Affairs.

FACULTY SENATE REPORT

Mr. Prakash Mansinghani, Faculty Senate President, thanked Dr. Gleason and Dr. Bickel for their public testimony; recognized faculty in the audience; advocating for all employees; recognized the retirement of Ms. Toni Tenorio, Student Success Center secretary; thanked the Board for approval of the faculty ranks and titles; and presented the Faculty Senate's recommendations to the Pay Maintenance Plan.

**ASSOCIATED STUDENT
ORGANIZATION REPORT**

Ms. Raquel Pena, Associate Dean of Students, introduced Ms. Vilma Guzman, Associated Student Organization President. Ms. Guzman reported on three initiatives for the year: increase student organization,

active shooter awareness for students, and increase student engagement on both campuses.

**CLASSIFIED STAFF
COUNCIL REPORT**

Ms. Joya Vidaurri, Classified Staff Council President, reported on: purpose of the council, budget, policies, benefits, and SACSCOC reaffirmation.

Judge Martinez asked the Board to bring up Item #29 - *SACSCOC and QEP Update*. Ms. Leven-Ramos so moved. Mr. Rangel seconded the motion; motion carried.

Mr. Meurer announced that Ms. Cynthia Mares is requesting to join the meeting via conference call, which is allowed under the Open Meetings Act. Judge Martinez indicated that she will be connected when Item # 9 - *Approval of FY 2020 Salary Pay Plan* is brought up for discussion.

SACSCOC AND QEP UPDATE
- DR. DAVID ARREAZOLA/DR.
VERONICA MARTINEZ

Dr. Arreazola went over a rough draft of the itinerary for the on-site visit and the Quality Enhancement Plan.

Ms. Leven-Ramos requested to defer Item #31 - *Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 to Concerning College President's 2018 - 2019 Annual Evaluation* and Item #32 - *College President's 2018 - 2019 Annual Evaluation* until the September Board meeting. Mr. Delgado so moved. Ms. De La Peña seconded the motion; motion carried.

**DISCUSSION AND POSSIBLE
ACTION**

**APPROVAL OF FY 2020
SALARY PAY PLAN - MR.
CESAR E. VELA, JR./MS.
VERONICA CARDENAS**

At 7:14 p.m., Ms. Mares joined the meeting via conference call. Mr. Cesar Vela, Chief Financial Officer, went over the TASB recommendations - 1) 2.5% increase to all eligible faculty and administrative/professional employees and a 3% increase to classified employees, 2) adjust faculty hiring schedule, 3) provide pay adjustments to address market differences and equity adjustments, and 4) freeze pay rates for employees at or above the maximum pay grade. He presented options for employees who are at or above the maximum pay grade: 1) include all 52 employees in the general pay increase, 2) pay half of the general pay increase, or 3) provide a one-time pay adjustment of \$500. Discussion followed. Mr. Rangel moved to "approve 2.5% increase for those employees and those two employees at 3% that are classified with the knowing that every year that they come back for approval". Ms. Vela seconded the motion. Discussion followed. Ms. Leven-Ramos stated for the record that for next year this issue should be discussed in advance. Judge Martinez called for the vote; motion carried unanimously. Mr. Meurer noted that a vote needs to be taken on the pay plan. Ms. Leven-Ramos moved "to accept the pay plan as amended with the previous motion". Ms. Vela seconded the motion; motion carried.

**FY 2020 BUDGET AND 2019
PROPERTY TAX RATE: - MR.
CESAR E. VELA, JR.**

- a. **RESOLUTION ADOPTING
FY 2020 BUDGET**
- b. **RESOLUTION ADOPTING
2019 PROPERTY TAX
RATE**
- c. **RESOLUTION
AUTHORIZING
COLLECTION OF
"GENERAL USE FEE"**

Mr. Vela thanked the Budget Committee members and department heads for their work on the budget. He made a detailed presentation on the proposed 2020 budget (planning factors, revenues, expenditures, salaries, and tax rate). Mr. Meurer noted that Texas State law requires that the Board approve the budget and tax rate separately. Ms. Leven-Ramos moved to adopt the FY 2020 budget as presented. Dr. Carranza seconded the motion. Mr. Vela noted that the resolution needs to be read. Mr. Delgado read aloud the Resolution Adopting Budget for Fiscal Year 2020.

**AND EXPENDITURE OF
FUNDS FOR FY 2020**

**Resolution Adopting Budget for
Fiscal Year 2020**

WHEREAS, each year the Board of Trustees of the Laredo 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 August 29, 2019, 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 2020;

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

Mr. Delgado moved that the Board adopt the FY 2020 budget and the resolution, which was read into the record. Dr. Carranza seconded the motion; motion carried.

Mr. Vela asked that the Board adopt the tax rate for FY 2020. Mr. Delgado read aloud the Resolution Adopting Tax Rate for Fiscal Year 2020.

**Resolution Adopting Tax Rate for
Fiscal Year 2020**

WHEREAS, the Board of Trustees of the Laredo 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 2019 property tax rate;

BE IT RESOLVED, THEREFORE, that the 2019 property tax rate be, and the same is hereby set at **\$0.328643** per \$100.00 valuation of taxable property, of which **\$0.255067** shall be for maintenance and operations and **\$0.073576** shall be for debt retirement.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; AND

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.10 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000.00 HOME BY APPROXIMATELY \$7.67.

Mr. Delgado moved that "the property tax rate for 2019 be increased by the adoption of a tax rate of .328643 which is effectively 3.58% increase in the tax rate and that the Board adopt the written resolution setting the 2019 property tax rate which is read into the record". Ms. Leven-Ramos seconded the motion. Ms. Vela and Ms. Mares voted against. Dr. Carranza was not presented for the vote; he left the meeting at 7:58 p.m. Motion carried.

Mr. Delgado read aloud the Resolution Authorizing Collection of "General Use Fee" and Expenditure of Funds for Fiscal Year 2020.

**Resolution Authorizing Collection of
"General Use Fee" and Expenditure of Funds
for Fiscal Year 2020**

WHEREAS, the Board of Trustees of the Laredo 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 2010, 2011, 2015, 2016 and 2017 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 2020, to be used as follows:

1. Approximately **\$ 4,259,050.00** 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 2020.

Mr. Delgado moved "that the Board authorize the collection of a 'general use fee' and expenditure of funds for FY 2020 and approve the accompanying written resolution which was read into the record". Ms. Leven-Ramos seconded the motion; motion carried.

CONSENT AGENDA

Ms. Mares moved to approve all the items under Consent Agenda.

- July 2019 Financial Report
- Approval of May 2019 Quarterly Investment Report
- Approval of Three (3) Year Agreement with Evisions for Form Fusion and IntellectCheck Software Subscription
- Approval of Five (5) Year Agreement with Neogov for Human Resources Management System
- Approval of Annual Agreement with SirsiDynix for the Library Symphony Software
- Approval of Information Technology Support and Maintenance Expenditures as Approved in the FY 2020 Budget
- Approve Proposed Laredo College Board Policy Addition of CKD(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE Addressing College Contribution and Continuation of Coverage for Employees on Paid Leave
- TASB Board Policy Update 36: Review Updated LEGAL Policies and Act on LOCAL Policies

Ms. De La Peña seconded the motion. Mr. Meurer noted that the Program/Policy Committee met and made revisions to two policies which have been distributed to the Board. Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION

APPROVAL OF CHANGE ORDER - HEALTH SCIENCE BUILDING TIME EXTENSION REQUEST - MR. CESAR E. VELA, JR.

Mr. Vela asked that the Board approve a time extension request of 138 days for the Health Science Building. The new substantial completion date will be December 31, 2019. Ms. Leven-Ramos expressed concern with the extension. Discussion followed. Mr. Vela and Mr. Homer Paez, Assistant Construction Project Manager, answered questions from the Board. Dr. Marisela Rodriguez, Provost/Vice President of Academic Affairs, noted for the record that if the building is not ready for Fall 2020, Laredo College needs to reapply for the Diagnostic Medical Sonography program. Ms. Leven-Ramos noted for the record that the change order does not involve any funds and this is a set date. Ms. Mares called for the question. Ms. Mares moved to approve the change order for the Health Science Building. Ms. Vela seconded the motion; motion carried. Ms. Zepeda and Mr. Delgado voted against. Mr. Paul Leyendecker from Leyendecker Construction addressed the Board regarding the changes that caused the request for time extension.

**APPROVAL OF BUILDING
PLAQUE FOR CIGARROA
SCIENCE COMPLEX – MR.
CESAR E. VELA, JR.**

Mr. Vela asked that the Board approve the plaque for the Cigarroa Science Complex as per Board policy (CLA)LOCAL. Ms. Mares asked about Board members' names on building plaques. Discussion followed. Ms. Leven-Ramos moved to approve the Cigarroa Science Complex building plaque as presented. Mr. Rangel seconded the motion; motion carried. Ms. Vela and Ms. Mares voted against.

**APPROVAL OF BUILDING
PLAQUE FOR HEALTH
SCIENCE BUILDING – MR.
CESAR E. VELA, JR.**

Ms. Leven-Ramos moved to approve the Health Science Building plaque as presented. Mr. Delgado seconded the motion; motion carried. Ms. Vela and Ms. Mares voted against.

**APPROVE PROPOSED
MODIFICATION TO LAREDO
COLLEGE BOARD POLICY
DEA(LOCAL):
COMPENSATION AND
BENEFITS - SALARIES AND
WAGES – MR. CESAR
VELA/MS. VERONICA
CARDENAS**

Ms. Veronica Cardenas, Senior Director of Human Resources & Safety, asked that the Board approve the modifications to DEA(LOCAL): Compensation and Benefits – Salaries and Wages which involves that the workweek definition be changed from “12:00 a.m. Sunday until 11:59 p.m. Saturday” to “6:00 a.m. Sunday until 5:59 a.m. Sunday”. Ms. Mares moved to approve. Mr. Rangel seconded the motion; motion carried unanimously.

**APPROVAL OF INTER-
LOCAL COOPERATION
AGREEMENT BETWEEN THE
CITY OF LAREDO AND
LAREDO COLLEGE – MR.
LUCIANO RAMON**

Mr. Luciano Ramon, Information Technology & Safety Officer, asked that the Board approve an Inter-Local Cooperation Agreement between the City of Laredo and Laredo College concerning a Video Integration Agreement. Ms. Leven-Ramos moved to approve an Inter-Local Cooperation Agreement between the City of Laredo and Laredo College as presented by Mr. Ramon. Ms. Vela seconded the motion; motion carried unanimously.

**ADOPTION OF LAREDO
COLLEGE BOARD LOCAL
POLICY GBBA(LOCAL):
SCHOOL COMMUNICATIONS
PROGRAM – NEWS MEDIA
RELATIONS – MS. JACKIE
LEVEN-RAMOS**

Ms. Leven-Ramos presented a revised draft of the policy for adoption. Mr. Meurer indicated that the creation of this policy was brought about from Board discussion at a previous meeting and that the policy code may be changed since it is a new policy. Ms. Leven-Ramos moved to adopt GBBA(LOCAL): SCHOOL COMMUNICATIONS PROGRAM – NEWS MEDIA RELATIONS. Ms. Vela seconded the motion; motion carried unanimously.

**INFORMATION ITEMS
STUDENT ACTIVITIES AND
FUTURE PROGRAMS – DR.
RICARDO J. SOLIS**

None.

**NOTIFICATION OF THE
SERVING OF ALCOHOLIC
BEVERAGES AT THE 1ST
ANNUAL CITY-WIDE
ROTARY LEADERSHIP
CONFERENCE AS PER
LAREDO COLLEGE BOARD
POLICY GDA(LOCAL):
COMMUNITY USE OF
COLLEGE DISTRICT
FACILITIES - CONDUCT ON
COLLEGE DISTRICT
PREMISES
– DR. RICARDO J. SOLIS/DR.
MARISSA G. LONGORIA**

Dr. Ricardo Solis notified the Board that alcohol will be served at the first every city-wide rotary leadership conference. Dr. Marissa Guerrero-Longoria, English Instructor, provided the Board with event information.

**CONSTRUCTION UPDATE –
MR. BOB PORTER**

Mr. Bob Porter, Construction Project Manager, presented an update on active and completed projects at the Fort McIntosh and South campuses.

**TEXAS PATHWAYS
PROGRAM UPDATE - DR.
MARISELA RODRIGUEZ**

Dr. Marisela Rodriguez informed the Board that the Texas Higher Education Coordinating Board and the Texas Success Center are enforcing the Texas Pathways Project. She distributed information on the project.

**SUMMARY OF LEGISLATIVE
CHANGES - MR. RUSTY
MEURER**

Mr. Meurer noted that the Governor signed into law several bills that affect community colleges. He asked the Board if they want to review the information or have a special meeting. The Board indicated that they prefer a special meeting. Mr. Meurer will email a copy of the presentation to the Board.

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

The reports were provided for information purposes.

NEXT MEETING DATE:

Discussion took place on the next date for the regular Board meeting. A poll will be emailed for a new date.

ADJOURNMENT

At 9:05 p.m., Mr. Rangel moved to adjourn the meeting. Mr. Delgado seconded the motion; motion carried.