



**MEETING MINUTES OF THE BOARD OF REGENTS  
LEE COLLEGE DISTRICT  
POLICY COMMITTEE  
October 31, 2024**

The Board of Regents Policy Committee of the Lee College District met virtually on October 31, 2024, at 3:30 p.m.

**PRESENT:** Gina Guillory, Committee Chair; Weston Cotten, Susan Moore-Fontenot

Dr. Lynda Villanueva, President; Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives; Annette Ferguson, Vice President, Finance and Administration; Dr. Carolyn Lightfoot, Associate Vice President and Chief Information Officer; Greg Goings, Internal Auditor; David Mohlman, Coordinator of Board Relations

**ABSENT:** Dr. Douglas Walcerz, Provost and Vice President, Academic and Student Affairs; Amanda Summers, Executive Director, Human Resources

**REVIEW AND DISCUSS LOCAL POLICIES**

In answer to a question by Committee Chair Guillory, Ms. Gallagher said review of policies from Texas Association of School Boards (TASB) Update 47 is complete and that Update 48 has been received. Ms. Gallagher also said Ms. Summers continues working with legal counsel to update the grievance/hearing process as covered in policies DMAA Local and DMAB Local that are on the agenda for today. These two policy updates are expected to be ready for the next Policy Committee meeting, she said.

- CDC Local – Policy changes expand on differentiation between the annual external opinion audit, and the internal auditor employment and function, and mandate communication and coordination between the two. Mr. Goings discussed provisions added to the policy regarding role of the Internal Auditor, and the Internal Auditor’s access to records, physical properties, personnel, President, Board of Regents and Board Committees. He reviewed development and content of the Internal Audit Plan, as specified in the policy. The updated policy has been reviewed by both Ms. Ferguson and the Audit & Investment Committee, Mr. Goings said. In answer to a question by Regent Moore-Fontenot, Ms. Gallagher said the updated policy will next be provided to the campus community and to TASB for review, prior to presentation to the full Board.
- CS Local – Dr. Lightfoot reported changes are in formatting, as recommended by TASB.
- DIAA Local – Ms. Gallagher reported changes are to update names and information for contacts at the college. In answer to a question by Committee Chair Guillory, Ms. Gallagher said for Title IX contacts, specific names are required, instead of just the positions. This version includes updated language for directions regarding appeals, Ms. Gallagher said.
- FFDA Local – The change made in this policy to remove reference to “peace officers” is for consistency with DIAA Local, a related policy on the student side.
- FLB Local and FM Local – Both were discussed when the Policy Committee met in August, but have not been presented to the full Board in order to allow time for training of staff, Ms. Gallagher said. The Administration is now ready to move forward, she said.

- BBI Local – Ms. Gallagher noted this policy was reviewed earlier this year in response to Regent Moore-Fontenot’s question about Board member awareness of guidelines for use of college technology and the internet. Collaboration with Ms. Summers led to creation of a computer and internet usage agreement for Regents, that is modified from the agreement signed by employees, Ms. Gallagher said. Apart from BBI Local and the related agreement to be signed, she also said Regents will be notified during November that it is time for them to complete annual cybersecurity training.

**MATTERS OF CONCERN FOR FUTURE AGENDAS**

Ms. Gallagher said the committee’s next meeting will cover updates to local policies regarding the hearing process, as well as policies in Update 48 from TASB.

**Adjournment**

Meeting adjourned at 3:50 p.m.

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Chairman, Board of Regents

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Secretary, Board of Regents