



**MEETING OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
BOARD MEETING
December 18, 2025**

The Board of Regents of the Lee College District met on December 18, 2025, at 6:00 p.m. at John B. Tucker Hall. Chairman Santana called the meeting to order stating that the meeting was duly posted and a quorum was present.

PRESENT: Gilbert Santana, Chairman; Pam Warford, Vice Chair; Mark Himsel, Secretary; Gina Guillory, Assistant Secretary; Weston Cotten, Daryl Fontenot, Mark Hall, Judy Jirrels, Heron Thomas
Dr. Lynda Villanueva, President

ABSENT: None

INVOCATION AND PLEDGE TO THE FLAG

Regent Mark Hall said the Invocation and led the Pledge to United States Flag and Texas Flag.

DONATION PRESENTATIONS

Dr. Villanueva introduced Wesley Carter, a Shell retiree who chairs the Analyzer Technology Conference (ATC), a non-profit volunteer organization to advance theory, design, manufacture and use of analytical instrumentation and controls. Mr. Carter noted the connection between himself and ATC International to Lee College extends back to the original curriculum for Lee College and San Jacinto College. Many instruments in the Lee College lab were donated by ATC International members, he added. Mr. Carter and ATC International board members presented a \$30,000 donation to Lee College in support of training to help meet the workforce need in this field.

Dr. Villanueva introduced John Peterson, Vice President of Business Development and Marketing with United Steel Structures Inc., as well as scholarship chair for Houston GPA Midstream, which is a non-profit organization focused on the oil and gas industry primarily in the Greater Houston Area. Mr. Peterson said his focus as scholarship chair has been to focus on community colleges in the Greater Houston Area, to touch as many individuals as possible. Mr. Peterson presented a check for \$30,000 as the first installment of a \$100,000 endowment from Houston GPA Midstream in support of students pursuing degrees in instrumentation, process operations, and related fields.

110.25

DISPOSITION OF MINUTES

Regent Cotten made a motion, seconded by Regent Jirrels, that the Board approve the minutes for Building Committee Meeting, November 19, 2025; Board Meeting, November 20, 2025; and Special Board Meeting, December 1, 2025.

The motion passed with no dissenting votes.

REPORT OF THE CHAIRMAN

None.

COMMITTEE REPORTS

- Building Committee – Committee Chair Daryl Fontenot said the committee met yesterday and heard a presentation from Pfluger Architects, the firm that will “reboot” the facilities master plan. Roughly another \$100,000 will be added to the original \$450,000 cost, he said, with 9-12 months estimated for completion of the plan. Also, he reported that demolition of T-V 8 will occur in January, and that regular monthly project updates were presented.
- Policy Committee – Committee Chair Mark Hall reported the committee has not met, but is scheduled to meet in early February.
- Audit & Investment Committee – Committee Chair Judy Jirrels reported the committee met this week. This board meeting will include the annual opinion audit report by Whitley Penn.
- Annual Board Training Report – For calendar year 2025, through December 18, Chairman Santana reported Regent Thomas completed the Texas Higher Education Coordinating Board’s Intensive Short Orientation, Open Meetings Act Training, Lee College Board of Regents Orientation, Public Information Act Training, Public Funds Investment Training, and Training for Members of Governing Boards (Full-Day Orientation at Texas Higher Education Coordinating Board’s Higher EDge conference). In addition, all nine Board members completed annual Cybersecurity Training, he reported.

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

Policy Committee – Serving on the Policy Committee are Mark Hall, Chair; Weston Cotten and Heron Thomas

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

REPORT OF THE PRESIDENT

- **Sorrow for Death of High School Student** – Dr. Villanueva acknowledged the tragic loss yesterday of a Sterling High School student. Thoughts and prayers are not only with the student’s family, but also with Lee College’s partners at Goose Creek CISD, she said.
- **Commencement Kudos** – Dr. Villanueva thanked everyone who worked to make Commencement successful on Saturday, and thanked Regents who were able to attend.
- **Student Parents Graduation** – Dr. Villanueva thanked the Student Success and Belonging team for the second annual Student Parents Commencement, which features students graduating in the presence of their children. She thanked Regents who were able to attend.
- **Kudos to ERP Selection Committee** – Dr. Villanueva appreciated leadership that led the college’s efforts to evaluate ERP systems, resulting in a recommendation later tonight.

INFORMATIONAL REPORTS

Resignations and Retirements – Dr. Lynda Villanueva, President

Johnnie Ware, Service Coordinator, Liberty Education Center – Resignation

Christopher Moss, Instructor, Welding – Resignation

Frederick Koehl, Instructor, Cabinet Making-Huntsville Center – Retirement

Financial Report – Jacob Atkin, Chief Financial Officer and Vice President of Finance

Cash position as of the end of November is \$15 million, Mr. Atkin reported. He said this figure will increase from January through the end of March, as ad valorem tax revenue is collected, along with

spring semester tuition revenue, and receipt of the second installment of state funding. Current projections are for revenue to exceed budget by \$750,000 for the year, with expenses for the year potentially \$1.2 million under budget, Mr. Atkin said.

Under facility projects, the cosmetology renovation is in the close-out phase. Under capital projects, of \$9.5 million authorized by the Board of Regents, \$450,000 has been allocated, and \$263,000 has been expended. Under restricted funds, with the end of the government shutdown, federal processing of grant reimbursements is returning to a more typical cycle, Mr. Atkin said.

PUBLIC COMMENT

David Isaac said he looks forward to responses regarding matters about which he previously has asked, including student government funding, student service fees, opportunities at Lee College for traditional college-age students, and political involvement by Regents in the election process.

ITEMS OF ACTION

A. PERSONNEL

111.25 CONSENT Agenda – Consideration of New Hires

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

Dr. Richard Davis, Executive Director, Industrial and Technical Programs
Mr. Sajjad Khan, Faculty, Instrumentation
Mr. Bryan Knight, Faculty, Electrical Technology
Ms. Brittnai Brown, Instructional Designer

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

The motion passed with no dissenting votes.

B. NEW BUSINESS

112.25 Consideration of Annual Audit Report for FY 2024-2025

The Administration recommends that the Board receive, discuss, and accept the Annual Audit Report for FY 2024-2025, as presented by Whitley Penn.

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

Ms. Laura Lynch, Senior Audit Manager with Whitley Penn, overviewed engagement objectives and key areas of focus. The audit process included planning and risk assessment, testing internal controls, and substantive testing, she said.

For the audit of college financial statements, the federal single audit covering student financial aid, and the state single audit covering Texas Educational Opportunity Grant (TEOG), Whitley Penn in each case rendered an unmodified clean opinion, with no findings/recommendations, weaknesses or significant deficiencies, Ms. Lynch reported. Internal controls are operating as designed, she said.

Regent Jirrels noted the Audit & Investment Committee reviewed the audit draft at its meeting.

The motion passed with no dissenting votes.

113.25 Consideration of Limited Amendment to Tax Abatement Agreement (Chapter 312) – NRG Cedar Bayou 5 LLC (“Project Moonshot” Reinvestment Zone)

The Administration recommends that the Board approve a Limited Amendment to Tax Abatement Agreement (Chapter 312) – NRG Cedar Bayou 5 LLC (“Project Moonshot” Reinvestment Zone) Value and Term provision. Amend Section IV (Value and Term of Agreement) so that the College abatement commences January 1, 2029, (instead of 2027) and runs for Tax Years 2029-2038 (10 years), with no other changes to negotiated percentages or mechanics.

In answer to a question from Regent Thomas, Mr. Atkin said this matter involves no revenue or tax incentives for the college; this is an incentive to invite NRG to expand its operations within the Goose Creek CISD taxing district. Chairman Santana said the college was asked to participate in this tax abatement incentive in partnership with Chambers County and the City of Baytown.

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

The motion passed with no dissenting votes.

114.25 Consideration of the Purchase of Four Vehicles from Silsbee Ford

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the purchase of four vehicles from Silsbee Ford for the sum of \$138,821.00.

Regent Himsel made a motion, seconded by Regent Jirrels, that the Board approve the Administration’s recommendation.

During Q&A that ensued, Philip Handley, Director of Physical Plant, said this is to begin a life cycle program; the four vehicles being traded are 2002, 2005, and two 2006 models. Discussion included all factors being considered to determine which vehicles to trade and when. In addition to road-worthy vehicles, the life cycle program tracks vehicles such as golf carts and tractors, he said.

The motion passed with no dissenting votes.

115.25 Consideration of DataVox Contract for Campus Wireless Upgrade

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve DataVox Corporation for upgrade of the campus wireless controllers and access points for a total of \$154,785.75.

Regent Jirrels made a motion, seconded by Regent Cotten, that the Board approve the Administration’s recommendation. In answer to a question by Regent Thomas, the Administration confirmed this service and upgrade includes the student dormitories.

The motion passed with no dissenting votes.

116.25 Consideration of Dell Contract for Upgrade of Computer Labs

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the purchase of computers from Dell for the sum of \$342,845.40.

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

The motion passed with no dissenting votes.

117.25 Consideration of Agreement with Pfluger Architects for College Master Plan Services

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and enter into an agreement with Pfluger Architects for College Master Plan professional services in the amount of \$370,300.

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

The motion passed with no dissenting votes.

118.25 Consideration of Agreement with Precision Task Group (PTG) for Workday ERP and Implementation Services

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and enter into an agreement with PTG for a 10-year College ERP System Subscription with Workday, and Implementation Services provided by PTG, for a total of \$20,746,599 over a 10-year period.

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

Mr. Atkin made a presentation reviewing the following:

- why the ERP (Enterprise Resource Planning) system is critical to the college
- the history including adoption in 2002 of Peoplesoft
- the evaluation/selection process followed during 2025 by the college
- naming of critical requirements that emerged
- the three possible ERP solutions that qualified based on those requirements.

Each vendor was given the opportunity to develop its best proposal in its most advantageous way, Mr. Atkin said. External references were checked, and input was requested from a current college IT consultant for ERP. Mr. Atkin named and elaborated upon the most important key evaluation criteria for making a final decision – price, implementation timeline, and fit & functionality. Workday ERP is recommended as the college's best long-term solution for the next 20-25 years.

Topics discussed during ensuing Q&A included the following:

- overlapping use of both Peoplesoft and Workday ERP during implementation
- timing to cease use of Peoplesoft
- frequency of updates about implementation to the Board
- value of the input from the current college IT consultant for ERP
- advantages of the ERP system being hosted in the cloud versus on site at the college
- accessibility of the new ERP system by users with personal handheld devices
- contrast in upgrades with configuration (Workday) versus customization (Peoplesoft)
- comparisons between Workday and Ellucian in finance, HR and student service platforms
- pace of innovation on the part of Workday
- preservation of archival records that were created in Peoplesoft

The motion passed with no dissenting votes.

119.25 Consideration of President's Employment Contract

The Board should review and approve the President's contract as amended and discussed in the previous Special Board Meeting on December 1, 2025.

Regent Warford made a motion, seconded by Regent Jirrels, that the Board approve the contract as amended and discussed.

The motion passed with no dissenting votes.

EXECUTIVE SESSION

The Board of Regents closed the Open Session at 7:26 p.m. and convened into Executive Session at 7:28 p.m. in accordance with the Texas Open Meetings Act regarding:

1. Consult with Board Attorney regarding legal advice on any item on the agenda. [TX Gov't Code § 551.071]
2. 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 7:39 p.m. and reconvened into Open Session at 7:40 p.m.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None.

ADJOURNMENT

Chairman Santana declared the meeting adjourned at 7:40 pm.

Chairman, Board of Regents

Secretary, Board of Regents