



**MEETING OF THE BOARD OF REGENTS  
LEE COLLEGE DISTRICT  
BOARD MEETING  
November 21, 2024**

The Board of Regents of the Lee College District met on November 21, 2024, at 6:02 p.m. at Rundell Hall Conference Center. Chairman Fontenot called the meeting to order stating that the meeting was duly posted and a quorum was present.

PRESENT: Daryl Fontenot, Chairman; Susan Moore-Fontenot, Vice Chair; Mark Himself, Secretary; Mark Hall, Assistant Secretary; Weston Cotten; Gina Guillory; Judy Jirrels; Gilbert Santana

Dr. Lynda Villanueva, President

VIRTUAL: Pam Warford (6:22 p.m.)

**INVOCATION AND PLEDGE TO THE FLAG**

Chairman Fontenot led the Pledge to United States flag and Texas flag, and said the invocation.

**STUDENT SPOTLIGHT**

Kelli Forde Spiers, Associate Vice President, Student Success and Belonging, introduced Charles Brantley, noting he has persevered in the face of adversity while serving in the military, enduring a personal battle with addiction, and pursuing higher education at Lee College during the pandemic.

Mr. Brantley said he had alcohol-related trials and issues while serving in the U.S. Navy during Desert Storm, and after returning home. Seeking a way out of using alcohol to self-medicate to deal with issues and problems, he sought and found help through people who had similar experiences to his, people who had found a sense of purpose and direction in going to school.

Through encouragement at Alcoholics Anonymous meetings, Brantley entered Lee College with the idea of being of service to others by studying addiction counseling. He said at Lee College he experienced encouragement, attention, dedication, and commitment to helping, naming faculty members Reanna DeGeorge, Vanessa Ayala and Howard Bushart. Lee College was more than just about education, Brantley said, it was about preparing and impacting students to be able to help families and individuals. “This addiction counseling program has given me a career, a field, and a purpose to be able to help those in the community, primarily with veterans but also with others,” he said. “This program gave me a new lease on life.”

**93.24**

**DISPOSITION OF MINUTES**

Regent Santana noted meeting minutes were not available for review prior to this meeting, so Chairman Fontenot said consideration would be deferred until next Board meeting on minutes for Audit & Investment Committee Meeting - October 8, 2024; Building Committee Meeting - October 16, 2024; Board Meeting - October 17, 2024; Policy Committee Meeting - October 31, 2024.

## **REPORT OF THE CHAIRMAN**

Noting that several Regents attended the Association of Community College Trustees (ACCT) Leadership Congress in Seattle during October, Chairman Fontenot asked Regents to report on their takeaways, and he began by introducing Regent Moore-Fontenot.

A member of the ACCT governing board, Regent Moore-Fontenot noted that Houston Community College board member Dr. Pretta VanDible Stallworth was elected vice chair of ACCT Board, and that Regent Carol Scott of Del Mar College was elected as a regional director. Also, former Lee College administrator Dr. Christy Ponce was announced as CEO of the Year for ACCT, and Perla Molina of Dallas College was announced as Professional Board Staff Member of the Year.

Regent Moore-Fontenot said she presented two sessions – one with Dr. Marissa Moreno and Dr. Villanueva about Financial Aid for Swift Transfer (FAST), and another that included Nicole Eversmann, Director of Community College Association of Texas Trustees, about data-informed governance. A total of 17 presentations at the conference were made from Texas, she said. Lee College Regents met prior to the Board meeting today with Ray Martinez, President & CEO of Texas Association of Community Colleges, who discussed the importance of data, and the financial picture of Texas, she said. The conference presentation on data-informed governance was modeled after presentations made remotely throughout Texas seven times during the year, she said.

On behalf of Regent Warford, Chairman Fontenot reported on a session about federal support for students through the Supplemental Nutrition and Assistance Program (SNAP) Employment and Training Grant, for which community colleges can be providers. Lee College has been included in the cohort for this program; one of the session presenters is in conversation with Kelli Forde Spiers.

Chairman Fontenot said he attended a session by a Seattle-area community college on a certificate program in social work for people to work with the homeless population. He said he was struck by the way this illustrates adaptiveness of community colleges to address community problems.

Regent Hall reported on a session, Futuring Before Strategic Planning. The concept of futuring is to imagine, prior to planning, what things are going to look like, he said. Discussion included the impact of K-12 students losing a year in school during the pandemic, how to deal with that problem, and how to build it into a strategic plan. He said he attended two legal issues sessions – one that cautioned care with allowing Artificial Intelligence to do tasks because the college remains responsible for the results, and another about Title IX regulations, the results of which would depend on the Presidential election outcome.

## **COMMITTEE REPORTS**

- Building Committee – Noting that a meeting Nov. 4 involved interviewing three firms recommended by the Administration to consider for a facilities master plan process, Committee Chair Gilbert Santana reviewed facilities evaluation and projects from 2018 to the present, concluding that the college has expended about \$34.2 million for facilities investment during the last six years. The Board has been involved in and approved all of these improvements, he noted. There is an agenda item later in this meeting to authorize negotiations with a firm for facilities master planning services, he said. When the master

planning process begins, the selected firm will present the process and schedule to the entire Board, then the Building Committee will keep the Board informed as to progress and will include the entire Board when determined or requested, he said. On Nov. 11, the committee met for a special called meeting, he said. On Nov. 20, the committee met to review other items to be considered for action during this Board meeting, including furniture purchases and parking lot refurbishments, and also heard an update on current projects, he reported. (*Regent Warford joined the meeting virtually.*)

- Policy Committee – Committee Chair Gina Guillory reported the committee met, with the result being policy proposals to be considered by the full Board during this meeting. The policy proposals include an updated audit plan that specifies collaboration between internal auditor and external opinion auditor, she said. She also noted various other policy updates that the committee reviewed, which are part of the agenda item to be considered.
- Audit and Investment Committee – Committee Chair Judy Jirrels reported the committee is scheduled to meet December 12.

Building and Facilities – Serving on the Building Committee are Gilbert Santana, Chair; Mark Hall, Pam Warford, and Daryl Fontenot

Policy Committee – Serving on the Policy Committee are Gina Guillory, Chair; Susan Moore-Fontenot, and Weston Cotten

Audit and Investment Committee – Serving on the Audit and Investment Committee are Judy Jirrels, Chair; Gina Guillory, and Mark Himsel

### **REPORT OF THE PRESIDENT**

- **Appreciation** – Dr. Villanueva thanked Regents for devoting time to come early prior to the Board meeting for dinner with Ray Martinez, President & CEO of Texas Association of Community Colleges.
- **Mont Belvieu Area Chamber of Commerce** – Dr. Villanueva and Regent Santana attended a legislative update, presented by State Sen. Brandon Creighton and State Rep. Terri Leo Wilson. Lee College was praised for plans in partnership with Barbers Hill ISD to establish a branch campus in Mont Belvieu, and for performance in meeting HB 8 guidelines.
- **Transfer Students Visit UT-Austin** – Puente, Honors and TRiO programs took 50 students to Austin on Friday, Nov. 8, for a tour, after which several students verbally committed to transferring to University of Texas, and others expressed intent to improve their academic standing in order to transfer after completing their studies at Lee College. For their various roles in making this trip possible and successful, Dr. Villanueva credited Dr. Janena Norris, Kelli Forde Spiers, Dr. Leonor Calderon, Brianne Dayley, Jo Greathouse, Katheryn Amaya, Reo Cummings and Dr. Javier Ramirez.
- **Transfer Thursday** – Today Lee College for the first time observed Transfer Thursday, a collaboration by the Division of Transfer and Educational Partnerships and the Department of Marketing and Public Affairs, to enhance the transfer culture throughout campus and the community, Dr. Villanueva said. Faculty, administrators and staff wore university clothing, brought spirit items – also one diploma – and gathered for a group photo.
- **SNAP Cohort** – Lee College is one of only two community colleges in Texas to be named to the Supplemental Nutrition and Assistance Program (SNAP) Employment and Training Grant cohort, referred to in Regent Warford’s comments, Dr. Villanueva said. She said she and Kelli Forde Spiers have had discussions regarding the bureaucratic processes associated with the grant. Lee College’s goal is to achieve qualifying status by October 2025, she said.

- **National Apprenticeship Week** – A showcase at Lee College involved a host of partners to promote successes and value of registered apprenticeships for students to acquire good jobs, Dr. Villanueva said. James Carnes of the U.S. Department of Labor came to Baytown to recognize Lee College becoming a registered apprenticeship site. Justice of the Peace Lucia Bates read a proclamation from Apprenticeship USA. Dr. Villanueva voiced appreciation for Kel Bright-Haynes and Renita Price for their work, and recognized Regents Daryl Fontenot, Weston Cotten, Gina Guillory and Gilbert Santana for attending.
- **Kudos to Dr. Moreno** – Dr. Marissa Moreno made multiple presentations for the National Alliance for Concurrent Enrollment Partnerships (NACEP), Dr. Villanueva reported.
- **Dual Credit Summit** – At the first Texas Dual Credit Alliance summit, held at the Hyatt Regency Hotel in Baytown, Regent Santana and Dr. Marissa Moreno were on a panel that included a former dual-credit student and father, Goose Creek CISD Trustee Tiffany Guy, Goose Creek CISD Superintendent Dr. Randy O’Brien, and Temple College President Dr. Christy Ponce.
- **Pathways Institute** – At the Texas Association of Community Colleges Pathways Institute in Fort Worth, the Lee College team was led by Nicole Tunmire and included Leslie Gallagher, Dr. Laura Lane-Worley, Jessica Haney, Lance Byrd, Dr. Carl Husband, Maria Sierra, Curtis White, Sarah Tidwell and Dr. Marissa Moreno. Dr. Villanueva identified the four sessions presented by Lee College, and the presenters for each.
- **Advocacy in Austin** – Dr. Villanueva noted Dr. Douglas Walcerz and Donna Zuniga were invited by Kristina Hartman, Windham School District Superintendent, to speak Nov. 14 in Austin at the public hearing of the Sunset Advisory Commission. Their recommendations to improve and expand incarcerated education programs in Texas were made to a panel that included five state senators, five state representatives and two public representatives, one of whom was Baytown business owner Roger Elswick. Recognition of Lee College for its incarcerated education program is immensely gratifying, Dr. Villanueva said, including national recognition of Dr. Walcerz and Ms. Zuniga as subject matter experts in this field.

## INFORMATIONAL REPORTS

### Resignations and Retirements – Dr. Lynda Villanueva, President

Abbey Mourer, Coordinator, Talent Acquisition – Resignation

### Financial Report – Annette Ferguson, Vice President, Finance and Administration

Reporting financial results two months into the fiscal year, Annette Ferguson said cash position remains very strong. The college in October received its first state of Texas appropriation payment for the year, which is 50% of state funding. At this time of year, tuition & fee revenue received typically is at 48-49% of budget; the college is a little ahead of that this year mainly because spring semester registration began earlier than in the past, she said. She said tax revenue is not yet coming in, and other revenue overall is a little behind budget, but will catch up. Revenue projections to fiscal year end look good, and net year-end revenue is projected at about \$700,000, but it is very early in the year, she said.

Expenses are mirroring budget and are on target, year to date, Ms. Ferguson said. Expense projections to end of fiscal year look good, she said.

## **PUBLIC COMMENT**

Paula Lee said she works at Lee College as Blackboard System Administrator, but is speaking as a Southeast Texas Choral Society member to promote the Christmas concert by Lee College Symphony Orchestra at 7:30 p.m. December 7 at the Performing Arts Center. Clarence Frank, who directs both the symphony orchestra and the choral society, won the American Prize in Conducting this year for the community orchestra division, she noted.

## **ITEMS OF ACTION**

### **A. PERSONNEL**

#### **94.24      CONSENT Agenda – Consideration of New Hires**

The Administration recommends that the Board approve the new hires as presented:

Mr. Charles Acres, Faculty, Visual Art and Photography  
Dr. India Elliott, Faculty Coordinator, Adult Education Literacy Program (Lee College Education Center – South Liberty County)  
Ms. Tracy Hawkins, Faculty, Associate Degree Nursing  
Ms. Priscilla Sanchez, Executive Director, School and College Partnerships  
Ms. Shana Whittington, Coordinator, Strategic Initiatives and Administrative Services

Regent Santana made a motion, seconded by Regent Cotten, that the Board approve the Administration's recommendation.

The motion passed 8-0, with Regent Warford present virtually and not voting.

### **B. NEW BUSINESS**

#### **95.24      Consideration of Third-Year Payment to TimelyCare per Contractual Agreement**

The Administration recommends that the Board authorize the President or her designee to allow payment for year three of the three-year agreement to TimelyCare for a total cost of \$220,000.

Regent Hall made a motion, seconded by Regent Moore-Fontenot, that the Board approve the recommendation. Regent Moore-Fontenot asked that a report be made at a future Board meeting on mental health services being provided, and the extent to which needs are being met. Such a report could serve as an example for other colleges that may consider providing these services, she said.

The motion passed 8-0, with Regent Warford present virtually and not voting.

#### **96.24      Consideration of the Purchase of a Three-Year License to Watermark Course Evaluations and Surveys for a Total Cost Single Payment of \$49,612.50**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the purchase for \$49,612.50 of a three-year license at \$16,537.50 per year to Watermark Course Evaluations and Surveys.

Regent Guillory made a motion, seconded by Regent Moore-Fontenot, that the Board approve the Administration's recommendation. In answer to a question by Regent Santana, Dr. Walcerz said the recommendation is for a single payment covering all three years.

The motion passed 8-0, with Regent Warford present virtually and not voting.

**97.24 Consideration of Contract to Refurbish Parking Lots 6, 7, 8, 10 and 11**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve Corestone Paving & Construction to refurbish parking lots 6, 7, 8, 10 and 11 for \$170,346.27.

Regent Santana made a motion, seconded by Regent Guillory, that the Board approve the recommendation. During brief Q&A, Philip Handley said these particular parking lots are most in need of attention, but that others are in need as well. He briefly reviewed plans and scope for attention to parking lots across campus, and also discussed timing for work on Parking Lots 6, 7, 8, 10 and 11 to minimize impact on instruction.

The motion passed 8-0, with Regent Warford present virtually and not voting.

**98.24 Consideration of Selection of Architectural Services Firm for College Master Plan**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms with the firms to be considered in the following order for professional architectural services for the creation of the Lee College Facility Master Plan.

1. PBK
2. Broaddus Planning
3. Pfluger

If a contract is not successfully negotiated with the top-ranked firm, then Lee College must cease negotiations with that firm and move to the 2nd-ranked firm, and so on. The District may not reconsider a firm once negotiations have been ceased.

Regent Santana made a motion, seconded by Regent Hall, that the Board approve the recommendation.

The motion passed 8-0, with Regent Warford present virtually and not voting.

**99.24 Consideration of Furniture Marketing Group (FMG) Furniture Updates**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the furniture updates for John Britt Hall office spaces from Furniture Marketing Group for \$133,455.55.

Regent Cotten made a motion, seconded by Regent Jirrels, that the Board approve the recommendation.

The motion passed 8-0, with Regent Warford present virtually and not voting. On behalf of faculty and students in John Britt Hall, Dr. Villanueva expressed appreciation for the Board's support.

**100.24 Consideration of Adoption of Board Policy Revisions for Local Policies**

The Administration and Board Policy Committee recommend that the Board approve and adopt the revisions to Local Board Policies as presented and recommended by Texas Association of School Boards (TASB) Update 47, and Five Other Policies.

Regent Guillory made a motion, seconded by Regent Moore-Fontenot, that the Board approve the recommendation. At the request of Chairman Fontenot, Policy Committee Chair Guillory briefly elaborated on the proposed changes for each policy.

The motion passed 8-0, with Regent Warford present virtually and not voting.

### **EXECUTIVE SESSION**

The Board of Regents closed the Open Session at 6:57 p.m. and convened into Executive Session at 7:03 p.m. in accordance with the Texas Open Meetings Act regarding:

1. Discussion of Real Estate Property [TX Gov't Code § 551.072]
2. Consult with Board Attorney regarding legal advice on any item on the agenda [TX Gov't Code § 551.071]
3. Discussion of Lee College President's duties and responsibilities [TX Gov't Code § 551.071]

No action is taken while the Board is recessed into Executive Session.

The Board ended Executive Session at 8:26 p.m. and reconvened into Open Session at 8:29 p.m.

### **MATTERS OF CONCERN FOR FUTURE AGENDAS**

Regent Moore-Fontenot reminded about her request earlier during the meeting for a future presentation on services provided through TimelyCare, and the extent to which student needs are being met.

### **ADJOURNMENT**

Chairman Fontenot declared the meeting adjourned at 8:30 p.m.

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Chairman, Board of Regents

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Secretary, Board of Regents