



LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Thursday, July 30, 2020, beginning at 5:03 p.m. in the Samuel A. Meyer Board Room located at the Elpha Lee West Building Room 105 at the Fort McIntosh Campus. Due to health and safety concerns related to the COVID-19 Coronavirus, this meeting was also conducted by videoconference or telephone call, pursuant to Governor Greg Abbott’s Temporary Suspension of Open Meetings Laws issued on March 16, 2020. Some of Laredo College Board members participated by Zoom videoconference or telephone call.

ROLL CALL

MEMBERS PRESENT

Mercurio Martinez Jr, President
Jackie Leven-Ramos, Vice President
Henry S. Carranza, Ph.D., Secretary
Cynthia Mares *(participated by Zoom)*
Jorge “JD” Delgado *(participated by Zoom)*
Lupita Zepeda *(participated by Zoom)*
Esteban Rangel *(participated by Zoom and telephone call)*
Tita C. Vela *(participated by Zoom)*

MEMBERS ABSENT

Michelle De La Peña

OTHERS

Ricardo J. Solis, Ph.D.
Rusty Meurer
Prakash Mansinghani
Cesar E. Vela Jr.
Rosie Cuellar
Michael Gonzalez
Luciano Ramon
Federico Solis
Sandra Cortez
David Arreazola
Javier Cano

CALL TO ORDER

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

**APPROVAL OF THE
MINUTES FOR REGULAR
BOARD OF TRUSTEES
MEETING OF JUNE 17, 2020**

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

PUBLIC TESTIMONY

Judge Martinez asked if anyone present wished to address the Board. The following individuals addressed the Board to express their views regarding Item 25 - *Pursuant to Section 551.071 of the Texas Government Code, Closed Session Consultation with the College District's Attorney Concerning the Litigation Matter Styled Civil No. 5:20-CV-067; United States of America v. 202.893 Acres of Land, more or less, Situate in Webb County, State of Texas, and Laredo College pending the United States District Court, Southern District of Texas, Laredo Division.*

Ms. Melissa Cigarroa
Ms. Isabela Cigarroa

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

Dr. Ricardo J. Solis, President, announced the new hires since March: Rosario Landeros, Cosmetology Lab Technician; Karina A. Saucedo, Assistant Director Upward Bound; Roxana Castillo, Dual Enrollment Coordinator; Angel Lopez, Law Enforcement Academy Technical Instructor; David E. Solis, Undergraduate Research Assistant; Jacqueline Benavides, eLearning & Instructional Innovation Center; Griselda Guerrero, eLearning & Instructional Innovation Center; Ofelia

Perez, Academic Records Generalist I; Maria E. Robles, Academic Records Generalist I; and Emmanuel Trevino, Academic Records Generalist I.

FACULTY SENATE REPORT

Judge Martinez complimented Mr. Prakash Mansinghani for the ad that he appeared in for the college.

Mr. Prakash Mansinghani, Faculty Senate President, expressed his views regarding Item 16 - *Approval of Proposed Modification to Laredo College Board Policy DEC(LOCAL): COMPENSATION AND BENEFITS – LEAVES AND ABSENCES Relating to Leave Reimbursement.*

DISCUSSION AND POSSIBLE ACTION

DISCUSSION AND POSSIBLE ACTION CONCERNING THE FOLLOWING MATTERS RELATED TO APPRAISAL ROLL AND TAX RATE:

- A. APPROVE THE 2020 CERTIFICATION OF THE APPRAISAL ROLL**
- B. APPROVE THE ANTICIPATED COLLECTIONS FOR 2020 OF 100%**
- C. TAKE ACTION ON THE TAX RATE**

- MR. CESAR VELA

Mr. Cesar Vela, Chief Financial Officer, introduced Ms. Rosie Cuellar, Webb County Tax Assessor Collector, who went over the 2020 certified tax roll values, appraisal roll, and tax rate calculations. Mr. Vela noted that the tax rate to be adopted, which is .325509, is a slight decrease and there will be no need for public hearings. Mr. Rusty Meurer, College Attorney, indicated that there are three separate items on the agenda that need to be approved and since the Board is planning to adopt the no new revenue rate, public hearings are not needed.

Ms. Mares moved to approve the 2020 certification of the appraisal roll. Ms. Leven-Ramos seconded the motion; motion carried.

Dr. Carranza moved to approve the anticipated collections for 2020 of 100%. Ms. Leven-Ramos seconded the motion; motion carried.

Judge Martinez indicated that there is no need to take action on Item C.

MAY 2020 MONTHLY FINANCIAL REPORT – MR. CESAR VELA

Judge Martinez indicated that there is no need address this item and asked for a motion to not acknowledge the item. Dr. Carranza so moved. Ms. Leven-Ramos seconded the motion; motion carried.

Ms. Mares moved under the consent agenda mode that the Board approve the following agenda items:

- Item 9 - *Ratification of Approval of Purchase of Computer Equipment Purchases from Dell, Inc. and Ratification of Audio-Visual Equipment and Installation Purchase from Audio Visual Aids-San Antonio*
- Item 10 - *Approval of Purchase of Computer Equipment from Dell, Inc., and Approval of Unlimited Broadband Services Purchase from Sprint Business*
- Item 12 - *Approval of Memorandum of Understanding with Alamo Area Council of Governments for the Expansion of the Texas Veterans Network*
- Item 18 - *Approval for Negotiating an Egress for Dovalina Elementary School with Laredo Independent School District*

Mr. Meurer indicated that Item 12 - *Approval of Memorandum of Understanding with Alamo Area Council of Governments for the Expansion of the Texas Veterans Network* requires special language in the motion and recommended to remove it from consent agenda. Judge Martinez indicated that Mr. Michael Gonzalez would address this item. Ms. Mares raised a point of order for her motion on the floor to approve Items 9, 10, and 18 since Item 12 was removed from consent agenda. Dr. Carranza seconded the motion. Ms. Leven-Ramos asked to include Item 13 - *Adopt a Resolution Supporting BA Forwarding Co., Inc.'s*

Application to Become an Operating Member (Usage-Driven) of Foreign Trade Zone #94, Located at 837 Union Pacific Blvd., Laredo, Texas into the motion for consent agenda. Ms. Mares acknowledge the addition of Item 13 to her motion. Ms. Leven-Ramos seconded the motion; motion carried.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH ALAMO AREA COUNCIL OF GOVERNMENTS FOR THE EXPANSION OF THE TEXAS VETERANS NETWORK – MR. MICHAEL GONZALEZ

Mr. Michael Gonzalez, Senior Director of Strategic and External Initiatives, asked that the Board authorize the College President to enter into a Memorandum of Understanding with the Alamo Area Council of Governments to expand the services of the Texas Veterans Network to Laredo. Mr. Meurer noted that if the Board is to approve this MOU, he recommended that the Board “move that the Laredo College approve of the Memorandum of Understanding with Alamo Area Council of Governments for the expansion of Texas Veterans Network and that the Board finds that in consideration Laredo College will be providing to the Alamo Area Council of Governments is a good faith expenditure that serves the Laredo College public purpose and does not benefit private parties and finds that Laredo College is receiving a returned benefit and is retaining public control over the value to ensure that the public purpose is accomplished”. Ms. Leven-Ramos so moved. Dr. Carranza seconded the motion; motion carried unanimously.

ORDER CALLING FOR THE ELECTION FOR BOARD OF TRUSTEES PLACES 7, 8, AND 9 AS PER BOARD POLICY BBB(LEGAL): BOARD MEMBERS- ELECTIONS, THE TEXAS ELECTION CODE, AND THE TEXAS EDUCATION CODE AND AUTHORIZING THE COLLEGE PRESIDENT TO ENTER INTO A JOINT ELECTION SERVICES CONTRACT WITH THE WEBB COUNTY ELECTIONS ADMINISTRATOR TO CONDUCT AND SUPERVISE THE JOINT ELECTIONS OF NOVEMBER 3, 2020 – MR. MICHAEL GONZALEZ

Mr. Gonzalez reported that the Board election will cost \$80,963.85 for the initial election with additional expenses if a run-off election is needed. Mr. Meurer noted that the Board is being asked to call the election with the resolution presented and authorize the College President to enter into a Joint Election Services Contract with the Webb County Elections Administrator. Ms. Mares noted a discrepancy in the dates. Mr. Meurer stated that there was a revision and the exhibit will be revised. Mr. Delgado inquired about doing away with run-off elections. Mr. Meurer mentioned that this will have to be looked at further as rules differ for colleges and independent school districts and municipalities. Mr. Meurer will research this matter for the future. Judge Martinez asked for a vote. Everyone voted in favor.

APPROVAL OF PROPOSED MODIFICATION TO LAREDO COLLEGE BOARD POLICY BDB(LOCAL): BOARD MEETINGS – PUBLIC PARTICIPATION – MS. JACKIE LEVEN-RAMOS

Ms. Leven-Ramos asked the Board to consider modifying the policy with the following proposed language.

Due to the health and safety concerns related to the COVID-19 Coronavirus pandemic, and pursuant to Governor Greg Abbott's Executive Orders and his temporary suspension of certain sections of the Texas Open Meetings Act relating to the public's participation, members of the public who desire to address the Board during Board meetings shall submit written comments at least 15 minutes before commencement of the meeting. All comments submitted will be read aloud to the Board during the meeting by the Officer for Public Information. Written comments shall be emailed to president@laredo.edu, must comply with Board Policy BDB (Local) BOARD MEETINGS – PUBLIC PARTICIPATION, and must include the author's complete name. Please use the following link to access Board Policy BDB (Local) [https://pol.tasb.org/Policy/Download/1207?filename=BDB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1207?filename=BDB(LOCAL).pdf).

Ms. Mares so moved. Mr. Delgado asked if another email address can be used to submit comments. Ms. Mares moved to approve the proposed language with the caveat that the email address to submit comments be changed. Dr. Ricardo Solis noted for the record that he does not receive emails that are received at president@laredo.edu. Ms. Leven-Ramos seconded the motion; motion carried unanimously.

**APPROVAL OF PROPOSED
MODIFICATION TO LAREDO
COLLEGE BOARD POLICY
BFE(LOCAL): CHIEF
EXECUTIVE OFFICER –
EVALUATION RELATING TO
THE PROCEDURE FOR
EVALUATING THE COLLEGE
PRESIDENT – DR. HENRY
CARRANZA**

Dr. Carranza deferred this item to Ms. Leven-Ramos. Ms. Leven-Ramos proposed to add the following items to the policy:

Under INFORMAL EVALUATION:

In even numbered years or at more frequent intervals, the Board shall conduct an informal evaluation of the CEO/College President using a written evaluation instrument adopted by the Board which assesses his/her job performance. The College President shall provide a self-assessment to the Board during the informal evaluation process.

Add: FORMAL EVALUATION:

In odd numbered years, the Board shall conduct a formal evaluation of the CEO/College President using an evaluation instrument adopted by the Board which assesses his/her job performance. The written evaluation instrument shall be based on the job description of the CEO/College President, performance goals and objectives. During the formal evaluation, the CEO/College President shall provide a written self-assessment and a compiled evaluation portfolio containing information from the preceding year and the year of the formal evaluation.

Add the following objectives to the current policy:

#2: Foster an understanding of the shared fiduciary responsibility of the Board and the College President/CEO

#5: Relate the assessment to achieving the college mission, goals, and objectives.

Discussion followed. Mr. Delgado moved to approve the proposal. Dr. Carranza seconded the motion. The motion did not carry; Ms. Zepeda, Ms. Mares, Ms. Vela, and Mr. Rangel voted against.

Ms. Leven-Ramos moved to adopt the following objectives to BFE(LOCAL) policy: #2: Foster an understanding of the shared fiduciary responsibility of the Board and the College President/CEO #5: Relate the assessment to achieving the college mission, goals, and objectives. Dr. Carranza seconded the motion. The motion did not carry; Ms. Zepeda, Ms. Mares, Ms. Vela, and Mr. Rangel voted against. Ms. Leven-Ramos indicated that these items will go back to the committee for review and be brought back to the Board.

**APPROVAL OF PROPOSED
MODIFICATION TO LAREDO
COLLEGE BOARD POLICY
DEC(LOCAL): COMPENSATI
ON AND BENEFITS –
LEAVES AND ABSENCES
RELATING TO LEAVE
REIMBURSEMENT – MS.
JACKIE LEVEN-RAMOS**

Ms. Leven-Ramos went over the history of the leave reimbursement and presented the modifications to the policy. Discussion followed. Mr. Prakash Mansinghani, Faculty Senate President, and Mr. Luciano Ramon, Administrative staff member, expressed their views on the proposed modifications. Ms. Leven-Ramos moved to approve the proposed modifications. Dr. Carranza seconded the motion. Discussion followed. Ms. Leven-Ramos moved to defer the proposal and go back to the committee for review. Dr. Carranza seconded the motion; motion carried.

**CONSIDER CREATING AND
ADOPTING A LAREDO
COLLEGE BOARD OF
TRUSTEES PROCEDURES
MANUAL – MS. JACKIE
RAMOS**

Ms. Leven-Ramos proposed adopting a Laredo College Board of Trustees Procedures Manual in order to provide Trustees with a complete overview of all the policies, procedures, resources, and duties as it relates to the Board. Ms. Leven-Ramos moved to create and adopt a Laredo College Board of Trustees Procedures Manual. Mr. Delgado seconded the motion; motion carried.

**APPROVAL OF A
TEMPORARY WAIVER OF
FEES FOR ACADEMIC YEAR
2020-2021 – DR. FEDERICO
SOLIS**

Dr. Federico Solis, Vice President for Student Success and Enrollment, proposed extending the waiver of the distance learning fee and the parking street maintenance fee for the academic year 2020 – 2021 due to COVID-19. Ms. Leven-Ramos commended Dr. Federico Solis for addressing this matter. Ms. Mares so moved. Ms. Leven-Ramos seconded the motion; motion carried unanimously.

APPROVAL OF A PILOT PROGRAM (ALL-INCLUSIVE) FOR A REDUCED TEXTBOOK FEE TO MINIMIZE TEXTBOOK COSTS – DR. FEDERICO SOLIS

Dr. Federico Solis asked the Board for approval to charge a reduced textbook fee and making the textbook available to students before classes begin. This pilot program will involve 12 courses. Ms. Leven-Ramos moved to approve as presented. Dr. Carranza seconded the motion; motion carried.

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

Ms. Sandra Cortez, Dean of Community Education, reported on the Laredo Cares Workforce Training Program which the City of Laredo allocated \$700,000 to Laredo College, through the CARES Act, in order to provide training for unemployed, underemployed, or furloughed individuals due to COVID-19.

COVID-19 UPDATE – DR. RICARDO J. SOLIS

Dr. David Arreazola, Vice President for Compliance and Risk Management, made a presentation on the Health & Safety Operation Center. He introduced Mr. Javier Cano, who is the lead for the center.

EXECUTIVE SESSION

At 7:25 p.m., Judge Martinez announced that the Board would go into executive session for the following items:

- Initiate the Annual Evaluation of the College President Pursuant to Laredo College Board Policy BFE(LOCAL): CHIEF EXECUTIVE OFFICER – EVALUATION, including Establishing Procedures, Setting a Timeline to Conduct the Evaluation, and Adoption of an Evaluation Instrument. Closed Session Pursuant to Texas Government Code Sections 551.071 and 551.074
- Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 to Discuss Recommendation for the Nonrenewal of Employment Contract of Laredo College Administrative/Professional Employee Under Board Policy DMAB(LOCAL): TERM CONTRACTS – NONRENEWAL, and Related Legal Issues
- Pursuant to Section 551.071 of the Texas Government Code, Closed Session Consultation with the College District's Attorney Concerning the Litigation Matter Styled Civil No. 5:20-CV-067; United States of America v. 202.893 Acres of Land, more or less, Situate in Webb County, State of Texas, and Laredo College pending the United States District Court, Southern District of Texas, Laredo Division

Ms. Leven-Ramos so moved. Dr. Carranza seconded the motion; motion carried.

DISCUSSION AND POSSIBLE ACTION

The Board reconvened to open session at 8:01 p.m. Judge Martinez noted that no action was taken in executive session.

APPROVAL OF PROPOSED MODIFICATION TO LAREDO COLLEGE BOARD POLICY BFE(LOCAL): CHIEF EXECUTIVE OFFICER – EVALUATION RELATING TO THE PROCEDURE FOR EVALUATING THE COLLEGE PRESIDENT – DR. HENRY CARRANZA

Mr. Rangel moved to bring back Item 15 for discussion. Ms. Leven-Ramos seconded the motion. Mr. Rangel stated that due to his confusion on the item, he moved to approve the item. Ms. Leven-Ramos seconded the motion. Mr. Rangel stated for the record that the motion states that the President will be evaluated every year. The motion carried; Ms. Vela, Ms. Mares, and Ms. Zepeda voted against.

INITIATE THE ANNUAL EVALUATION OF THE COLLEGE PRESIDENT PURSUANT TO LAREDO COLLEGE BOARD POLICY BFE(LOCAL): CHIEF EXECUTIVE OFFICER – EVALUATION, INCLUDING ESTABLISHING PROCEDURES, SETTING A TIMELINE TO CONDUCT

Ms. Leven-Ramos moved to approve the proposed instrument and set the timeline for the 2019-2020 evaluation as discussed in executive session. Mr. Rangel seconded the motion. The motion carried; Ms. Vela, Ms. Mares, and Ms. Zepeda voted against.

Discussion followed on the previous item. Mr. Meurer clarified that the language in the proposed modification will be included in the policy as per the motion that was approved. Ms. Leven-Ramos rescinded the motion approving the modification to BFE(LOCAL) policy. Mr. Delgado

**THE EVALUATION, AND
ADOPTION OF AN
EVALUATION INSTRUMENT**

seconded the motion; motion carried. BFE(LOCAL) policy will remain as is.

Ms. Leven-Ramos again moved to approve the proposed instrument and set the timeline for the 2019-2020 evaluation as discussed in executive session. Mr. Rangel seconded the motion. Mr. Meurer clarified the motions and the items. The motion carried unanimously.

**NONRENEWAL OF
EMPLOYMENT CONTRACT
OF LAREDO COLLEGE
ADMINISTRATIVE/PROFESS
IONAL EMPLOYEE**

Ms. Mares so moved. Ms. Leven-Ramos seconded the motion; motion carried.

**CIVIL NO. 5:20-CV-067;
UNITED STATES OF
AMERICA V. 202.893 ACRES
OF LAND, MORE OR LESS,
SITUATE IN WEBB COUNTY,
STATE OF TEXAS, AND
LAREDO COLLEGE PENDING
THE UNITED STATES
DISTRICT COURT,
SOUTHERN DISTRICT OF
TEXAS, LAREDO DIVISION**

Mr. Meurer recommended the following motion: "I move that the Laredo College Board of Trustees authorize the College President to proceed with the litigation as discussed in executive session". Ms. Leven-Ramos so moved. Ms. Mares seconded the motion; motion carried.

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

The reports were provided for information purposes.

NEXT MEETING DATE:

Judge Martinez noted that the next meeting date is Thursday, August 27, 2020.

ADJOURNMENT

At 8:26 p.m., Ms. Leven-Ramos moved to adjourn the meeting. Dr. Carranza seconded the motion; motion carried.