



LAREDO COLLEGE DISTRICT
Laredo, Texas

The regular meeting of the Laredo College Board of Trustees convened on Thursday, November 16, 2023, 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.

1. CALL TO ORDER Ms. Leven-Ramos called the meeting to order.

2. ROLL CALL Ms. Leven-Ramos called roll.

MEMBERS PRESENT

Lupita Zepeda, President (*arrived at 6:36 p.m.*)
Jackie Leven-Ramos, Secretary
Erica Benavides Garcia
Cindy Liendo
Mercurio Martinez, Jr.
Karina “Kari” Elizondo
Ernestina “Tita” Cantu Vela

MEMBERS ABSENT

Jorge “JD” Delgado, Vice President
Esteban Rangel

OTHERS

Minita Ramirez, Ph.D.
Rusty Meurer
Diana Y. Ortiz, Ph.D.
Gabriel Lozano
Carmelino Castillo
Juliana Kelley
Misael Negrete
Cesar E. Vela, Jr.
Priscilla Medina
David V. Arreazola, Ed.D.
Jessica Treviño
Federico Solis, Jr., Ed.D.
Andrea Lopez
Adriana Craddock
Veronica Cardenas
Jose Hernandez
Raquel Peña

Ms. Leven-Ramos 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.

3. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 18, 2023, AND SPECIAL BOARD MEETING OF OCTOBER 24, 2023

Mr. Martinez moved to approve the minutes as presented. The motion was seconded by Ms. Liendo; motion passed.

4. PUBLIC TESTIMONY No one signed up for public testimony.

Ms. Leven-Ramos noted for the record that Ms. Zepeda is running late and she will chair the meeting on her behalf.

5. RECOGNITIONS, INTRODUCTIONS OF PERSONNEL, AND NEW PERSONNEL ACTIONS FOR THE MONTH

5.A. NATIONAL COUNCIL FOR MARKETING & PUBLIC RELATIONS (NCMPR) MEDALLION AWARDS CONFERENCE IN OCTOBER – DR. DIANA Y. ORTIZ

Dr. Diana Y. Ortiz, Vice President of Institutional Advancement, reported on the National Council for Marketing & Public Relations Conference competition and announced the medallion awards that Laredo College received. She congratulated the entire team for their work.

5.B. TEXAS HISTORICAL COMMISSION TEXAS PRESERVATION TRUST FUND GRANT – DR. DIANA Y. ORTIZ/MR. GABRIEL LOZANO

Mr. Gabriel Lozano, Grant Director, announced that Laredo College received a \$30,00 grant from the Texas Historical Commission preservation trust fund to assist in the renovation of Arechiga Hall.

5.C. PNC GROW UP GREAT PROGRAM GRANT – DR. DIANA Y. ORTIZ/MR. GABRIEL LOZANO

Mr. Lozano announced that LC received the PNC Grow Up Great Program grant for \$20,000 to purchase equipment and supplies for the Camilo Prada Child Development Center.

5.D. PRAIRIE FOUNDATION GRANT – DR. DIANA Y. ORTIZ/MR. GABRIEL LOZANO

Mr. Lozano announced that LC received a \$20,000 grant from the Prairie Foundation for a Flamenco Festival.

5.E. HIGHER EDGE 2023: LEADING TEXAS' FUTURE CONFERENCE – DR. MARISELA RODRIGUEZ TIJERINA

This item was deferred.

5.F. H-E-B GIFT CARDS – MR. CARMELINO CASTILLO/MR. GABRIEL LOZANO

Mr. Lozano announced that LC received a grant from the H-E-B Hunger Relief Program which included a \$10,000 check and \$5,000 in gift cards for the Palomino Care Center. Mr. Carmelino Castillo, Associate Vice President for Student Engagement, announced that the gift cards were used to purchase 300 turkeys which were provided to students and the \$10,000 will be used to purchase equipment for the centers at both campuses.

5.G. INTRODUCTION OF PERSONNEL/ PERSONNEL ACTIONS – DR. MINITA RAMÍREZ

Dr. Minita Ramírez, President, introduced the promotions and new hires for the month: Juan Buyo, Sergeant/Investigator; Stephanie R. Moreno, Environmental Health & Safety Coordinator; Manuel J. Maciel, Homeland Security Studies Instructor; Sonia Palacios, Provost/VP of Academic Affairs Administrative Assistant III; Maria Salas, Photographer/Public Relations; and Amalia I. Gaytan, BASORGL Instructional Assistant.

6. FACULTY SENATE REPORT – MRS. JULIANA KELLEY

Mrs. Juliana Kelley, Faculty Senate President, thanked everyone for the employee Thanksgiving luncheons. She reported on: 2nd 8-week courses, trainings, graduation, Open Education Resources, committee updates, and Memorial Brick Project.

7. LAREDO COLLEGE STUDENT GOVERNMENT ASSOCIATION REPORT – MR. MISAEL NEGRETE

Mr. Misael Negrete, on behalf of the Student Government Association President, reported on association events (Breast Cancer Awareness Day, Dia del Rio, pumpkin patch, Spooktacular, Dia de los Muertos, H-E-B feast of sharing, dining etiquette & BASORGL Mixer, Gus Garcia documentary showing, MALES symposium, and participation at the National Orientation Director's Association conference and the Hispanic Association of Colleges and Universities conference. Dr. Ramírez noted for the record that the Associated Student Organization is now the Student Government Association.

8. CONSENT AGENDA

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

- Agenda Item 8.A. – Approval of Endowment Matching Funds as Per Donor's Request
- Agenda Item 8.B. – Approval of August 2023 Quarterly Investment Report and FYE 2023 Annual Investment Report

- Agenda Item 8.C. – Approval of 36-Month Lease for Print Shop Copier Machines
- Agenda Item 8.D. – Approval of 5-Year Agreement for Purchase of Licenses for Academic and Event Scheduling Platform
- Agenda Item 8.E. – Approval of 5-Year Agreement for Purchase of In-Car and Body Worn Camera and Video Manager System for Campus Police
- Agenda Item 8.F. – Ratification of 3-Year Contract Extension with DocuSign for Contract Life Cycle Management (CLM) Solution
- Agenda Item 8.G. – Approval for Purchase of Cisco Firewall Management Center & Nexus Switches for Main Campus Datacenter
- Agenda Item 8.H. – Approval for Purchase of Dell VxRail Servers for South Campus Datacenter
- Agenda Item 8.I. – Approval for Purchase of Cisco Wireless Controllers
- Agenda Item 8.J. – Approval of Updates on Lab Fees and Student Liability Insurance Fees

Ms. Elizondo seconded the motion; motion passed.

9. DISCUSSION AND POSSIBLE ACTION

9.A. APPROVAL OF DONATION OF LAREDO COLLEGE DISTRICT PROPERTY TO HABITAT FOR HUMANITY OF LAREDO-WEBB COUNTY AS PER LAREDO COLLEGE POLICY CIB(LOCAL): EQUIPMENT AND SUPPLIES MANAGEMENT-DISPOSAL OF PROPERTY – DR. DIANA Y. ORTIZ

Dr. Ortiz proposed that the Board approve the donation of some furniture, artwork, and equipment from the Martin Home inventory for less than fair market value to Habitat for Humanity. Discussion took place.

Ms. Leven-Ramos acknowledged the presence of Ms. Zepeda.

Ms. Benavides Garcia moved to approve. Ms. Elizondo seconded the motion; motion passed (Ms. Liendo abstained).

Ms. Leven-Ramos passed the gavel to Board President, Ms. Zepeda.

9.B. ANNEXATION OF NEW PROPERTY WHICH HAS BEEN ANNEXED BY THE CITY OF LAREDO – MR. CESAR VELA

Mr. Cesar Vela, Vice President of Finance and Administration, asked that the Board approve the City of Laredo’s annexation of new property into the College’s taxing district. There were seven tracts of land annexed by the City. Mr. Rusty Meurer, College Attorney, noted the process to annex new property. He proposed a motion that the “Laredo College annex property that has been previously annexed by the City of Laredo as identified” by Mr. Vela. Mr. Martinez so moved. Ms. Leven-Ramos seconded the motion; motion carried.

9.C. SELECTION OF AN INVESTMENT ADVISORY SERVICES PROVIDER AND DELEGATE TO THE COLLEGE PRESIDENT THE AUTHORITY TO NEGOTIATE A CONTRACT AND FEES – MR. CESAR VELA

Ms. Leven-Ramos moved to defer this item. Ms. Liendo seconded the motion; motion carried.

9.D. APPROVAL TO DESIGNATE A RESEARCH SECURITY OFFICER AS PER SB 1565 – DR. MINITA RAMÍREZ

Dr. Ramirez reported that SB 1565 requires that all community colleges designate a Research Security Officer; therefore, Dr. David V. Arreazola, Vice President of Compliance and Risk Management, is being recommended. Ms. Leven-Ramos so moved to approve the designation. Ms. Vela and Ms. Elizondo seconded the motion; motion carried.

9.E. ADOPTION OF RESOLUTION AND ORDER OF THE LAREDO COLLEGE DISTRICT BOARD TO CAST VOTES FOR WEBB COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS CANDIDATES ON THE

Dr. Ramirez reported that at the last Board meeting Ms. Elizondo was nominated to the Webb County Appraisal District Board of Directors. Mr. Meurer explained the process and noted that the Board needs to cast all of LC’s votes for their nominee. Discussion followed. Ms. Elizondo directed staff to look into the possibility of LC having their own seat on the Board. Mr. Meurer will look into the matter. Dr. Ramirez read the resolution.

**RESOLUTION AND ORDER OF THE LAREDO COLLEGE
TO CAST VOTES FOR CANDIDATES WHOSE NAME ARE LISTED ON THE BALLOT
FOR THE WEBB COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS**

WHEREAS, pursuant to Section 6.03 of the Property Tax Code, Laredo College has received notice on August 31, 2023 from the Chief Appraiser of the Webb County Appraisal District of the 454 number of votes to which Laredo College is entitled to; and

WHEREAS, pursuant to Section 6.03, of the Property Tax Code, each taxing unit entitled to vote on the election may nominate by resolution one candidate for each position to be filled on the Board of Directors; and

WHEREAS, Section 6.03, of the Property Tax Code, provides that the presiding officer of the governing body, shall submit by resolution names of the Laredo College's nominees to the Chief Appraiser of the Webb County Appraisal District before October 15, 2023; and

WHEREAS, the Chief Appraiser of the Webb County Appraisal District shall prepare a ballot listing the candidates and shall submit a copy of the ballot to each of the taxing units prior to October 30, 2023, for further action by the Laredo College; and

WHEREAS, the Laredo College is entitled to cast 454 votes in total for one or more of the nominated candidates listed in the ballot.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LAREDO COLLEGE THAT:

1. The Laredo College casts its votes on the official ballot for nominees for the Webb County Appraisal District Board of Directors as follows:

1. Name: Karina Elizondo
Votes Cast: 454

2. A copy of this resolution shall be delivered to Robert J. Peregoy, Chief Appraiser of the Webb County Appraisal District by or on behalf of the Laredo College, before December 15, 2023 or as soon thereafter as possible.

PASSED AND APPROVED BY THE LAREDO COLLEGE'S BOARD OF TRUSTEES ON THIS THE 16th DAY OF NOVEMBER, 2023.

Mr. Martinez so moved to approve the resolution. Ms. Liendo seconded the motion. Ms. Leven-Ramos noted for the record that she was not present when LC's nominee was approved by the Board but will vote to cast votes for LC's nominee. Motion carried.

**10. INFORMATION ITEMS
10.A. STATUS OF
LAREDO COLLEGE
DISTRICT BOARD
MEMBERS' REQUIRED
TRAININGS AS PER
TEXAS EDUCATION
CODE SECTION 61.084,
TEXAS GOVERNMENT
CODE 551.005 AND
2054.5191, AND LEGAL
POLICIES BBD(LEGAL):
BOARD MEMBERS-
ORIENTATION AND
TRAINING AND
BI(LEGAL): REPORTS –
DR. MINITA RAMÍREZ**

Dr. Ramírez reported that all Board members have completed their required trainings.

**10.B. NOTIFICATION OF
THE SERVING OF
ALCOHOLIC BEVERAGES
AT THE PRIVATE DAVID
B. BARKELEY CANTU
MEMORIAL CHAPEL
AND/OR YEARY LIBRARY**

Dr. Ramírez notified the Board that private events which have rented LC facilities have requested the serving of alcohol during the holiday seasons.

**- FALCON BANK
EXECUTIVE
CONFERENCE ROOM
FOR PRIVATE EVENTS
DURING THE HOLIDAY
SEASON AS PER LAREDO
COLLEGE BOARD POLICY
GDA(LOCAL):
COMMUNITY
EXPRESSION AND USE
OF COLLEGE
FACILITIES-CONDUCT
ON COLLEGE DISTRICT
PREMISES – DR. MINITA
RAMÍREZ**

10.C. FALL FEST UPDATE
– DR. DAVID V.
ARREAZOLA/MS.
PRISCILLA MEDINA

Ms. Priscilla Medina, Dean of South Campus, and Dr. Arreazola provided a recap of LC’s Fall Fest. Ms. Medina thanked Falcon Bank for their generous donation and the departments instrumental in putting the event together.

**10.D. ENROLLMENT
REPORT – DR. FRED
SOLIS/MS. JESSICA
TREVINO**

Ms. Jessica Treviño, Associate Vice President of Enrollment Management, provided Fall 2023 headcount, comparison from previous Fall semester, course enrollment, and semester credit hours. She answered questions from the Board and provided enrollment management announcements, and commencement date is December 15th at 1:30 p.m. at Sames Auto Arena.

**10.E. DESIGNATION OF
INSTITUTIONAL LIAISON
TO ASSIST CERTAIN
STUDENTS – DR. FRED
SOLIS**

Dr. Fred Solis, Vice President of Student Success and Enrollment, informed the Board that House Bill 1702 (86th Regular Legislative Session) and House Bill 1361 (88th Regular Legislative Session) obligated higher education institutions to appoint an institutional liaison for students who are or were in foster care and students who are parents respectively; therefore, LC has designated Ms. Fabiola Rodriguez, Retention Services Coordinator, as the liaison.

**10.F. LAREDO COLLEGE
MENTAL HEALTH
SERVICES/TRAINING –
MS. ERNESTINA “TITA”
CANTU VELA/DR. FRED
SOLIS**

Ms. Andrea Lopez, Associate Vice President of Student Success and Support Services, and Ms. Adriana Craddock, Counseling and Disability Services Director, presented information on LC’s Counseling and Disability Services (staff, services, common topics and actions, contact information, awareness campaign). Ms. Vela expressed the need for faculty training. Ms. Veronica Cardenas, Human Resources Director, reported that trainings are provided to staff. Discussion followed.

**10.G. FBI TRAINING – DR.
DAVID V.
ARREAZOLA/CHIEF JOSE
HERNANDEZ**

Mr. Jose Hernandez, LC Police Chief, presented information on identifying, assessing, and managing the threat of targeted attacks as presented by the FBI at a recent training.

**10.H. STRATEGIC
PLANNING PROCESS –
DR. DAVID V.
ARREAZOLA/DR.
VERONICA MARTINEZ/MS.
MARIA LUISA RAMIREZ**

Dr. Arreazola went over the Strategic Planning Process (purpose, meetings, and priorities).

10.I. TITLE IX TRAINING
– DR. DAVID V.
ARREAZOLA/MS. RAQUEL
PENA

Ms. Raquel Peña, Director of Student Discipline/Title IX Coordinator, provided an overview of the Title IX training sessions which took place for one week for several LC employees.

11. PRESIDENT’S REMARKS
**14.A. CAMPUS POLICE,
PERSONNEL, AND**

Dr. Ramirez noted that the reports are in the Board’s meeting materials for their information.

**TRAVEL REPORTS – DR.
MINITA RAMÍREZ**

**14.B. PRESIDENT’S
REMARKS – DR. MINITA
RAMÍREZ**

Dr. Ramirez reminded the Board of the upcoming Thanksgiving holiday.

**12. NEXT MEETING DATES &
UPCOMING EVENTS:**

November 20 – 24, 2023 – Thanksgiving holidays

Friday, December 1, 2023, 7:00 p.m. – LC Winter Dance

Saturday, December 9, 2023, 7:30 a.m. – LC Golf Classic

(tentative) Thursday, December 14, 2023, 6:00 p.m. – Regular Board Meeting

Friday, December 15, 2023 – Fall Graduation

December 21, 2023 – January 5, 2024 – LC Winter Holidays

January 8, 2024 – LC In-Service

January 15, 2024 – Martin Luther King, Jr. Holiday

Thursday, January 25, 2024, 6:00 p.m. – Regular Board of Trustees Meeting

13. ADJOURNMENT

At 8:45 p.m., Ms. Elizondo moved to adjourn the meeting. Ms. Vela seconded the motion; motion carried.