



## LAREDO COLLEGE DISTRICT

Laredo, Texas

The regular monthly meeting of the Laredo College Board of Trustees convened on Wednesday, March 26, 2025, 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**

Mr. Rangel called the meeting to order.

**2. ROLL CALL**

Ms. Leven-Ramos called roll.

MEMBERS PRESENT

Esteban Rangel, President

Ernestina "Tita" Cantu Vela, Vice President

Jackie Leven-Ramos, Secretary

Cindy Liendo, Parliamentarian

Erica Benavides Garcia

Mercurio Martinez, Jr.

Adriana Alexander

Lizzy Newsome

Karina "Kari" Elizondo (arrived at 7:13 p.m.)

OTHERS

Minita Ramirez, Ph.D.

Sigifredo Perez, III

Ruben Villarreal

Diana Y. Ortiz, Ph.D.

Gilberto Martinez, Jr., Ed.D.

Lindsey Ballesteros

Guillermo Garcia

MEMBERS ABSENT

**3. APPROVAL OF THE MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF FEBRUARY 25, 2025**

Mr. Martinez motioned to approve the minutes as presented. The motion was seconded by Ms. Leven-Ramos; motion passed.

**4. PUBLIC TESTIMONY**

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

Ms. Patricia Barrera and Ms. Maria Elena Morales provided comments on Agenda Items 12.C. – *Discussion with Laredo College Attorney to Receive Legal Advice Relating to Laredo College Ad Valorem Tax Collections* and 13.C. – *Laredo College Ad Valorem Tax Collections*.

**5. RECOGNITIONS AND INTRODUCTIONS – MR. RUBEN VILLARREAL**

**5.A. LAREDO COLLEGE  
COMMUNITY AND MEDIA  
RELATIONS AWARDS**

The LC Community and Media Relations Office comprised of Mr. Juan Flores, Ms. Mayra Garza, Ms. Diana Hinojosa, Mr. Ricardo Limon, Mr. Christian Ocampo, and Ms. Joana Santillana received five medallion awards from the Region 4 National Council for Marketing and Public Relations Conference.

**5.B. RECOGNITION OF  
LAREDO COLLEGE  
POLICE OFFICERS – SWAT  
SCHOOL COMPLETION**

Sergeant Ramon Salazar and Officer Moses Ostiguin have completed the Basic SWAT Course, making them the first-ever SWAT-certified officers in the history of Laredo College.

**5.C. INTRODUCTION OF  
PERSONNEL/PERSONNEL  
ACTIONS**

The new hires/personnel actions for the month were announced – Joshua B. Ayala, Patrol Officer; Carolina Cruz, Academic Advisor; Juan D. Saldivar, Truck Driver Instructor (South); Larissa Madrigal, Coach;

and Martin A. Valadez, Computer Sciences and Technology Technical Instructor.

Ms. Liendo motioned to bring up Agenda Item 9.A. – *Women’s City Club Grant Awards*. Ms. Leven-Ramos seconded the motion; motion passed.

**9.A. WOMEN’S CITY CLUB  
GRANT AWARDS – DR.  
DIANA Y. ORTIZ**

Dr. Diana Y. Ortiz, Vice President of Institutional Advancement, recognized the Women’s City Club for their continuous support by awarding funds to six Laredo College departments/programs totaling \$51,751.54 for this year along with additional funds supporting the college with grants and scholarships for a total of \$164,000.00 for this year.

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

Dr. Gilberto Martinez, Jr., Faculty Senate President, reported on:

- Legislative session bills
- Faculty titles
- Faculty senate elections

**7. LAREDO COLLEGE STUDENT GOVERNMENT ASSOCIATION REPORT – MS. LINDSEY BALLESTEROS**

Ms. Lindsey Ballesteros, SGA President, provided student body updates (FunFest, Texas Region Convention for PTK, Safe and Sober Event, St. Patrick’s Day at LC, Pi Day at LC, block party, and The Big Event!).

**8. BOARD COMMITTEE REPORTS**

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

Ms. Leven-Ramos provided a recap of the Program/Policy Committee meeting held on March 24<sup>th</sup>.

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

Ms. Benavides Garcia provided a recap of the Student Success Committee meeting held on March 25<sup>th</sup>.

**8.C. BUILDING  
COMMITTEE MEETING  
REPORT – MS. CINDY  
LIENDO**

Ms. Liendo provided a recap of the Building Committee meeting held on March 25<sup>th</sup>.

**8.B. FINANCE & AUDIT  
COMMITTEE MEETING  
REPORT – MS.  
ERNESTINA “TITA” CANTU  
VELA**

Ms. Vela provided a recap of the Finance & Audit Committee meeting held on March 25<sup>th</sup>.

**9. INFORMATION ITEMS**

**9.B. NOTIFICATION OF  
EMPLOYEE  
COMPENSATION DURING  
CLOSURE DUE TO  
ENVIRONMENTAL  
WEATHER CONDITIONS  
AT LAREDO COLLEGE  
SOUTH ON MARCH 4,  
2025 AND LAREDO  
COLLEGE FORT  
MCINTOSH ON MARCH  
17, 2025 AS PER LAREDO  
COLLEGE POLICY  
DEA(LOCAL)-  
COMPENSATION AND  
BENEFITS:  
COMPENSATION PLAN –  
DR. MINITA RAMÍREZ**

Dr. Minita Ramirez, President, informed the Board that, as per LC policy DEA(LOCAL), LC South employees will be paid for the closure on March 4, 2025, for two (2) hours due to a combination of smoke in the area and a wind advisory. In addition, LC Fort McIntosh employees will be paid for the closure on March 17, 2025, at 8:40 p.m. due to a fire in the area.

**9.C. NOTIFICATION OF THE SERVING OF ALCOHOLIC BEVERAGES BY OUTSIDE ENTITIES AT LAREDO COLLEGE FACILITIES, AS PER LAREDO COLLEGE BOARD POLICY GDA(LOCAL): COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES- CONDUCT ON COLLEGE DISTRICT PREMISES – DR. MINITA RAMÍREZ**

Dr. Ramirez notified the Board that the Imaginarium of South Texas submitted a request for the serving of alcohol at their Heroes Gala scheduled for Thursday, April 24, 2025, at the Yearly Library – Falcon Bank Executive Conference Room.

In addition, the Laredo Theater Guild International Shoebox Theater may serve alcohol for their production of Fool for Love March 27 – 30 and April 3 – 6, 2025, at T-30.

**10. CONSENT AGENDA**

Ms. Liendo moved to approve all of the following items under Consent Agenda.

- Agenda Item 10.B. – Approval of Performance Contract with Johnson Controls
- Agenda Item 10.C. – Ratification and Approval for Purchase of Equipment for the Transportation Technology Department
- Agenda Item 10.D. – Approval of Contract for Graduation Production Services
- Agenda Item 10.F. – Approval for the Purchase of Computers for Computer Labs and Employee Offices
- Agenda Item 10.G. – Renewal of Agreement with TeamDynamix for IT Management Services
- Agenda Item 10.H. – Renewal of Agreement for Identity Automation Single Sign-On (SSO) Services

Ms. Benavides Garcia seconded the motion; motion passed.

Ms. Leven-Ramos motioned to defer Agenda Item 10.A. – *February 2025 Financial Report* to next month. Ms. Liendo seconded the motion; motion passed.

**10.E. APPROVE RESOLUTION REQUESTING THAT THE LAREDO COLLEGE BOARD OF TRUSTEES APPROVES THE SUBMISSION OF A GRANT APPLICATION FOR A TOTAL OF \$173,200 IN GRANT FUNDING BY THE LAREDO COLLEGE GRANTS OFFICE FOR THE 2025-2026 LAREDO COLLEGE POLICE DEPARTMENT OPERATION LONE STAR PROGRAM TO THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, PUBLIC SAFETY OFFICE – MR. GABRIEL LOZANO**

Ms. Leven-Ramos motioned to adopt the resolution. Ms. Vela seconded the motion; motion passed. Ms. Leven-Ramos read the resolution

**RESOLUTION**

WHEREAS, Laredo College finds it in the best interest of the citizens of Laredo and South Texas that the Laredo College Police Department requests grant funding under the State of Texas Operation Lonestar for the 2025-2026 fiscal year; and

WHEREAS, The Laredo College Board of Trustees approves the submission of a grant application by the Laredo College Grants Office in the amount of \$173,200 to the State of Texas – Office of the Governor – Public Safety Office for the 2025-2026 Laredo College Police Department Operation Lone Star Program. Funding will be used for a LASO (Local Agency Security Officer), Overtime and Fringe Benefits for LCPD Officers working under Operation Lone Star and the purchase of (3) three license plate reader systems.

\$173,200 – FY 2025-2026 Operation Lone Star Grant Program  
State of Texas E-Grants Application #5563801

WHEREAS, Laredo College agrees to provide applicable matching funds when required for the said project but no matching funds are required for this grant application as noted by the State of Texas guidelines.

WHEREAS, Laredo College agrees that in the event of loss or misuse of the State of Texas, Office of the Governor funds, Laredo College assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, Laredo College designates Dr. Minita Ramirez - President as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grants on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Laredo College Board of Trustees approves the submission of a grant application for a total of \$173,200 in grant funding by the Laredo College Grants Office for the 2025-2026 Laredo College Police Department Equipment Enhancement Project to the State of Texas, Office of the Governor – Public Safety Office.

DULY RESOLVED by the Board of Trustees of Laredo College on the 27<sup>th</sup> day of March, 2025.

**10.I. ACT ON BOARD  
POLICY CAK(LOCAL):  
APPROPRIATIONS AND  
REVENUE SOURCES -  
INVESTMENTS FROM  
TASB BOARD POLICY  
UPDATE 48 – MR. CESAR  
VELA**

Ms. Leven-Ramos motioned to adopt the resolution for the policy changes. Ms. Vela seconded the motion; motion passed. Ms. Leven-Ramos read the resolution.

**RESOLUTION**

WHEREAS, Section 2256.005(e) of the Public Funds Investment Act (Texas Government Code Chapter 2256) requires the Board of Trustees of Laredo College District to (a) review the District's investment policy and investment strategies [set forth in CAK (LOCAL)] not less than annually and (b) adopt this resolution reflecting the Board's review and recording any changes made to the investment policy or strategies;

WHEREAS, the District's investment policy for fiscal year 2024-2025 has been presented to the Board for its consideration and approval, as required by the Act; and

WHEREAS, the District's investment policy for fiscal year 2024-2025 includes the following changes:

1. Modification to section 4.4 – Authorized Dealers
2. Modification to section 6.1 – Open Meeting
3. Modification to section 6.2 – Effective Date

NOW THEREFORE BE IT RESOLVED the Board of Trustees of Laredo College District has reviewed the District's investment policy, and hereby adopts the policy for fiscal year 2024-2025 in compliance with the Public Funds Investment Act.

Adopted this 26<sup>th</sup> day of March 2025 by the Board of Trustees.

Ms. Leven-Ramos motioned to adopt the resolution. Ms. Liendo seconded the motion; motion passed. Ms. Leven-Ramos read the resolution.

**10.J. APPROVE  
RESOLUTION  
REQUESTING THAT THE  
LAREDO COLLEGE  
BOARD OF TRUSTEES  
APPROVES THE  
SUBMISSION OF A  
GRANT APPLICATION BY  
THE LAREDO COLLEGE  
GRANTS OFFICE TO THE  
STATE OF TEXAS,  
OFFICE OF THE  
GOVERNOR, PUBLIC  
SAFETY OFFICE FOR  
THE 2025-2026 EDWARD  
BYRNE MEMORIAL FUND  
– JUSTICE ASSISTANCE  
GRANT (JAG) FOR A  
TOTAL OF \$25,000 IN  
FUNDING – MR. GABRIEL  
LOZANO**

**RESOLUTION**

WHEREAS, Laredo College finds it in the best interest of the citizens of Laredo and South Texas that the Laredo College Police Department participate in the State of Texas – Criminal Justice Program– JAG Grant Project in FY 2025-2026; and

WHEREAS, The Laredo College Board of Trustees approves the submission of a grant application by the Laredo College Grants Office in the amount of \$25,000 to the State of Texas – Office of the Governor – Public Safety Office under the 2025-2026 Edward Byrne Memorial Fund – Justice Assistance Grant (JAG) Program. The application identifier is State of Texas E-Grants Application #5520801.

WHEREAS, grant funds will be utilized to purchase traffic safety enforcement equipment for the Laredo College Police Department including radar equipped trailers, digital signs and cloud-based software. These items will augment current speed enforcement and driver safety initiatives underway at Laredo College.

WHEREAS, Laredo College agrees to provide applicable matching funds when required for the said project but no matching funds are required for this grant application as noted by program guidelines.

WHEREAS, Laredo College agrees that in the event of loss or misuse of the State of Texas, Office of the Governor funds, Laredo College assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, Laredo College designates Dr. Minita Ramirez - President as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grants on behalf of the applicant agency.

*NOW THEREFORE, BE IT RESOLVED that the Laredo College Board of Trustees approves the submission of a grant application for a total of \$25,000 in grant funding by the Laredo College Grants Office to the State of Texas, Office of the Governor, Public Safety Office for the 2025-2026 Criminal Justice – JAG Grant*

**11. DISCUSSION AND POSSIBLE ACTION**

**11.A. ADOPTION OF AMENDMENTS TO THE LAREDO COLLEGE BOARD OF TRUSTEES OPERATING PROCEDURES BASED ON RECOMMENDATIONS PRESENTED DURING THE BOARD RETREAT – MS. JACKIE LEVEN-RAMOS**

Mr. Rangel acknowledged the presence of Ms. Elizondo.

Ms. Leven-Ramos motioned to adopt the amendments to the LC Board Operating Procedures as presented at the Program/Policy Committee meeting and recommendations presented at the Board Retreat. Ms. Benavides Garcia seconded the motion; motion passed.

**11.B. APPROVAL OF BOARD MEMBER(S) TRAVEL AND REIMBURSEMENT OF REASONABLE TRAVEL EXPENSES TO ELLUCIAN LIVE 2025 AS PER LAREDO COLLEGE BOARD POLICIES BBG(LOCAL): BOARD MEMBERS, COMPENSATION AND EXPENSES, AND BBH(LOCAL): BOARD MEMBERS, CONVENTIONS, CONFERENCES, AND WORKSHOPS – DR. MINITA RAMÍREZ**

Dr. Ramírez indicated to the Board that she and Mr. Rangel will be presenting at the Ellucian Live 2025 conference; therefore, she requested that Mr. Rangel's travel be reimbursed as per policies BBG(LOCAL) and BBH(LOCAL). Ms. Benavides Garcia motioned to approve. Ms. Vela seconded the motion; motion passed.

**12. EXECUTIVE SESSION**

At 7:17 p.m., Ms. Leven-Ramos moved to go into executive session on the following items:

- Agenda Item 12.A. – Initiation of the Annual Board Self-Evaluation Pursuant to Laredo College Board Policy BCG(LOCAL)-Board Internal Organization: Board Evaluation, including Discussing Evaluation Criteria and Instrument, and Setting a Timeline to Conduct the Evaluation. Closed Session Pursuant to Texas Government Code Section 551.074
- Agenda Item 12.B. – Initiation of the Annual Evaluation of the College President Pursuant to Laredo College Board Policy BFE(LOCAL)-CHIEF EXECUTIVE OFFICER: EVALUATION, including Establishing Goals and Procedures, Discussing Evaluation Criteria and Instrument, and Setting a Timeline to Conduct the Evaluation. Closed Session Pursuant to Texas Government Code Section 551.074
- Agenda Item 12.C. – Discussion with Laredo College Attorney to Receive Legal Advice Relating to Laredo College Ad Valorem Tax Collections, Pursuant to Texas Government Code Section 551.071
- Agenda Item 12.D. – Closed Session Discussion with the College District Attorney Pursuant to Texas Government Code Sections 551.071 and 551.074 to Receive Legal Advice Concerning a Level III Grievance Filed by a Laredo College Non-Exempt Employee as per Board Policy DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE GRIEVANCES
- Agenda Item 12.E. – Hearing on Level III Grievance Filed by Laredo College Non-Exempt Employee as per Board Policy DGBA (LOCAL): PERSONNEL MANAGEMENT RELATIONS - EMPLOYEE GRIEVANCES. Closed Session Pursuant to Texas Government Code Sections 551.071 and 551.074

Ms. Liendo seconded the motion; motion passed.

The Board reconvened to open session at 9:55 p.m. Mr. Rangel noted that no action was taken during executive session.

**13. DISCUSSION AND POSSIBLE ACTION**

- 13.A. APPROVAL OF THE BOARD SELF-EVALUATION INCLUDING DISCUSSING EVALUATION CRITERIA AND INSTRUMENT, AND SETTING A TIMELINE TO CONDUCT THE EVALUATION**
- Ms. Leven-Ramos motioned to approve the Board self-evaluation including the criteria and instrument as discussed in executive session. Ms. Liendo and Ms. Benavides Garcia seconded the motion; motion passed.
- 13.B. APPROVAL OF THE ANNUAL EVALUATION OF THE COLLEGE PRESIDENT INCLUDING GOALS AND PROCEDURES, EVALUATION CRITERIA AND INSTRUMENT, AND TIMELINE TO CONDUCT THE EVALUATION**
- Ms. Leven-Ramos motioned to approve the annual evaluation of the College President including goals, procedures, criteria, instrument, and timeline. Ms. Vela seconded the motion; motion passed.
- 13.C. LAREDO COLLEGE AD VALOREM TAX COLLECTIONS**
- No action taken.
- 13.D. LEVEL III GRIEVANCE FILED BY A LAREDO COLLEGE NON-EXEMPT EMPLOYEE AS PER BOARD POLICY DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE GRIEVANCES**
- Ms. Elizondo motioned to “grant full relief to Mr. Juan B. Lugo”. Ms. Newsome seconded the motion; motion failed (five against and one abstained).
- Mr. Martinez motioned to “deny the Level III grievance filed by Mr. Lugo on August 30, 2024”. Ms. Vela seconded the motion; motion passed (two abstained and two against).
- 14. PRESIDENT’S REMARKS AND REPORTS**
- 14.A. CAMPUS POLICE, PERSONNEL, AND TRAVEL REPORTS – DR. MINITA RAMÍREZ**
- Reports were provided to the Board in the meeting materials.
- 14.B. PRESIDENT’S REMARKS – DR. MINITA RAMÍREZ**
- Dr. Ramírez remarked on the following:
- Texas Higher Education Coordinating Board has approved the proposal for the Bachelor in Applied Technology in Data Analytics
  - Legislative session bills
- 15. UPCOMING EVENTS:**
- April 18 – 21, 2025 – Easter Break
- 16. NEXT MEETING DATE:**
- Wednesday, April 30, 2025, 6:00 p.m. – Regular Monthly Board of Trustees Meeting
- 17. ADJOURNMENT**
- At 10:03 p.m., Ms. Liendo moved to adjourn the meeting. Ms. Benavides Garcia seconded the motion; motion carried.

---

Mr. Esteban Rangel  
President

---

Ms. Jackie Leven-Ramos  
Secretary