



LAREDO COLLEGE DISTRICT
Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Thursday, September 29, 2022, beginning at 6:01 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
Mercurio Martinez, Jr.
Henry S. Carranza, Ph.D.
Esteban Rangel (*arrived at 6:21 p.m.*)
Karina "Kari" Elizondo (*arrived at 6:25 p.m.*)
Tita C. Vela

OTHERS

Minita Ramirez, Ph.D.
Rusty Meurer
Carolyn Schmies
Marisela Rodriguez Tijerina, Ed.D.
Fred Solis, Ed.D.
Cynthia Rodriguez
Prakash Mansinghani
Cesar E. Vela, Jr.
Tekuani Perez
Priscilla Medina
Raquel Peña
Sara A. Pompa

MEMBERS ABSENT

Cynthia Mares

CALL TO ORDER

Ms. Zepeda called the meeting to order. Ms. Leven-Ramos called the roll. Ms. Zepeda noted that Ms. Mares requested to be excused from the meeting.

**APPROVAL OF THE
MINUTES OF THE BOARD
RETREAT OF AUGUST 20,
2022 AND THE REGULAR
BOARD MEETING OF
AUGUST 25, 2022**

Mr. Martinez 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.

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

**PRESENTATION OF
APPRECIATION PLAQUE BY
LITERACY VOLUNTEERS OF
LAREDO - LITERACY
VOLUNTEERS OF LAREDO
BOARD**

Ms. Carolyn Schmies on behalf of the Literacy Volunteers of Laredo presented Laredo College an appreciation plaque for its support of Literacy Volunteers of Laredo.

**TEXAS HIGHER EDUCATION
COORDINATING BOARD
TEXAS TRANSFER
ADVISORY COMMITTEE ON
THE DISCIPLINE OF
BIOLOGY APPOINTEE, MS.
ROXANNE VARGAS - DR.
MARISELA RODRIGUEZ
TIJERINA**

Dr. Marisela Rodriguez Tijerina, Provost/Vice President for Academic Affairs, introduced Ms. Roxanne Vargas, Associate Professor of Biology, who was approved by the Texas Higher Education Coordinating Board to serve on the Transfer Advisory Committee.

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU) LEADERS IN RESIDENCE – DR. FRED SOLIS

Dr. Fred Solis, Vice President of Student Success & Enrollment, introduced two LC students who have been recognized as leaders in residence by HACU, Ms. Julie Martinez and Mr. Jorge Gonzalez.

MOLINA FOUNDATION BOOK BUDDIES GRANT – MS. CYNTHIA RODRIGUEZ

Ms. Cynthia Rodriguez, Library Director, announced that LC applied and has been awarded the Molina Foundation Book Buddies grant with the help of Ms. Leven-Ramos and Dr. Minita Ramirez. The grant consists of 30,000 books which will be distributed during college events.

LAREDO COLLEGE 75TH ANNIVERSARY CELEBRATION AND GALA – DR. MINITA RAMÍREZ

Dr. Minita Ramirez, President, announced that the 75th birthday celebration was yesterday and a gala, Diamonds and Denim theme, is being planned for March 24th at the Kazen Student Center.

INTRODUCTION OF PERSONNEL/PERSONNEL ACTIONS – DR. MINITA RAMÍREZ

Dr. Ramirez introduced the new hires and promotions for the month: Jorge Dimas, Director of Admissions; Diana P. Mata, Payroll Accountant I; Maria L. Partida, Writing Center Director; Jessica L. Lopez, Administrative Assistant I for Information Technology Department; Julio Reyes, Director of Recruitment; Lisa Avila, Teacher Assistant; Joy O. Salinas, Faculty Secretary for Industrial and Electronic Technologies Department; Mirasol Tabarez, Administrative Assistant for the Office of the President; Alexis J. Flores, Laboratory Technician; and Oscar Castillo, Faculty Secretary for the Visual & Performing Arts Department.

FACULTY SENATE REPORT

Mr. Prakash Mansinghani, Faculty Senate President, thanked the Board for the salary increase and Dr. Ramirez for hosting the Faculty Senate dinner. He announced that the LC Board of Trustees election forums are tentatively scheduled for October 27 and November 2 and congratulated the college for its 75 years milestone.

Ms. Zepeda acknowledged the presence of Mr. Rangel.

ASSOCIATED STUDENT ORGANIZATION REPORT

No report.

CONSENT AGENDA

Mr. Rangel moved to approve all of the following items under Consent Agenda.

- Agenda Item 8.A. – August 2022 Preliminary Financial Report
- Agenda Item 8.B. – Approval of Five-Year Agreement with Avaya for Cloud Office Phone System Migration
- Agenda Item 8.C. – Approval to Use the Student Activities Fund Balance for the Purchase of Computer Equipment and Student I.D. System
- Agenda Item 8.D. – Approval of Acquisition of Serials and Periodicals Services from EBSCO Information Services
- Agenda Item 8.E. – Ratification of Contract with Ed2Go/Cengage for the Purchase of Online Classes
- Agenda Item 8.F. – Approval for Plumbing Repairs at the Maravillo Gym
- Agenda Item 8.G. – Approval to Increase the Work-Study Hourly Rate
- Agenda Item 8.H. – Approval to Extend Temporary Staffing Contract

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

Ms. Zepeda acknowledged the presence of Ms. Elizondo.

DISCUSSION AND POSSIBLE ACTION

APPROVAL OF CHANGE ORDER FOR THE P-14 BUILDING PROJECT – MR. CESAR VELA/MR. ORLANDO ZEPEDA/MR. HOMER PAEZ

Mr. Cesar Vela, Vice President of Finance & Administration, asked the Board to approve a change order in the amount of \$42,373.73 for the Building P-14 Project with funding coming from savings from the Facilities Master Plan Phase II. Mr. Rangel moved to approve. Ms. Leven-Ramos seconded the motion. Discussions took place. Ms. Zepeda called for the vote; motion carried.

ADOPT A RESOLUTION SUPPORTING UNI-TRADE BROKERS, L.C. APPLICATION TO BECOME A USAGE-DRIVEN FOREIGN TRADE ZONE #94 DESIGNATION, LOCATED AT 101 NORTH AMERICA INDUSTRIAL PARK, LAREDO TEXAS 78045 – DR. MINITA RAMÍREZ

Dr. Ramirez presented Uni-Trade Brokers' request for a usage-driven foreign trade zone designation. Ms. Leven-Ramos moved to approve. Mr. Rangel seconded the motion; motion passed with one opposing.

APPROVE MODIFICATION TO LAREDO COLLEGE BOARD POLICY CDDA(LOCAL): PAYROLL PROCEDURES-SALARY DEDUCTIONS – DR. MINITA RAMÍREZ

Dr. Ramirez presented recommended modification to CDDA(LOCAL) policy. This would allow payroll deductions for contributions to the college. Mr. Rangel moved to approve. Mr. Delgado seconded the motion; motion carried.

Mr. Martinez asked that his vote on Agenda Item 9.B. - *Adopt A Resolution Supporting Uni-Trade Brokers, L.C. Application to Become A Usage-Driven Foreign Trade Zone #94 Designation, Located At 101 North America Industrial Park, Laredo Texas 78045* be recorded as abstained from voting.

INFORMATION ITEMS STUDENT ACTIVITIES AND FUTURE PROGRAMS COLLEGE OF HEALTH SCIENCES OPEN HOUSE SCHEDULED ON OCTOBER 10, 2022, 4:00 P.M. – 8:00 P.M. – DR. DIANNA MILLER

Dr. Rodriguez Tijerina, on behalf of Dr. Dianna Miller, invited the Board, students, and the public to the College of Health Sciences Open House on October 10th.

CYBERSECURITY MONTH – MR. HERIBERTO HERNANDEZ

Mr. Tekuani Perez, on behalf of Mr. Heriberto Hernandez, announced that October is national cybersecurity awareness month and Laredo College will have three events during the month and a Cyber Fest.

PROTECTIVE SERVICES CENTER OPEN HOUSE ON SEPTEMBER 27, 2022 – MR. HERIBERTO HERNANDEZ

Dr. Rodriguez Tijerina announced that an open house was held on September 27th for the Protective Services Center to bring awareness on the program.

FALL FEST ON OCTOBER 22, 2022, 4:00 P.M. – 9:00 P.M. – MS. PRISCILLA MEDINA

Ms. Priscilla Medina, Dean of LC South, announced Fall Fest showcasing LC South and programs is scheduled for October 22nd. Ms. Leven-Ramos requested a booth for the Alumni Association.

REVIEW BOARD SELF-EVALUATION INSTRUMENT AS PER LAREDO COLLEGE BOARD POLICY BCG(LOCAL): BOARD INTERNAL ORGANIZATION-BOARD EVALUATION – DR. MINITA RAMÍREZ

Dr. Ramirez noted that as per Southern Association of College and Schools Commission on Colleges, the Board needs to complete a self-evaluation annually. Ms. Leven-Ramos noted that the evaluation be completed before the election. The Board will use the self-evaluation instrument that was distributed in the meeting packets. The instrument will also be emailed to the Board.

EXECUTIVE SESSION

At 6:49 p.m., Mr. Rangel moved to go into executive session on the following items:

- Consultation with Laredo College Attorney to Discuss Laredo College Employee's Equal Employment Opportunity Commission (EEOC) Complaint and Dismissal Notice, Pursuant to Texas Government Code Section 551.071
- Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 with Laredo College Attorney Concerning Updates on Pending Litigations Filed Against Laredo College

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

The Board reconvened to open session at 7:35 p.m. Ms. Zepeda noted that no action was taken during executive session.

DISCUSSION AND POSSIBLE ACTION

**LAREDO COLLEGE
EMPLOYEE'S EQUAL
EMPLOYMENT
OPPORTUNITY
COMMISSION (EEOC)
COMPLAINT AND
DISMISSAL NOTICE**

Ms. Zepeda noted that no action will be taken on this item.

**PENDING LITIGATIONS
FILED AGAINST LAREDO
COLLEGE**

Ms. Zepeda noted that no action will be taken on this item.

**PRESIDENT'S REPORTS
CAMPUS POLICE,
PERSONNEL, AND TRAVEL
REPORTS – DR. MINITA
RAMÍREZ**

Dr. Ramírez provided an overview of the various reports; the reports were provided for information purposes.

**ASSOCIATION OF
COMMUNITY COLLEGE
TRUSTEES
COMPLIMENTARY BOARD
SERVICES – DR. MINITA
RAMÍREZ**

Dr. Ramírez noted that LC was awarded a complimentary one-day Board training from ACCT which she recommended to schedule in the spring.

**TITLE IX REPORT – MS.
RAQUEL PEÑA**

Ms. Raquel Peña, Associate Dean of Students/Title IX Coordinator, noted that the Board received the Title IX Report in their Board meeting packets which is submitted annually.

**ENROLLMENT REPORT –
DR. FRED SOLIS**

Dr. Solis presented the Fall and Quarter 4 enrollment numbers. He also presented information for Quarter 1, Fall Second Start, Wintermester, and Spring 2023.

**GIFTS, DONATIONS,
GRANTS, AND
ENDOWMENTS REPORT –
MS. SARA A. POMPA**

Ms. Sara A. Pompa, Director of Donor Relations, presented the Donor & Alumni Relations Quarterly Report for FY 2022. She also reported on the following pending endowments/grants: Rio South Texas Education and Community Foundation Costep grant for \$125,000, Raymond Martin Gutierrez & Melba P. Gutierrez Charitable Trust Endowment Fund for \$50,000, South Texas Outreach Foundation for \$40,000, and Guadalupe & Lilia Martinez Foundation for \$48,000.

NEXT MEETING DATE:

Thursday, November 3, 2022, 6:00 p.m. – Regular Board of Trustees Meeting

ADJOURNMENT

At 7:54 p.m., Mr. Rangel moved to adjourn the meeting. Ms. Leven-Ramos seconded the motion; motion carried.