



**MEETING OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
BOARD MEETING
October 16, 2025**

The Board of Regents of the Lee College District met on October 16, 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 Himself, Secretary; Gina Guillory, Assistant Secretary; Weston Cotten (6:16 p.m. virtual), Daryl Fontenot, Mark Hall, Judy Jirrels (telephone), Heron Thomas
Dr. Lynda Villanueva, President

ABSENT: None

INVOCATION AND PLEDGE TO THE FLAG

Regent Daryl Fontenot said the Invocation and led the Pledge to United States Flag and Texas Flag.

STUDENT SPOTLIGHT

Kylie Cobb, Volleyball Coach, said she is proud of the growth by her team this year and, noting it is a young team, looks forward to even greater growth next year. She introduced Keira Jones, a sophomore who was voted team captain by her teammates, all of whom were present at the meeting.

Ms. Jones, who is from League City, said she appreciates attending college and competing close to home. She discussed how she appreciates and values her teammates, coaches and instructors at Lee College. She said she has enjoyed volunteer opportunities for the team in the community, including summer youth camps. She encouraged attendance at the team's next match on Monday, Oct. 20.

96.25

DISPOSITION OF MINUTES

Regent Hall made a motion, seconded by Regent Fontenot, that the Board approve the minutes for Audit & Investment Committee Meeting, Sept. 2, 2025; Building Committee Meeting, Sept. 17, 2025; Board Meeting, Sept. 18, 2025; and Policy Committee Meeting, Sept. 29, 2025.

The motion passed with no dissenting votes. Regent Cotten was absent.

REPORT OF THE CHAIRMAN

Chairman Santana congratulated Dr. Villanueva and the entire Lee College team on an unprecedented Southern Association (SACSCOC) review last week.

The Lee College Foundation Gala was well attended and successful, Chairman Santana said, thanking the Foundation Board and the Foundation team.

Chairman Santana noted he attended the Trinity Valley Exposition Parade yesterday morning, along with Lee College cheerleaders. The Foundation team is supporting TVE events all week, he added.

Chairman Santana encouraged support for the volleyball team at their next match Oct. 20.

COMMITTEE REPORTS

- **Building Committee** – Committee Chair Daryl Fontenot said the committee met yesterday and reviewed elevator modernization projects that are on the agenda later this evening. The facilities master plan project was reviewed. Reports of on-going projects included news that the cosmetology project is complete. Enterprise Leasing made a presentation on expanding its existing fleet management services with the college.
- **Policy Committee** – Committee Chair Mark Hall reported the committee met September 29 and that items on the agenda later in this meeting reflect results of that meeting. He said wording in a local policy was changed to clarify jurisdiction of the college's security force.
- **Audit & Investment Committee** – Committee Chair Judy Jirrels reported the committee met Tuesday and reviewed the quarterly investment report, which has been sent by email to each Board member. The fixed asset and inventory audit is completed. The 2025 annual Internal Audit Report was reviewed, is submitted to the appropriate state agencies, and is posted on the college website. Also, she named audits underway for the current 2025-26 fiscal year.

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

- **SACSCOC Reaffirmation** – A 10-member review team spent three full days evaluating and interviewing college personnel at the main campus, Liberty Center, Dayton High School, Goose Creek Memorial High School, and three Huntsville area prison units, Dr. Villanueva reported. She expressed pride in the entire college team for their effort. In particular she named Dr. Douglas Walcerz as the “face of SACS” for Lee College and thanked him. She also thanked the Board of Regents for their support.
- **Foundation Gala** – The gala featured the best food ever, record attendance, a record fundraising total of almost \$200,000, great music and great fun, Dr. Villanueva said. She expressed gratefulness to the entire Foundation team and to Foundation board members.
- **Grant Awarded** – Houston Endowment has made a one-year award of \$500,000 to Lee College in support of student transfer efforts, Dr. Villanueva reported. This brings to four the number of grants Lee College has received in support of transfer efforts, she said.

(During the Report of the President, Regent Cotten joined the meeting virtually.)

INFORMATIONAL REPORTS

97.25

Title IX CEO Report – Dr. Lynda Villanueva, President

Dr. Villanueva acknowledged that the Title IX CEO Report has been received by Board members. Chairman Santana said the report is in the board packet, and that all members have reviewed it.

Regent Guillory made a motion, seconded by Regent Warford, that the Board accept the Title IX CEO Report as presented. The motion passed with no dissenting votes.

Resignations and Retirements – Dr. Lynda Villanueva, President

Fran Parent, Executive Director, Industrial & Construction Technologies – Retirement (Jan. 2026)

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

Through the end of September, one month into the new fiscal year, cash on hand of roughly \$12.6 million is a little lower than anticipated – the federal government shutdown is delaying draw down by the college of federal grant funds, Mr. Atkin said. The college is at four months of reserves in restricted funds, and continues its investments in capital projects, he said.

Tuition & fees income is at 44% for the year, which is ahead of budget, Mr. Atkin said. Salaries & benefits expenses are at 7.7% and operating expenses are 12.1%, he said. Based on activity thus far, a surplus of \$780,000 is projected for fiscal year end, he said.

Mr. Atkin noted the cosmetology project is complete. He showed progress of other facility projects underway, as well as a summary of new board-approved capital projects. He noted a \$1.7 million deficiency in restricted funds reflects the delay in drawing down funds from the federal government.

PUBLIC COMMENT

Elizabeth Garza and Paisley Wells, Vice President and Secretary, respectively, of the Criminal Justice Club, asked for reinstatement of the club following the death several years ago of the last advisor. They presented plans for club activities this year, including field trips and fundraising.

ITEMS OF ACTION

A. PERSONNEL

98.25 CONSENT Agenda – Consideration of New Hires

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

Ms. Katrena Johnson, Assistant Director, Dual Credit

Mr. Wesley Wiseman, Instructor, Welding (Huntsville Center)

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

The motion passed with no dissenting votes.

B. NEW BUSINESS

99.25 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 49.

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

The motion passed with no dissenting votes.

100.25 Consideration of Adoption of Local Board Policy Revision and Board of Regents Procedure Manual Update

The Administration recommends that the Board approve and adopt the revisions to the BDB (Local) Board Policy, along with the corresponding updates to the Board of Regents Procedure Manual.

Regent Hall made a motion, seconded by Regent Warford, that the Board approve the Administration's recommendation. Regent Guillory asked if any substantive changes are involved. None were indicated.

The motion passed with no dissenting votes.

101.25 Consideration of Approval of Elevator Modernization for the Technical-Vocational 1 (T-V 1) and Gray Science Buildings

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the elevator modernizations to Kone for the amount of \$289,320.41.

Regent Himsel made a motion, seconded by Regent Warford, that the Board approve the Administration's recommendation. Answering a question by Regent Himsel, John Ditto, Executive Director of Facilities, said the two buildings currently do not have generator backup that could run the elevators in a power failure. He said this possibility will be investigated, apart from this project.

The motion passed with no dissenting votes.

102.25 Consideration of the Adoption of the 2025-26 Tax Levy Order and Resolution

The Administration recommends that the Board adopt the 2025-2026 Tax Levy Order and Resolution fixing and levying the Lee College District ad valorem maintenance and operations rate of \$0.18081/per \$100 valuation and a debt service rate of \$0.00625/per \$100 valuation, for the total combined rate of \$0.18706/per \$100 valuation for the fiscal year 2025-2026.

Regent Himsel made a motion, seconded by Regent Thomas, that the Board approve the Administration's recommendation. During discussion, it was noted that this would represent formal adoption of the proposed tax rate approved last month by the Board. This rate represents a reduction of \$0.008, compared to the tax rate of \$0.19510 last year, Mr. Atkin said.

The motion passed with no dissenting votes.

EXECUTIVE SESSION

The Board of Regents closed the Open Session at 6:41 p.m. and convened into Executive Session at 6:47 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 8:58 p.m. and reconvened into Open Session at 8:58 p.m.

MATTERS OF CONCERN FOR FUTURE AGENDAS

Consideration was requested for use of surplus funds from the last fiscal year to make a bond defeasance payment.

ADJOURNMENT

Chairman Santana declared the meeting adjourned at 8:59 pm.

Chairman, Board of Regents

Secretary, Board of Regents