



## LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Thursday, February 28, 2019, beginning at 6:07 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  
Cynthia Mares  
Jorge "JD" Delgado  
Esteban Rangel  
Michelle De La Peña (*arrived at 6:59 p.m.*)  
Tita C. Vela

#### MEMBERS ABSENT

Lupita Zepeda

#### OTHERS

Ricardo J. Solis  
Rusty Meurer, College Attorney  
Sandra Cortez  
Carolyn Schmies  
Cin Bickel  
Fred Solis  
Cesar Vela  
Marisela Rodriguez  
David Arreazola

### CALL TO ORDER

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

Ms. Leven-Ramos recognized Dr. Ricardo Solis, College President; Dr. Cin Bickel, Faculty Senate President; Ms. Vanesa Puente, Associated Student Organization President (absent); and Ms. Joya Vidaurri, Classified Staff Council President.

### APPROVAL OF THE MINUTES FOR REGULAR BOARD OF TRUSTEES MEETING OF FEBRUARY 4, 2019

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

### PUBLIC TESTIMONY

No one signed up for public testimony.

### RECOGNITIONS, COMMUNICATIONS, AND INTRODUCTIONS

Ms. Sandra Cortez, Dean of Community Education, recognized the following individuals who were recognized at the Texas Association for Literacy & Adult Education Conference – Ms. Olivia Ramos for Support Person of the Year (nominated by Mr. Eduardo Martinez), Ms. Maria Del Carmen Gaspar for ESL Persistence Award (nominated by Ms. Cindy Elizalde), and Ms. Andrea Palacios for ESL Persistence Award (nominated by an instructor).

Dr. Ricardo Solis noted that the Fun Fest had record attendance.

Ms. Carolyn Schmies, Interim Dean of South Campus, announced the 5<sup>th</sup> Annual Box Car Race and Car Show scheduled for March 30, 2019 at LC South. She thanked Ms. Leven-Ramos, who will be one of the judges, her husband Mr. Fernando Ramos, Mr. Delgado, Mr. Heriberto Hernandez, Mr. Francisco Ramirez, Mr. Obed Guerrero, Mr. Carmelino Castillo, Mr. Ricardo Iniguez, Mr. Javier Cano, Mr. Gilbert Pena, Mr. Eluid Valdez, and Ms. Beatriz Gutierrez.

Dr. Ricardo J. Solis introduced the following new employees: Michael Martinez, Vocational Nursing Instructor, and Christian Barraza, Secretary eLearning & Instructional Innovation Center.

Ms. Mares acknowledged and recognized “the exceptional team that worked together” on the SACSCOC Compliance Certification Report.

**FACULTY SENATE REPORT**

Dr. Cin Bickel, Faculty Senate President, reported on: (1) work continues on the virtual office hours proposal, (2) faculty ranks and titles, (3) Memorial Hall Brick Project, (4) Faculty Senate strongly urges the Board to remove the capping from TASB’s recommendation, and (5) mission statement from BGC(LOCAL) policy. Mr. Rangel inquired how many staff members are affected by the capping. Dr. Bickel noted that approximately 20 faculty and 7 professional staff are capped. Discussion followed.

**CONSENT AGENDA**

**TASB BOARD POLICY UPDATE 35: REVIEW UPDATED LEGAL POLICIES AND ACT ON LOCAL POLICIES – DR. DAVID ARREAZOLA:**

Ms. Mares moved to approve the policies as presented. Mr. Rangel seconded the motion; motion carried. The LOCAL policies proposed to be changed are:

- CDE(LOCAL): ACCOUNTING - FINANCIAL ETHICS
- CHE(LOCAL): SITE MANAGEMENT - MAIL AND DELIVERY
- CKD(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE
- CKF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE
- DBF(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - OUTSIDE EMPLOYMENT
- DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
- DIAB(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - OTHER PROTECTED CHARACTERISTICS
- EFCD(LOCAL): SPECIAL PROGRAMS - HIGH SCHOOL EQUIVALENCY TESTING CENTERS
- FEA(LOCAL): FINANCING EDUCATION - FINANCIAL AID AND SCHOLARSHIPS
- FFDB(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - OTHER PROTECTED CHARACTERISTICS
- GDA(LOCAL): COMMUNITY USE OF COLLEGE DISTRICT FACILITIES - CONDUCT ON COLLEGE DISTRICT PREMISES
- GE(LOCAL): ADVERTISING AND FUNDRAISING

**DISCUSSION AND POSSIBLE ACTION**

**DISCUSS AND APPROVE NAMING A ROOM AT THE DE LA GARZA BUILDING AS PER LAREDO COLLEGE BOARD POLICY CLA(LOCAL): FACILITIES PLANNING – FACILITIES STANDARDS – DR. HENRY S. CARRANZA**

Dr. Carranza moved to defer this item. Mr. Rangel seconded the motion; motion carried.

**SELECTION OF ADVISORY REPRESENTATIVE(S) FOR THE EARLY COLLEGE, P-TECH AND INDUSTRY CLUSTER & INNOVATIVE ACADEMY HIGH SCHOOLS – MS. JACKIE LEVEN-RAMOS/DR. FRED SOLIS**

Dr. Fred Solis, Vice President for Student Success and Enrollment, asked that the Laredo College Board of Trustees select an advisory representative(s) from the Board to serve as the Early College, P-Tech, or Industry Cluster & Innovative Academy (ICAIA) high school executive leadership member. Ms. Mares volunteered. Ms. Leven-Ramos volunteered for LBJ. Mr. Rangel moved to select Ms. Mares and Ms. Leven-Ramos. Mr. Delgado seconded the motion; motion carried.

**DISCUSS, REVIEW, AND APPROVE MODIFICATIONS TO LAREDO COLLEGE BOARD POLICY BD(LOCAL): BOARD MEETINGS – MS. JACKIE LEVEN-RAMOS**

Ms. Leven-Ramos moved to defer the item for further discussion at the committee level. Dr. Carranza seconded the motion; motion carried.

**JANUARY 2019 MONTHLY FINANCIAL REPORT – MR. CESAR VELA**

Mr. Cesar Vela, Chief Financial Officer, reviewed the following financial information for the report as of January 31, 2019: revenues are \$49,225,401 (pending breakdown of dual enrollment); expenditures are \$13,530,258; expenditures for Facilities Master Plan Phase III are \$8.8 million; taxes

collected are \$28.5 million; general operating fund balance began the fiscal year with -\$17 million due to implementation of GASB 75; however, once GASB 68 and GASB 75 are backed out, there is a \$23.5 million balance. Ms. Mares noted that during the last Board meetings, it was asked for a distinction between Representation Activities Account and Community Relations Account. She asked for a detailed ledger of the expenses. Mr. Vela explained the difference between both accounts. Discussion followed. Mr. Meurer stated that the Board can set up proper protocol for Board members requesting information. He indicated that the law states that each individual Board member has the right to access college information in its official capacity as a Board member. Board members seeking information should contact the President's Office.

**APPROVAL TO USE  
STUDENT ACTIVITIES FUND  
BALANCE FOR THE  
PURCHASE OF ICE  
MACHINES AND  
BLEACHERS – MR. CESAR  
VELA**

Judge Martinez asked for a motion to approve this item. Mr. Rangel moved to approve. Dr. Carranza seconded the motion; motion carried.

**APPROVAL OF UPDATES ON  
LAB FEES, STUDENT  
LIABILITY INSURANCE  
FEES, INCIDENTAL FEES,  
AND TUITION FEES  
CONCERNING ONLINE  
COURSES – DR. MARISELA  
RODRIGUEZ**

Dr. Marisela Rodriguez, Provost/Vice President of Academic Affairs, presented the current and proposed fees. She answered questions from the Board. Dr. Rodriguez asked that the Board approve the fees as presented and have internal authority to approve course changes but not discipline changes. Mr. Rangel so moved and to include that the fees are to be brought bring back every year to the Board for any fee changes. Ms. Mares seconded the motion; motion carried. Ms. Leven-Ramos indicated that there needs to be a motion to adopt. Mr. Rangel made a motion to adopt. Ms. Leven-Ramos seconded the motion; motion carried.

**INFORMATION ITEMS  
APPOINTMENT OF BOARD  
COMMITTEES – JUDGE  
MERCURIO MARTINEZ, JR.**

Judge Martinez noted that the Board has received the appointments he made to the Board committees.

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

Dr. Ricardo Solis indicated that he had nothing to report.

**SACSCOC UPDATE – DR.  
DAVID ARREAZOLA**

Dr. David Arreazola, Executive Director of Institutional Effectiveness and Research, provided the Board with the Laredo College Reaffirmation 2020 – SACSCOC Compliance Certification Report that was sent to the off-site committee. He thanked everyone for their work especially Dr. Fred Solis, Dr. Marisela Rodriguez, Dr. Veronica Martinez, Mr. Cesar Vela, Ms. Veronica Cardenas, and other people who were not in attendance. Dr. Ricardo Solis congratulated everyone on their work especially Dr. Marisela Rodriguez and Dr. Fred Solis. Dr. Rangel asked about the next steps in the process. Dr. Arreazola noted that the committee will meet in Atlanta April 23 – 26, send a response to the college by first or second week in May, and then a phone conference will be scheduled with the SACSCOC vice president. If there are recommendations, the college will need to respond by first week in August. The on-site visit is October 14 – 19, 2019.

**THRESHOLDS FOR  
WRITTEN APPROVALS  
REQUIRED FOR NEW  
AUTOMATED PURCHASING  
REQUISITION PROCESS –  
INFORMATION ONLY – MR.  
CESAR VELA**

Mr. Vela reported that the college is working on a project to automate the college's purchase requisitions process. He went over the procedure changes for the automation process. He answered questions from the Board.

**EXECUTIVE SESSION**

At 7:24 p.m., Judge Martinez announced that the Board would go into executive session for the following items:

- Closed Session Discussion Pursuant to Texas Government Code Sections 551.073 and 557.071 Regarding Naming a Facility at Laredo College South Campus as per Laredo College Board Policy CLA(LOCAL): Facilities Planning – Facilities Standards
- Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 Concerning College President's Employment Contract
- Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 to Concerning College President's 2017-2018 Annual Evaluation

Ms. Leven-Ramos moved to go into executive session. Mr. Rangel seconded the motion. Dr. Ricardo Solis noted that Ms. Zepeda will be joining executive session via phone call. Mr. Meurer noted that there is a section of the Open Meetings Act that allows participation in open or closed session by telephone. Motion carried.

**DISCUSSION AND POSSIBLE ACTION**

**DISCUSS AND APPROVE NAMING A FACILITY AT LAREDO COLLEGE SOUTH CAMPUS AS PER LAREDO COLLEGE BOARD POLICY CLA(LOCAL): FACILITIES PLANNING – FACILITIES STANDARDS – MS. SARA A. POMPA/MS. MILLIE SLAUGHTER**

The Board reconvened to open session at 8:21 p.m. Judge Martinez noted that no action was taken in executive session.

Judge Martinez asked for a motion to approve this item. Dr. Carranza so moved. Ms. Leven-Ramos seconded the motion; motion carried.

**COLLEGE PRESIDENT'S EMPLOYMENT CONTRACT**

Ms. Leven-Ramos moved “to provide additional compensation of \$1,821.12 for the next five months up to July 31, 2019” for the employment contract. Mr. Rangel seconded the motion; motion carried. Ms. Vela abstained and Ms. Mares voted against.

Ms. Leven-Ramos moved “that the raise mentioned on February 4<sup>th</sup> have an effective date of February 4, 2019”. Dr. Carranza seconded the motion; motion carried. Ms. Vela abstained and Ms. Mares voted against.

Ms. Leven-Ramos moved that “for the contract, based on the car allowance that was indicated on February 4<sup>th</sup>, we should cover the following items: cost of vehicle, the insurance, and the maintenance”. Ms. Vela stated “per diem on gas for out-of-town trips”. Dr. Carranza seconded the motion. Discussion followed on per diem for gas. Ms. Leven-Ramos clarified the motion, “the car allowance that was voted on February 4<sup>th</sup> should cover the following: cost of vehicle, insurance, and maintenance”. Mr. Rangel seconded the motion; motion carried. Ms. Mares voted against.

**COLLEGE PRESIDENT'S 2017-2018 ANNUAL EVALUATION**

Mr. Meurer suggested “that the Board of Trustees move to adopt an addendum to the College President's 2017 – 2018 annual evaluation as discussed in executive session”. Ms. Mares so moved. Ms. Leven-Ramos seconded the motion; motion carried unanimously.

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

The reports were provided in the Board meeting packets for information purposes.

**NEXT MEETING DATE:**

Judge Martinez noted that the next meeting is Thursday, March 28, 2019 – Regular Board meeting.

Ms. Leven-Ramos asked if a Board Retreat will be held on March 23<sup>rd</sup>. Dr. Solis indicated “yes”. Ms. Vela asked about a budget workshop on March 28<sup>th</sup>. Mr. Vela noted that the budget calendar presented was a tentative calendar. A budget workshop is not scheduled yet.

**ADJOURNMENT**

At 8:30 p.m., Ms. Leven-Ramos moved to adjourn the meeting. Mr. Rangel seconded the motion; motion carried.