



## LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular monthly meeting of the Laredo College Board of Trustees convened on Thursday, June 27, 2024, 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.

**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

Cindy Liendo

Mercurio Martinez, Jr.

Esteban Rangel (*arrived at 6:22 p.m.; did not return to the meeting after executive session*)

MEMBERS ABSENT

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

Ernestina "Tita" Cantu Vela

(*participated via Zoom at 6:12 p.m.; did not return to the meeting after executive session*)

OTHERS

Minita Ramirez, Ph.D.

Rusty Meurer

Marisela Rodriguez Tijerina, Ed.D.

Gilberto Martinez, Ed.D.

Yesenia Sandoval

Robert Burrier

Maria Teresa Lopez

Michelle Lopez

Rene Gonzalez

Veronica Cardenas

Cesar E. Vela, Jr.

Guillermo Garcia

Veronica Martinez, Ph.D.

Federico Solis, Jr., Ed.D.

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 REGULAR MONTHLY BOARD MEETING OF MAY 30, 2024**

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

**4. PUBLIC TESTIMONY**

Ms. Zepeda provided information from Laredo College Board Policy BDB(LOCAL) to clarify the topics presented under public testimony.

Ms. Alejandra Rodriguez expressed support for Agenda Item 9.M. – *Approval to Adopt New Board Policy in Laredo College's Pursuit to Become a Texas Mother-Friendly Worksite.*

**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. Minita Ramirez, President, noted that this item will be deferred to next month.

**5.B. COMPLETION OF TEXAS SUCCESS CENTER LEADERSHIP ACADEMY – DR. MINITA RAMÍREZ/DR. MARISELA RODRIGUEZ TIJERINA**

Dr. Marisela Rodriguez Tijerina, Provost/Vice President of Academic Affairs, announced that Dr. Heriberto Hernandez and Ms. Andrea Lopez completed the Texas Success Center Leadership Academy on June 13.

**5.C. APPOINTMENT TO TEXAS ASSOCIATION OF COMMUNITY COLLEGE HUMAN RESOURCE PROFESSIONALS (TACCHR) – DR. MINITA RAMÍREZ**

Dr. Ramírez announced that Ms. Veronica Cardenas, Executive Director of Human Resources, was appointed vice president of the Texas Association of Community College Human Resource Professionals.

Mr. Martinez and Ms. Zepeda acknowledged the presence of Ms. Vela via Zoom.

**5.D. INTRODUCTION OF PERSONNEL/PERSONNEL ACTIONS – DR. MINITA RAMÍREZ**

Dr. Ramírez announced the promotions and new hires for the month: Dr. Heriberto Hernandez, Associate Provost/Strategic & Collaborative Partnerships; Ana C. Proa, Curriculum Systems Director; Gerardo O. Riojas, Data Effectiveness Coordinator Title V LEAD Grant; Diana P. Juarez, LEAD Center Coordinator; Maricela Villalobos, Instructional Assistant Allied Health; Michelle S. Canales, Enrollment Coach; and Jose L. Tijerina, Interim Director of Plant Operations and Maintenance.

**6. FACULTY SENATE REPORT – DR. GILBERTO MARTINEZ**

Dr. Gilberto Martinez, Faculty Senate President, reported:

- He was appointed Faculty Senate President and Ms. Juliana Kelley is the Faculty Senate Vice President.
- Faculty are in full support of Agenda Item 9.M. and thanked the Provost for the work done on Agenda Item 10.E. and are also in full support.

**7. INFORMATION ITEMS**

**7.A. UNITED INDEPENDENT SCHOOL DISTRICT (UISD) EARLY COLLEGE END OF THE YEAR PRESENTATION – MR. JULIO REYES/UISD REPRESENTATIVE**

Dr. Ramírez introduced Ms. Yesenia Sandoval from LBJ High School, Mr. Robert Burrier from United South High School, Ms. Maria Teresa Lopez from United High School, and Ms. Michelle Lopez from Alexander High School who presented information from UISD early college programs.

Ms. Zepeda acknowledged the presence of Mr. Rangel.

**7.B. FLAMENCO FESTIVAL JUNE 30 – AUGUST 3, 2024 – MS. PATRICIA GODINES**

On behalf of Ms. Patricia Godines, Mr. Rene Gonzalez, Director of Development, announced LC's Flamenco Festival which will be held July 30 – August 3. It is made possible with the assistance of a grant from the Prairie Foundation.

**7.C. IMPLEMENTATION OF NEW SALARY THRESHOLDS FOR EXEMPT EMPLOYEES UNDER THE FEDERAL LABOR STANDARDS ACT (FLSA) – MS. VERONICA CARDENAS**

Ms. Cardenas provided information on the new Federal Labor Standards Act regulations which the first phase is effective July 1, 2024, and the second phase will be effective January 1, 2025.

**7.D. LAREDO COLLEGE CREDIT RATING UPGRADE – MR. CESAR VELA**

Mr. Cesar Vela, Vice President of Finance and Administration, reported that Fitch Ratings upgraded LC's credit rating from AA- to AA.

**7.E. NOTIFICATION OF EMPLOYEE COMPENSATION DURING EMERGENCY CLOSURE AS PER LAREDO**

Dr. Ramírez informed the Board that, as per LC policy DEA(LOCAL), employees will be paid for the afternoon hours of June 19 when the college closed due to inclement weather.

**COLLEGE POLICY  
DEA(LOCAL)-  
COMPENSATION AND  
BENEFITS:  
COMPENSATION PLAN –  
DR. MINITA RAMIREZ**

**7.F. NOTIFICATION OF  
BOARD MEMBER  
TRAVEL TO  
ASSOCIATION OF  
COMMUNITY COLLEGE  
TRUSTEES (ACCT) 2024  
LEADERSHIP CONGRESS  
AS PER LAREDO  
COLLEGE BOARD  
POLICIES BBG(LOCAL)-  
BOARD MEMBERS:  
COMPENSATION AND  
EXPENSES, AND  
BBH(LOCAL)-BOARD  
MEMBERS:  
CONVENTIONS,  
CONFERENCES, AND  
WORKSHOPS – MS.  
JACKIE LEVEN-RAMOS**

Ms. Leven-Ramos notified the Board, as per LC Board policy BBH(LOCAL)-Board Members: Conventions, Conferences, and Workshops, of her intent to travel to the 2024 ACCT 2024 Leadership Congress.

**8. BOARD COMMITTEE REPORTS**

**8.A. STUDENT SUCCESS  
COMMITTEE MEETING  
REPORT – MS. ERICA  
BENAVIDES GARCIA**

Ms. Benavides Garcia provided a summary of the Student Success Committee meeting held on June 24<sup>th</sup>.

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

Mr. Delgado provided a summary of the Finance & Audit Committee meeting held on June 25<sup>th</sup>.

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

Mr. Martinez provided a summary of the Building Committee meeting held on June 25<sup>th</sup>.

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

Ms. Leven Ramos provided a summary of the Program/Policy Committee meeting held on June 26<sup>th</sup>.

Ms. Leven-Ramos moved to include Agenda Item 10.E. - *Adopt and Approve Post Tenure Comprehensive Review Guidelines: A Comprehensive Performance Evaluation Process of Tenured Employees* to Consent Agenda. Mr. Rangel seconded the motion; motion carried.

Mr. Rusty Meurer, College Attorney, notified the Board that there are additional revisions to Agenda Item 9.N. – *Approve Modifications to LC Board Policy DGBA(LOCAL), DGBA(REGULATION), and DGBA(EXHIBIT)-Personnel-Management Relations: Employee Grievances* and therefore, recommended that it be removed from Consent Agenda and be added for Discussion and Possible Action. Ms. Leven-Ramos so moved. Mr. Delgado seconded the motion; motion carried.

**9. CONSENT AGENDA**

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

- Agenda Item 9.A. – May 2024 Financial Report
- Agenda Item 9.B. – Approval for the Purchase of Audio Visual Equipment for the Global Logistics Center

- Agenda Item 9.C. – Ratification for Purchase of Equipment for the Transportation Technology Department
- Agenda Item 9.D. – Annual Review and Adoption of LC Board Policy CAK(LOCAL) – Appropriations and Revenue Sources: Investments
- Agenda Item 9.E. – Approval to Purchase Bookstore Fixtures and Furniture from Follett
- Agenda Item 9.F. – Approval of Interlocal Agreement to Join Educational Purchasing Cooperative
- Agenda Item 9.G. – Approval to Purchase Annual Licenses for Respondus Lock Down Browser and Respondus Monitor
- Agenda Item 9.H. – Approval for the Purchase of Furniture for the Congressman Henry Cuellar Protective Services Center
- Agenda Item 9.I. – Ratification of Student Debt Forgiveness
- Agenda Item 9.J. – Approval to Use the Student Activities Fund Balance to Cover Student Employee Positions
- Agenda Item 9.K. – Approval for the Subscription Renewal with Weave Education, LLC
- Agenda Item 9.L. – Approval of Contract with TNG Strategic Risk Management Solutions
- Agenda Item 9.M. – Approval to Adopt New Board Policy in Laredo College's Pursuit to Become a Texas Mother-Friendly Worksite
- Agenda Item 9.O. – Approval of Annual Banner SaaS ERP Essentials and Enterprise Schedule Payment
- Agenda Item 9.P. – Approval of Microsoft Annual License Renewal
- Agenda Item 9.Q. – Approval of Oracle Annual Software and Support Renewal
- Agenda Item 9.R. – Approval of Microsoft Intune and OneDrive Implementation Services
- Agenda Item 10.E. - Adopt and Approve Post Tenure Comprehensive Review Guidelines: A Comprehensive Performance Evaluation Process of Tenured Employees

Mr. Rangel seconded the motion; motion carried.

#### 10. DISCUSSION AND POSSIBLE ACTION

**9.N. APPROVE  
MODIFICATIONS TO LC  
BOARD POLICY  
DGBA(LOCAL),  
DGBA(REGULATION), AND  
DGBA(EXHIBIT)-  
PERSONNEL-  
MANAGEMENT  
RELATIONS: EMPLOYEE  
GRIEVANCES – MS.  
VERONICA CARDENAS**

Mr. Guillermo Garcia, an attorney from Kazen, Meurer and Perez, presented the revisions to LC Board policy DGBA(LOCAL). Mr. Rangel moved to approve the modifications. Mr. Delgado seconded the motion; motion carried.

**10.A. DISCUSSION AND  
POSSIBLE ACTION TO  
CONFIRM THE  
DESIGNATION OF  
PATRICIA A. BARRERA,  
TAX ASSESSOR  
COLLECTOR TO  
CALCULATE THE NO-NEW-  
REVENUE (NNR) TAX  
RATE AND THE VOTER  
APPROVAL TAX RATE  
FOR TAXING ENTITY AS  
PER SENATE BILL 2,  
TEXAS PROPERTY TAX  
REFORM AND  
TRANSPARENCY ACT OF  
2019 (TAX CODE  
SECTION 26.04) AND ANY  
OTHER MATTERS  
INCIDENT THERETO – MR.  
CESAR VELA**

Mr. Vela asked that the Board confirm the designation of Patricia A. Barrera, Webb County Tax Assessor Collector, to calculate the no-new-revenue tax rate and the voter approval tax rate for Laredo College. Mr. Rangel and Mr. Martinez so moved. Mr. Delgado seconded the motion; motion carried.

**10.B. APPROVAL TO PLACE THE 1620 CLARK PROPERTY FOR SALE –**  
*MR. CESAR VELA*

Mr. Martinez moved to approve the sale of the 1620 Clark property. Mr. Delgado seconded the motion; motion carried.

**10.C. SELECTION OF ARCHITECTURE FIRM FOR FACILITIES MASTER PLAN SERVICES AND DELEGATE TO COLLEGE PRESIDENT THE AUTHORITY TO NEGOTIATE A CONTRACT AND FEES –** *MR. CESAR VELA*

Mr. Vela asked the Board to approve O'Connell Robertson as the firm best qualified to provide Facilities Master Plan services and that they delegate to the College President the authority to negotiate a contract and fees. Mr. Delgado so moved. Ms. Benavides Garcia and Ms. Leven-Ramos seconded the motion. Discussion followed. Ms. Zepeda called for the vote; motion carried (Mr. Rangel opposed).

**10.D. ORDER CALLING FOR THE ELECTION FOR BOARD OF TRUSTEES POSITIONS 4, 5, AND 6 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 5, 2024 –** *DR. VERONICA MARTINEZ*

Mr. Rangel moved to approve. Mr. Delgado seconded the motion. Ms. Leven-Ramos asked for information on this item. Dr. Veronica Martinez, Associate Vice President of Planning & Institutional Effectiveness, presented information on the order calling the election for Board Positions 4, 5, and 6 and for 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 5, 2024. Ms. Zepeda called for the vote; motion carried.

**10.F. APPROVAL OF PALOMINO PLEDGE FOR THE ACADEMIC YEAR 2024-2025 –** *DR. FRED SOLIS*

Dr. Fred Solis, Vice President of Student Success and Enrollment, asked that the Board approve the enrollment incentive program known as the Palomino Pledge for the Academic Year 2024-2025 which will cover the gap between financial aid and the cost of tuition & fees. Mr. Delgado moved to approve. Mr. Rangel seconded the motion; motion carried.

**10.G. AMEND PRESIDENT'S 2023-2024 EVALUATION TIMELINE –** *MS. LUPITA ZEPEDA*

Ms. Zepeda noted that the president's report to the Board, review of the findings, and evaluation will now take place on August 6, 2024. Mr. Delgado moved to approve the amendment. Mr. Rangel, Ms. Leven-Ramos, and Ms. Vela seconded the motion; motion carried.

## **11. EXECUTIVE SESSION**

At 7:35 p.m., Mr. Martinez moved to go into executive session on the following items:

- Agenda Item 11.A. – Discussion to Review the Board Self-Evaluation Results as Required by Board Policy BCG(LOCAL): BOARD INTERNAL ORGANIZATION - BOARD EVALUATION and by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation. Closed Session Pursuant to Texas Government Code Sections 551.071 and 551.074
- Agenda Item 11.B. – Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 Regarding an Update on Nonrenewal of Employment Contract of a Laredo College Faculty Member
- Agenda Item 11.C. – Closed Session Discussion Pursuant to Texas Government Code Sections 551.071 and 551.074 to Discuss an Employee Complaint Arising from a Grievance Heard by the Laredo College Board of Trustees, and the Subsequent Investigation Conducted Under Board Policy DIAB(LOCAL)-Freedom

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

The Board reconvened to open session at 8:32 p.m. Ms. Zepeda noted that no action was taken during executive session and will take appropriate action on items if necessary as discussed in closed session.

Mr. Rangel, Ms. Vela, and Ms. Elizondo did not return to the meeting after executive session.

**12. DISCUSSION AND POSSIBLE ACTION**

**12.A. REVIEW THE BOARD SELF-EVALUATION RESULTS AS REQUIRED BY BOARD POLICY BCG(LOCAL): BOARD INTERNAL ORGANIZATION - BOARD EVALUATION AND BY SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) PRINCIPLES OF ACCREDITATION**

Ms. Benavides Garcia moved to accept the results of the Board self-evaluation. Mr. Delgado seconded the motion; motion carried.

**13. 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 will be at the RNL conference July 22- 23 in Dallas.

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

Dr. Ramírez remarked on the following:

- JET Grant check presentation on July 10
- Palomino Saturday on June 29 from 10:00 a.m. – 2:00 p.m. at the Lerma Pena Building
- 4<sup>th</sup> of July holiday
- Summer orientation sessions
- LC's SACSCOC liaison, Dr. Klein, will be the convocation speaker
- Strategic plan process

**14. NEXT MEETING DATE & UPCOMING EVENTS:**

Wednesday, July 10, 2024, 10:00 a.m. – JET Grant Check Presentation

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

**15. ADJOURNMENT**

At 8:39 p.m., Mr. Delgado moved to adjourn the meeting. Ms. Leven-Ramos and Mr. Martinez seconded the motion; motion carried.