



LAREDO COLLEGE DISTRICT
Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Wednesday, July 6, 2022, beginning at 6:00 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

Lupita Zepeda, President
Jorge "JD" Delgado, Vice President
Jackie Leven-Ramos, Secretary
Cynthia Mares (*participated via Zoom at 6:54 p.m.*)
Mercurio Martinez, Jr.
Henry S. Carranza, Ph.D. (*did not return to the meeting after executive session*)
Esteban Rangel
Tita C. Vela (*arrived at 6:09 p.m.*)
Karina "Kari" Elizondo (*participated via Zoom at 6:06 p.m.; did not return to the meeting after executive session*)

OTHERS

Minita Ramirez, Ph.D.
Rusty Meurer
Marisela Rodriguez Tijerina, Ed.D.
Eduardo Martinez
Brenda Martinez
Prakash Mansinghani
Cesar E. Vela Jr.
David Arreazola
Albert Chavez

MEMBERS ABSENT

CALL TO ORDER

Ms. Zepeda called the meeting to order. Ms. Leven-Ramos called the roll. Ms. Zepeda announced that a quorum of the members was present, that this meeting was duly called, and that notice of this meeting was posted in accordance with the Texas Open Meetings Act.

**APPROVAL OF THE
MINUTES OF THE REGULAR
BOARD MEETING OF MAY
19, 2022 AND SPECIAL
BOARD MEETING & BUDGET
WORKSHOP OF JUNE 1,
2022**

Mr. Rangel moved to approve the minutes as presented. The motion was seconded by Mr. Delgado; motion carried.

PUBLIC TESTIMONY

No one signed up for Public Testimony

Mr. Martinez asked Mr. Ernesto Sanchez if he was going to make a presentation to the Board. Mr. Sanchez requested that a building/room be named after veteran and art instructor, Mr. Dale M. Short[†]. Ms. Zepeda will refer the matter to the college president. Ms. Leven-Ramos moved that Mr. Sanchez's request be placed under public testimony. Mr. Rangel seconded the motion; motion carried.

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

RECOGNITION OF DR. MARISELA RODRIGUEZ TIJERINA FOR SERVICE AS INTERIM PRESIDENT OF LAREDO COLLEGE

Ms. Leven-Ramos on behalf of the Laredo College Board of Trustees recognized Dr. Marisela Rodriguez Tijerina as Interim President for 2021 – 2022 and presented her with a plaque and gift for her leadership during this time. She also presented a basket of appreciation on behalf of the LC Alumni & Friends Association. Dr. Rodriguez Tijerina expressed her appreciation to serve as Interim President.

Ms. Zepeda acknowledged the presence of Ms. Elizondo via Zoom and Ms. Vela.

WELCOMING DR. MARIA MINERVA RAMÍREZ AS PRESIDENT OF LAREDO COLLEGE

Ms. Leven-Ramos on behalf of the LC Board of Trustees presented Dr. Maria Minerva Ramirez, new Laredo College President, with a gift welcoming her to the college. Dr. Ramirez thanked the Board for the gift and expressed her commitment to move the college forward.

ESPORTS UPDATE – MR. CARMELINO CASTILLO

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

LITERACY SYMPOSIUM UPDATE – MR. EDUARDO MARTINEZ

Mr. Eduardo Martinez, Instructional Professional Development Coordinator, reported on the Literacy Texas Annual conference held on campus. He thanked the committee – Ms. Sandra Cortez, Ms. Brenda Martinez, Ms. Beatriz Gutierrez, Ms. Priscilla Medina, Ms. Cindy Rodriguez, Mr. Javier Cano, and Mr. Eduardo Martinez – for putting together the event.

LAREDO CARES 2.0 UPDATE – MS. BRENDA MARTINEZ

Ms. Brenda Martinez, Director of Continuing Education, gave an update on the Laredo Cares 2.0 project which provides worker skills training at no-cost to individuals affected by the pandemic. There will be a job fair on August 2nd. She answered questions from the Board.

INTRODUCTION OF PERSONNEL/PERSONNEL ACTIONS – DR. MINITA RAMÍREZ

Dr. Minita Ramirez announced the personnel actions for the month: Juan F. Gonzalez, Records Data Analyst; Jake Villarreal, Workforce Development Specialist; and Olga Lozano, Administrative Secretary – Advising, Career & Transfer Center.

FACULTY SENATE REPORT

Dr. Prakash Mansinghani, Faculty Senate President, reported on: Senate leadership team; thanked Dr. Tijerina for her service as Interim President; welcomed Dr. Ramirez as President; and Faculty Senate goals for 2022-2023.

CONSENT AGENDA

Mr. Delgado moved to defer Item 7.J. - *Approval of 2022 IME Becas Scholarship Regular Scholarship Matching Funds as Per Donor Request*. Ms. Leven-Ramos seconded the motion; motion carried.

Mr. Martinez moved to approve the following items under Consent Agenda.

- Item 7.A. - May 2022 Financial Report
- Item 7.B. - Approval to Purchase Annual Maintenance for Nursing Anne Simulators, SimMan and SimMom Manikins
- Item 7.C. - Approval to Amend Baseball and Softball Field Lease Agreement
- Item 7.D. - Ratification of Microsoft Annual License Renewal
- Item 7.E. - Approval of SoftDocs Enterprise Content Management System
- Item 7.F. - Approval of Computer Equipment (PCs) Purchase
- Item 7.G. - Approval of Dell Hardware Maintenance Renewal for Data Center Equipment
- Item 7.H. - Approval of Laredo College Campus Police Equipment. Possible Closed Session Discussion as Permitted by Government Code §551.076
- Item 7.I. - Approval of Budgeted Cash Matching Funds for the Be It! Foundation

- Item 7.K. - Approval of STARS Regular Scholarship Matching Funds as Per Donor Request
- Item 7.L. - Approval to Purchase SimMom for Incoming STEM Students Participating in Undergraduate Research as Part of the LEAPS
- Item 7.M. - Approval of Repairs to Fort McIntosh Campus Emergency Phones (Deferred Maintenance Project)

Ms. Vela seconded the motion; motion passed.

DISCUSSION AND POSSIBLE ACTION

APPROVAL OF MARTINEZ FINE ARTS CENTER HVAC UPGRADES PROJECT – MR. CESAR VELA/MR. ORLANDO ZEPEDA

Mr. Rangel moved to bring up Item 8.J. - *Approval of Martinez Fine Arts Center HVAC Upgrades Project* and approve as recommended by Mr. Martinez during the Building Committee meeting. Mr. Martinez seconded the motion; motion carried.

Mr. Cesar Vela, Vice President of Finance, provided background information on the project. Mr. Vela asked the Board to “approve the contract with TRANE for HVAC upgrades at the Martinez Fine Arts Center using Omnia Partners cooperative contract as the method that provides the best value to the college. Also, that the Board approve Option A as the finance option and Alternate 2 which will be the consolidation of a plant for the MFA, LEAC, and VPA, not to include a thermal storage tank at this time but will allow in the future”. Mr. Rangel moved to amend his motion as stated by Mr. Vela. Mr. Martinez seconded the motion; motion carried. TRANE representatives thanked the Board for the opportunity.

ORDER CALLING FOR THE ELECTION FOR BOARD OF TRUSTEES PLACES 1, 2, AND 3 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 IN TO A JOINT ELECTION SERVICES CONTRACT WITH THE WEBB COUNTY ELECTIONS ADMINISTRATOR TO CONDUCT AND SUPERVISE THE JOINT ELECTIONS OF NOVEMBER 8, 2022 – DR. VERONICA MARTINEZ

Dr. David Arreazola, Vice President for Compliance and Risk Management, on behalf of Dr. Veronica Martinez presented information on the upcoming Laredo College Board of Trustees election. The Board had questions which Administration will look into. Mr. Rangel moved to approve. Mr. Delgado seconded the motion. Mr. Rusty Meurer, college attorney, recommended to break up the motion into two parts – one is ordering the election and adopting the resolution.

Ms. Zepeda acknowledged the presence of Ms. Mares via Zoom.

Mr. Rangel moved to amend his motion to approve the resolution ordering the November 8th LC Board of Trustees election. Mr. Delgado and Mr. Martinez seconded the motion. Mr. Meurer read the resolution.

WHEREAS, the Laredo College Board of Trustees conducted its regular monthly Board meeting on July 6, 2022; and

WHEREAS, during this regular meeting, the Laredo College Board of Trustees considered an item to order an election to elect three (3) members for the Board of Trustees, Places 1, 2, and 3, pursuant to requirements of the relevant provisions of the Texas Election Code and Texas Education Code;

NOW, THEREFORE, BE IT RESOLVED that the Laredo College Board of Trustees hereby ORDERS an election to be held on November 8, 2022, for the purpose of electing three (3) members of the Laredo College Board of Trustees for Places 1, 2, and 3.

BE IT FURTHER RESOLVED that applications for a place on the ballot shall be filed by August 22, 2022.

BE IT FURTHER RESOLVED that early voting by personal appearance will be conducted each weekday at the dates, locations and times set forth on Exhibit F to the Election Contract and Cost Estimate for the Laredo College Joint General/Special Election entered into by and between Laredo College and the Elections Administrator for Webb County, Texas. A true and complete copy of Exhibit F is attached to this Resolution.

BE IT FURTHER RESOLVED that voting by personal appearance on November 8, 2022, will be conducted at the election day sites set forth on

Exhibit G to the Election Contract and Cost Estimate for the Laredo College Joint General/Special Election entered into by and between Laredo College and the Elections Administrator for Webb County, Texas. A true and complete copy of Exhibit G is attached to this Resolution.

BE IT FURTHER RESOLVED that applications for ballot by mail shall be mailed to Jose Luis Castillo, Webb County Elections Administrator, P.O. Box 233, Laredo, Texas 78042.

BE IT FURTHER RESOLVED that applications for ballots by mail must be received no later than the close of business on October 28, 2022.

ISSUED THIS 6th day of July, 2022.

A vote was taken; motion passed. Mr. Meurer indicated that part two of this item is authorizing the college president to enter into a joint elections services contract with the Webb County Elections Administrator to conduct and supervise the joint elections of November 8, 2022. Ms. Leven-Ramos so moved. Mr. Delgado seconded the motion; motion carried.

**TASB BOARD POLICY
UPDATE 43: REVIEW
UPDATED LEGAL POLICIES
AND ACT ON LOCAL
POLICIES (SEE LIST BELOW)**
– DR. DAVID V. ARREAZOLA

Dr. Arreazola presented the following policies that TASB is proposing for modifications.

CIA(LOCAL): EQUIPMENT AND SUPPLIES MANAGEMENT - RECORDS
MANAGEMENT
CJ(LOCAL): TRANSPORTATION MANAGEMENT
DGC(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - EMPLOYEE
EXPRESSION AND USE OF COLLEGE FACILITIES
DHA(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - SEARCHES AND
ALCOHOL/DRUG TESTING
DHB(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - CHILD ABUSE AND
NEGLECT REPORTING
DHC(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - EMPLOYEE
SOLICITATIONS
ECC(LOCAL): INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND
SCHEDULES
EDA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

Ms. Leven-Ramos moved to approve this item along with the following items as they were discussed at the Program/Policy Committee meeting:

Item 8.D. – Approve Modification to Laredo College Board Policy BDB(LOCAL):
BOARD MEETINGS - PUBLIC PARTICIPATION
Item 8.E. - Approve Modifications to Laredo College Board Policy DJ(LOCAL):
ASSIGNMENT, WORK LOAD, AND SCHEDULES
Item 8.F. - Approve Modification to Laredo College Board Policy FLB(LOCAL):
STUDENT RIGHTS AND RESPONSIBILITIES-STUDENT CONDUCT

Mr. Delgado seconded the motion; motion carried.

**APPROVE MODIFICATION
TO LAREDO COLLEGE
BOARD POLICY
BBG(LOCAL): BOARD
MEMBERS-COMPENSATION
AND EXPENSES – MS.
JACKIE LEVEN-RAMOS**

Ms. Leven-Ramos moved to defer this item to next month's meeting. Mr. Delgado seconded the motion; motion carried.

**ADOPT A RESOLUTION
SUPPORTING TRANSPACE
MEXICO'S APPLICATION TO
BECOME A USAGE-DRIVEN
FOREIGN TRADE ZONE #94
DESIGNATION, LOCATED AT
107 ROSS KHALEDI RD.,
LAREDO TEXAS 78045 – DR.**

Dr. Rodriguez Tijerina, Provost/Vice President for Academic Affairs, noted that the Board had previously approved this application; however, they are reducing the square footage. Ms. Leven-Ramos moved to approve the change. Dr. Carranza seconded the motion. Mr. Delgado noted for the record that it is not known how much the college is losing when approving these FTZ requests but they do take money away from

MARISELA RODRIGUEZ
TIJERINA

the college. He encouraged the Board to stop approving these requests. Discussion followed. Ms. Zepeda called for the vote; motion carried.

**APPROVAL OF FIBER
INFRASTRUCTURE
PROJECT (FACILITIES
MASTER PLAN PHASE III
PROJECT) – MR. CESAR
VELA/MR. ALBERT CHAVEZ**

Mr. Rangel moved to approve this item and Item 8.I. - *Approval for Purchase of Audio-Visual Equipment for the Laredo College South Campus (Facilities Master Plan Phase III Project)* as they were discussed at the Building Committee meeting. Mr. Martinez and Mr. Delgado seconded the motion. Dr. Ramirez noted a point of order that the items need to read that are being approved. Ms. Zepeda read the agenda item and took the vote; motion carried.

INFORMATION ITEMS

**UPDATE ON LAREDO
COLLEGE FRAUD HOTLINE
– MR. CESAR VELA**

Mr. Vela presented website information on the LC fraud hotline. He explained the process and answered questions from the Board. The hotline will go live on September 1st.

**UPDATE ON FIXED ASSET
INVENTORY SOFTWARE –
MR. CESAR VELA**

Mr. Vela presented inventory software vendors they are looking into and will bring a recommendation for Board approval. He answered questions from the Board. The Board requested a demonstration of the one recommended.

**UPDATE ON BUILDING
LEASE AGREEMENT WITH
THE UNITED STATES
INTERNATIONAL
BOUNDARY AND WATER
COMMISSION – MR. CESAR
VELA**

Mr. Vela noted that the lease for P-27 was issued a 60-day extension and will work on the terms of the agreement which will be brought to the Board for approval in August.

**LAREDO COLLEGE WEBSITE
UPDATE – MR. ALBERT
CHAVEZ**

Mr. Albert Chavez, Senior Director of Information Technology, presented a mock-up of the LC website. He answered questions from the Board. Dr. Ramirez noted that an EthicsPoint, Alumni opportunity, and a Give Now opportunity need to be on the main page.

**PRESENTATION OF 2022 –
2023 STUDENT
HANDBOOKS – DR.
MARISELA RODRIGUEZ
TIJERINA**

Dr. Rodriguez Tijerina presented the new and revised handbooks for the 2022-2023 academic year.

Academic Affairs Division

- Bachelor of Applied Science in Organizational Leadership Program (BASORGL)

Academic Innovation & Technology Division

- eLearning & Instructional Innovation Center

Art & Sciences Division

- LC Honors Program

Community Education Division

- Adult Education & Literacy Program (AEL)
- Cosmetology Program

Health Sciences Division

- Associate Degree in Nursing Program (ADN)
- Bachelor of Science in Nursing Program (BSN)
- Diagnostic Medical Sonography Program (DMS)
- Emergency Medical Services Program (EMS)
- Medical Assistant Program (MA)
- Nursing Assistant Program (NURA)
- Occupational Therapy Assistant Program (OTA)
- Physical Therapist Assistant Program (PTA)
- Radiologic Technology Program (RT)
- Vocational Nursing Program (VN)

Workforce Education Division

- Business Management Department
- Child Development Program

- Computer Aided Drafting & Design Technology Program
- Culinary Arts Program
- Cybersecurity Institute
- Electrical Technology Program
- Electronic Technologies Program
- Heating, Ventilation, Air Conditioning and Refrigeration Program
- Homeland Security Studies Program
- LC Regional Law Enforcement Academy (LEA)
- Networking Technologies Program
- Protective Services Department
- Welding Technology Program

Mr. Martinez inquired about the auto mechanics program. Dr. Ramirez indicated that the program is active. Dr. Rodriguez Tijerina will present the transportation technology program handbooks next month.

EXECUTIVE SESSION

At 7:52 p.m., Ms. Mares moved to go into executive session on the following items:

- Agenda Item 10.A. - Consultation with Laredo College Attorney Regarding Equal Employment Opportunity Commission (EEOC) Charge No. 451-2022-01849 filed by Laredo College Employee, Pursuant to Texas Government Code Sections 551.071 and 551.074.
- Agenda Item 10.B. - Pursuant to Sections 551.071 and 551.074 of the Texas Government Code, Closed Session Discussion of the Employment, Reassignment and Duties of Employee Related to a Proposed Recommendation of Administration in the Nursing Program as per Laredo College Personnel Policy DJ(Local): ASSIGNMENT, WORK LOAD, AND SCHEDULES including Discussion with Legal Counsel Regarding Related Legal Issues
- Agenda Item 10.C. - Closed Session Discussion with the Interim College President Pursuant to Texas Government Code Section 551.074 Regarding the Employment, Reassignment, and Duties of Certain Employees Due to a Reorganization

Ms. Leven-Ramos seconded the motion; motion carried.

The Board reconvened to open session at 9:00 p.m. Ms. Zepeda noted that no action was taken during executive session.

DISCUSSION AND POSSIBLE ACTION

APPROVE OF LIBERTY MUTUAL'S ASSIGNMENT OF COUNSEL TO DEFEND LAREDO COLLEGE IN RESPONSE TO EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) CHARGE NO. 451-2022-01849

Mr. Martinez moved to approve this item. Ms. Vela seconded the motion. Mr. Delgado read the motion "I move to approve Liberty Mutual engage the law firm of Thompson & Horton to represent Laredo College in the EEOC charge no. 451-2022-01849". Motion carried.

EMPLOYMENT, REASSIGNMENT AND DUTIES OF EMPLOYEE RELATED TO A PROPOSED RECOMMENDATION OF ADMINISTRATION IN THE NURSING PROGRAM AS PER LAREDO COLLEGE PERSONNEL POLICY DJ(Local): ASSIGNMENT, WORK LOAD, AND SCHEDULES

Mr. Delgado moved to "approve of the change in supervision in the Bachelor of Science in Nursing Program both indirect and direct supervision". Ms. Mares seconded the motion; motion carried.

**EMPLOYMENT,
REASSIGNMENT, AND
DUTIES OF CERTAIN
EMPLOYEES DUE TO A
REORGANIZATION**

Mr. Delgado moved to “approve the reorganization proposed by the college president in executive session”. Mr. Rangel seconded the motion; motion carried.

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

The reports were provided for information purposes.

Dr. Ramírez announced:

- President’s investiture on August 15 at 9:00 a.m. with Convocation beginning at 1:30 p.m.
- LC’s 75th anniversary is on September 28. From July 15th – September 28th, LC will celebrate 75 days with a feature every day.
- 75th Anniversary gala on September 30th
- If anyone has historical documents, photos, memorabilia of LC, please bring in to the President’s Office which will be displayed in the Legacy Room at the Yearly Library.
- Bachelor of Science in Nursing graduation tomorrow at 6:00 p.m.

NEXT MEETING DATE:

Thursday, July 28, 2022, 6:00 p.m. – Regular Board of Trustees Meeting

ADJOURNMENT

At 9:09 p.m., Mr. Delgado moved to adjourn the meeting. Mr. Rangel seconded the motion; motion carried.