



LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular monthly meeting of the Laredo College Board of Trustees convened on Thursday, July 25, 2024, beginning at 6:10 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. Zepeda called the meeting to order.

2. ROLL CALL

Ms. Leven-Ramos called roll.

MEMBERS PRESENT

Lupita Zepeda, President

Jorge "JD" Delgado, Vice President

Jackie Leven-Ramos, Secretary

Erica Benavides Garcia

Esteban Rangel

Karina "Kari" Elizondo (*participated via Zoom; did not return after executive session*)

MEMBERS ABSENT

Cindy Liendo

Mercurio Martinez, Jr.

Ernestina "Tita" Cantu Vela

OTHERS

Minita Ramirez, Ph.D.

Rusty Meurer

David Arreazola, Ed.D.

Jose Hernandez

Marisela Rodriguez Tijerina, Ed.D.

Veronica Cardenas

Cesar E. Vela, Jr. (*participated via Zoom*)

Maria Elena Morales

Homer Paez

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.

3. APPROVAL OF THE MINUTES OF THE BUDGET WORKSHOP OF JUNE 20, 2024, BOARD RETREAT OF JUNE 22, 2024, AND THE REGULAR MONTHLY BOARD MEETING OF JUNE 27, 2024

Mr. Delgado moved to approve the minutes as presented. The motion was seconded by Ms. Leven-Ramos and Mr. Rangel; motion carried.

4. PUBLIC TESTIMONY

No one signed up for public testimony.

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

**5.A. RECOGNITION OF
SERGEANT RAMON
SALAZAR, LAREDO
COLLEGE CAMPUS
POLICE DEPARTMENT –
DR. DAVID
ARREAZOLA/MR. JOSE
HERNANDEZ**

Dr. David Arreazola, Vice President of Compliance and Risk Management, and Mr. Jose Hernandez, LC Police Chief, provided a summary of the incident that Sgt. Ramon Salazar assisted with. He was presented with a Meritorious Service pin and certificate of recognition for his actions.

**5.B. INTRODUCTION OF
PERSONNEL/PERSONNEL
ACTIONS – DR. MINITA
RAMIREZ**

Dr. Minita Ramirez, President, announced the new hires and promotion for the month: Isaias J. Alcorta, CLASS Instructional Lab Assistant; Elizabeth M. Garcia, Instructional Assistant-Instructional Technology Center; Ruben Villarreal, Public Information Officer/Television and Podcast Productions Director; Stephanie J. Camero, Staff Accountant I - Accounting and Restricted Grants; Elvira Moreno, Truck Driver Instructor (South); and Miguel A. Rangel, Director of Purchasing.

6. FACULTY SENATE REPORT – DR. GILBERTO MARTINEZ

No report.

7. INFORMATION ITEMS

**7.A. STUDENT SUCCESS
REPORT – DR. FRED
SOLIS/MS. JESSICA
TREVINO**

No report.

**7.B. UPDATE ON ADULT
EDUCATION GRANTS –
MS. SANDRA CORTEZ**

Dr. Marisela Rodriguez Tijerina, Provost/Vice President of Academic Affairs, reported on behalf of Ms. Sandra Cortez, Dean of Workforce Education, that LC has been awarded the Texas Workforce Commission Adult Education Literacy grant for \$988,025 and the Texas Workforce Commission Integrated Education Literacy and Civics Literacy grant for \$316,537.

**7.C. GLOBAL, IMPORT,
EXPORT AND LOGISTICS
CENTER NAME CHANGE
TO GLOBAL LOGISTICS
CENTER – DR.
HERIBERTO HERNANDEZ**

Dr. Tijerina reported on behalf of Dr. Heriberto Hernandez, Associate Provost/Strategic & Collaborative Partnerships, that the Global Import, Export, and Logistics Center will be renamed the Global Logistics Center.

**7.D. NOTIFICATION OF
THE SERVING OF
ALCOHOLIC BEVERAGES
AT THE KAZEN
STUDENT CENTER FOR
THE LAREDO COLLEGE
FLAMENCO FESTIVAL
AS PER LAREDO
COLLEGE BOARD
POLICY GDA(LOCAL);
COMMUNITY
EXPRESSION AND USE
OF COLLEGE
FACILITIES-CONDUCT
ON COLLEGE DISTRICT
PREMISES – DR. MINITA
RAMÍREZ**

Dr. Ramírez notified the Board that alcoholic beverages will be served at the FlamencoFest Sobre Las Tablas event at the Kazen Student Center on August 3.

**7.E. FOREIGN TRADE
ZONE DESIGNATION
REQUEST – DR. MINITA
RAMÍREZ**

Dr. Ramírez informed the Board that American Air Freight, Inc., requested support from Laredo College for the establishment of a foreign trade zone designation located at 502 San Bernardo Avenue, Laredo, Texas. A copy of Laredo College's letter of concurrence was provided to the Board.

**7.F. LAREDO COLLEGE
EMPLOYEE HANDBOOK –
MS. VERONICA
CARDENAS**

Ms. Veronica Cardenas, Executive Director of Human Resources, presented a draft of the LC Employee Handbook which will launched for the 2024-2025 year.

8. BOARD COMMITTEE REPORTS

**8.A. FINANCE & AUDIT
COMMITTEE MEETING
REPORT – MR. JORGE
“JD” DELGADO**

Mr. Delgado provided a summary of the Finance & Audit committee meeting held on July 22nd.

**8.B. BUILDING
COMMITTEE MEETING
REPORT – MR. MERCURIO
MARTINEZ, JR.**

Mr. Rangel on behalf of Mr. Martinez provided a summary of the Building committee meeting held on July 22nd.

**8.C. PROGRAM/POLICY
COMMITTEE MEETING
REPORT – MS. JACKIE
LEVEN-RAMOS**

Ms. Benavides Garcia on behalf of Ms. Leven-Ramos provided a summary of the Program/Policy committee meeting held on July 24th.

9. CONSENT AGENDA

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

- Agenda Item 9.A. – June 2024 Financial Report
- Agenda Item 9.B. – May 2024 Quarterly Investment Report
- Agenda Item 9.C. – Approval for Purchase of Audio Visual Equipment for Police Academy Classroom
- Agenda Item 9.D. – Approval for the Purchase of Washer and Dryer for the Event Services Department
- Agenda Item 9.E. – Approval of 36-Month Copier Lease Agreement
- Agenda Item 9.F. – Approval of 3-Year Subscription to Hack the Box Cybersecurity Training Platform
- Agenda Item 9.G. – Approval for Chiller Line Replacement at Building P-1 (Formerly Lopez Nursing Building)
- Agenda Item 9.H. – Approval for Repairs to South Campus Chiller #3
- Agenda Item 9.I. – Approval of Construction Contract for the Martinez Fine Arts Center Rooftop Restoration Project

Ms. Leven-Ramos seconded the motion; motion carried. Ms. Elizondo was not present for the vote.

10. DISCUSSION AND POSSIBLE ACTION

10.A. APPROVE 2024 CERTIFICATION OF THE TAX ROLL – MR. CESAR VELA/MS. PATRICIA BARRERA

Mr. Cesar Vela, Vice President of Finance and Administration, presented the 2024 Certified Tax Roll Values for Laredo College. Ms. Maria Elena Morales from the Webb County Tax Office went over the amounts. Mr. Rangel moved to approve the tax roll. Mr. Delgado seconded the motion; motion carried. Ms. Elizondo was not present for the vote.

10.B. APPROVE THE ANTICIPATED COLLECTIONS FOR 2024 AND THE EXCESS DEBT COLLECTIONS FOR 2024 – MR. CESAR VELA/MS. PATRICIA BARRERA

Ms. Morales read the Certification of Excess Collection and Anticipated Collection Rate. Mr. Rangel moved to approve the certification. Mr. Delgado seconded the motion. Ms. Leven-Ramos inquired about the year for excess debt collection. It is for 2023. Mr. Rangel amended his motion to revise the year for the excess debt collection. Mr. Delgado seconded the motion; motion carried.

10.C. TAKE ACTION ON TAX RATE TO DISCUSS, TAKE A RECORD VOTE, SCHEDULE A PUBLIC HEARING AND MEETING TO ADOPT A TAX RATE – MR. CESAR VELA/MS. PATRICIA BARRERA

Mr. Vela asked that this item be deferred to the August 6th Special Board meeting. Mr. Delgado moved to defer this item to August 6th. Ms. Leven-Ramos seconded the motion; motion carried.

10.D. APPROVAL OF CHANGE ORDER – TIME EXTENSION REQUEST (ARECHIGA HALL & LAMAR BRUNI VERGARA PROJECTS) – MR. CESAR VELA/MR. HOMER PAEZ

Mr. Homer Paez, Construction Project Manager, asked the Board to approve a time extension of eighty-seven calendar days (87) for the Arechiga Hall Project and a time extension of seventy-eight calendar days (78) for the Lamar Bruni Vergara Project. Mr. Rangel moved to approve. Ms. Leven-Ramos seconded the motion. Discussion followed. Ms. Zepeda called for the vote; motion carried.

10.E. APPROVE MODIFICATIONS TO LAREDO COLLEGE BOARD POLICY DMB(LOCAL)-TERMINATION OF EMPLOYMENT: TENURE – DR. MARISELA RODRIGUEZ TJERINA

Ms. Leven-Ramos moved to approve the modifications to DMB(LOCAL) as presented. Ms. Benavides Garcia seconded the motion; motion carried.

10.F. APPROVAL OF DESIGNATED NON-BUSINESS DAYS FOR

Dr. Arreazola presented LC's designated non-business days pursuant to the new Texas Government Code Section 552.0031 and 552.0031(f)

**OPEN RECORDS
REQUEST – DR. DAVID V.
ARREAZOLA**

for Board approval. Mr. Rangel moved to approve. Ms. Leven-Ramos seconded the motion; motion carried.

**10.G. APPROVE
MODIFICATIONS TO THE
FOLLOWING LAREDO
COLLEGE BOARD
POLICIES:**

- DGA(LOCAL)-EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION
- DGC(LOCAL)-EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES
- DHC(LOCAL)-EMPLOYEE STANDARDS OF CONDUCT: EMPLOYEE SOLICITATIONS
- FI(LOCAL)-STUDENT SOLICITATIONS
- FK(LOCAL)-STUDENT ACTIVITIES: REGISTERED STUDENT ORGANIZATIONS
- FLA(LOCAL)-STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES
- GD(LOCAL)-COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
- GL(LOCAL)-RELATIONS WITH BUSINESSES AND THE COMMUNITY

– DR. DAVID V.
ARREAZOLA/DR. FRED
SOLIS

Mr. Delgado moved to approve the modifications to the policies as presented. Mr. Rangel seconded the motion; motion carried.

11. EXECUTIVE SESSION

At 7:04 p.m., Ms. Leven-Ramos moved to go into executive session on the following item:

Agenda Item 11.A. – Meeting with Laredo College Attorney Pursuant to Sections 551.071 and 551.074 of the Texas Government Code to Discuss Legal Issues Relating to the Procedures for Processing Complaints Under the Laredo College Board of Trustees Employee Grievance Policies

Mr. Rangel seconded the motion; motion carried.

The Board reconvened to open session at 7:48 p.m. Ms. Zepeda noted that no action was taken during executive session.

12. PRESIDENT'S REMARKS

**13.A. CAMPUS POLICE,
PERSONNEL, AND
TRAVEL REPORTS – DR.
MINITA RAMÍREZ**

Reports were provided to the Board in the meeting materials.

Dr. Ramírez noted that she and several administrators will be attending the TACC Summer Meeting in Austin, Texas from July 31 – August 2.

**13.B. PRESIDENT'S
REMARKS – DR. MINITA
RAMÍREZ**

Dr. Ramírez remarked on the following:

- FlamencoFest
- Summer academies
- CASE conference
- Noel Levitz conference
- Convocation
- Graduation
- Strategic plan
- Housing initiative
- Professional development for LISD and UISD dual credit instructors
- Palomino Saturday
- Counselors Update

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

July 30 – August 3, 2024 - FlamencoFest

Tuesday, August 6, 2024, 6:00 p.m. – Special Board of Trustees Meeting

Friday, August 9, 2024, 9:00 a.m. and 12:00 p.m. – Graduation Ceremonies at the Martinez Fine Arts Center

Monday, August 12, 2024, 8:00 a.m. – LC Fall 2024 Convocation at the Martinez Fine Arts Center

Monday, August 12, 2024, 4:30 p.m. – LC Employee Recognition Ceremony at the Martinez Fine Arts Center

Thursday, August 22, 2024, 6:00 p.m. – Regular Monthly Board of Trustees Meeting

14. ADJOURNMENT

At 8:02 p.m., Mr. Rangel moved to adjourn the meeting. Mr. Delgado and Ms. Leven-Ramos seconded the motion; motion carried.