



**MEETING OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
BOARD MEETING
November 20, 2025**

The Board of Regents of the Lee College District met on November 20, 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, Daryl Fontenot, Mark Hall, Judy Jirrels, Heron Thomas

Dr. Lynda Villanueva, President

ABSENT: None

INVOCATION AND PLEDGE TO THE FLAG

Regent Gina Guillory said the Invocation and led the Pledge to United States Flag and Texas Flag.

STUDENT SPOTLIGHT

Kelli Forde Spiers, Associate Vice President of Student Success and Belonging, said about 20 percent of Lee College students identify as the parent or guardian of at least one child under age 18. More than half of those student parents identify as a single parent. Resources targeted by Lee College for success of these students include child care assistance, a single parent success program, mental health support groups, educational workshops, and family engagement opportunities.

Ms. Forde Spiers introduced accounting major Marissa Rodriguez, who said she was married with three babies when she entered Lee College after receiving a flyer in the mail during COVID. Two semesters into the nursing program, she left her marriage for the safety and well-being of her children and herself. After she withdrew from the nursing program, she was contacted by Linda Torrez-Mann, Lee College Mental Health Therapist, who connected her with support resources that included food, toiletries, clothing, rental assistance that led to an apartment for herself and her children, furnishings such as beds, a couch, and dining table, as well as counseling.

Now enrolled again at Lee College and pursuing a degree in accounting, Ms. Rodriguez said the college's program for single parents has provided child care, tutoring, group therapy, arts & crafts, job fairs, and pizza parties for the benefit of her and her children. "Lee College, you have no idea of the impact you have made on my life," she said, expressing thanks for another chance to achieve her goals and dreams, while making life the best she can for her children.

103.25

DISPOSITION OF MINUTES

Regent Guillory made a motion, seconded by Regent Jirrels, that the Board approve the minutes for Audit & Investment Committee Meeting, Oct. 14, 2025; Building Committee Meeting, Oct. 15, 2025; and Board Meeting, Oct. 16, 2025.

The motion passed with no dissenting votes.

REPORT OF THE CHAIRMAN

Chairman Santana reported he and other Regents recently attended the annual ACCT Leadership Congress, held this year in New Orleans. He invited Regents to share their takeaways and insights.

Regents Himsel and Fontenot remarked on sessions they attended about Artificial Intelligence, including the importance of having an AI policy, the phenomenon of ghosting – by which people use AI to enroll in college with a fake identity in order to steal financial aid, and seeing specific examples of how instructors use AI as a time saving tool.

COMMITTEE REPORTS

- **Building Committee** – Committee Chair Daryl Fontenot said the committee met yesterday, and that a couple of items are on the agenda for action tonight. The contract with PBK for the facilities master plan is terminated, he said. The Administration plans at the Dec. 18 Board meeting to recommend contracting with Pfluger Architects for completion, he said.
- **Policy Committee** – Committee Chair Mark Hall reported the committee has not met, but is scheduled to meet in early December.
- **Audit & Investment Committee** – Committee Chair Judy Jirrels reported the committee did not meet during November, but is scheduled to meet December 15.

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

- **Funds Raised for Thanksgiving** – Dr. Villanueva said she met with and thanked members of the Criminal Justice Club and the Student Government Association, who collaborated to raise more than \$1,700 to provide Thanksgiving food for the Student Resource & Advocacy Center. In addition to the students, she credited sponsors Mel Stevenson and Jo Greathouse.
- **Regent Guillory Reappointed** – Dr. Villanueva congratulated Regent Gina Guillory for being reappointed to the ACCT Governance & Bylaws Committee.
- **Employee Service Awards Dinner** – Dr. Villanueva thanked Amanda Summers, Vanessa Cubides and Shana Whittington for making the third annual Employee Service Awards Dinner successful. Also, she thanked Regents who attended. Regent Jirrels said a custodian at her table remarked favorably about Dr. Villanueva going out of her way to greet them.

INFORMATIONAL REPORTS

Resignations and Retirements – Dr. Lynda Villanueva, President

Alyssa Hernandez, TRiO Advisor, Student Support Services Grant – Resignation

Patrick Bravo, Instructor, Instrumentation – Resignation

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

Reporting through the end of October, Mr. Atkin said the operating fund increased upon receiving the first state appropriation of just over \$10 million, which is 50 percent of the total for the year.

Also, land held for investment, now valued at \$16,390,000 as the result of the most recent appraisal, is up from \$11,939,000. Adjustments in board reserves have increased that amount to \$26,687,000, equivalent to four months in reserve for FY 2026; also \$1 million has been moved into insurance reserves as is budgeted each year, he said.

Revenue is being collected at a faster pace than anticipated, and expenses are slightly under budget, Mr. Atkin said. Revenue being ahead of budget by \$865,000 is primarily due to tuition & fees, along with slightly higher than anticipated collection of delinquent taxes, he said. Salaries are slightly under budget on contract services, and on other operating expenses, he said.

Expenses of \$187,000 in October for the cosmetology renovation essentially completes that project, Mr. Atkin said. Additionally, a bit of work continues on ADA Phase 2, he said.

Board-approved capital projects are progressing well, particularly with information technology and facilities, Mr. Atkin said. Proposals later in this meeting are for emergency management, he added. Under restricted funds, most of the \$1 million that was in arrears with the federal government as of the end of October during the shutdown is now being received during November, he reported.

Update on ERP Selection Process **Jacob Atkin, Chief Financial Officer and Vice President of Finance**

Mr. Atkin outlined the importance of the Enterprise Resource Planning (ERP) system, the college's background with Oracle PeopleSoft since 2002, reasons and requirements for changing the ERP system at this time, and benefits of a new ERP system. Financial operations, human resources, and student services will operate together in a single new cloud-based system that will change Lee College more than anything that has happened in the last 25 years, he said.

He discussed the process underway for evaluating possible alternative ERP systems, the projected timeline leading to a contract recommendation Dec. 18 to the Board, and savings to the college by making a selection prior to the end of 2025. Also, he outlined near-term implementation steps and long-term benefits of a new solution.

Q&A that followed involved the three solutions being considered – Workday ERP, Ellucian Banner SaaS, and Oracle Cloud ERP – as well as more specifics on the college's vetting/evaluation process, security comparisons with an ERP hosted in the cloud rather than on site, effects on staffing, and flexibility to operate from another site or from home during an emergency or following a disaster.

PUBLIC COMMENT

Paula Lee encouraged attendance on December 6 of the annual Christmas concert at the Performing Arts Center by Bay Area Philharmonic Orchestra, conducted by Clarence Frank.

ITEMS OF ACTION

A. PERSONNEL

104.25 CONSENT Agenda – Consideration of New Hires

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

Dr. Laura Lane-Worley, Executive Director, Academic Programs

Ms. Kimberley Fontenette, Academic Advisor

Ms. Oralia Arjona Villarreal, Coordinator, Student Resources

Ms. Jessica Haney, Manager, Student Resource and Advocacy Center (SRAC)

Mr. Michael Pounds, Manager, Student Engagement and First Year Experience

Regent Hall made a motion, seconded by Regent Fontenot, that the Board approve the Administration's recommendation. In answer to a question by Regent Himsel, the Administration noted Dr. Lane-Worley already works for Lee College; this action represents a different position.

The motion passed with no dissenting votes.

B. NEW BUSINESS

105.25 Consideration of Resolution Casting Ballot for Board Member of Chambers County Appraisal District

The Administration recommends that the Board authorize the President or her designee to submit Ballot and Resolution of the Board of Regents vote for Joey Presnall and Laurie Payton for Board Member of the Chambers County Appraisal District.

Regent Warford made a motion, seconded by Regent Cotten, that the Board approve the Administration's recommendation. It was noted this election takes place every two years.

The motion passed with no dissenting votes.

106.25 Consideration of Award to Construction Masters of Houston, Inc., to Renovate Rundell Hall Office Suite

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve Construction Masters of Houston, Inc., to provide services to renovate the Rundell Hall Office Suite for the sum of \$105,745.87.

Regent Jirrels made a motion, seconded by Regent Fontenot, that the Board approve the Administration's recommendation. It was noted this renovation is for the Human Resources suite.

The motion passed with no dissenting votes.

107.25 Consideration of Millennium Project Solutions for Exterior Site Lighting

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve Millennium Project Solutions for the Exterior Site Lighting Project on Campus for the sum of \$277,593.32.

Regent Cotten announced to Chairman Santana that he would recuse himself from discussion and voting on this item.

Regent Guillory made a motion, seconded by Regent Warford, that the Board approve the Administration's recommendation. In answer to a question by Regent Hall, John Ditto, Executive Director of Facilities, said Philip Handley, Director of Physical Plant, has extensive experience with Millennium from his work with San Jacinto College District, and that Millennium has completed about five projects for Lee College.

The motion passed 7-1, with Regent Hall dissenting. Regent Cotten abstained.

108.25 Consideration of ThunderCat Technologies for Purchase of Indoor Speakers and Pfeiffer & Son, Ltd., for Cable and Speaker Installation for the Indoor Public Announcement Speaker System Upgrade

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the purchase of indoor speakers from ThunderCat Technologies in the amount of \$68,164 and cable and speaker installation from Pfeiffer & Son, Ltd., in the amount of

\$48,350, for a total amount of \$116,514 for the Indoor Public Announcement Speaker System Upgrade.

Regent Guillory made a motion, seconded by Regent Cotten, that the Board approve the Administration's recommendation. During Q&A that ensued, Tom Quinn, Manager of Emergency and Safety Operations, said existing speakers in main campus buildings and the McNair Center will be replaced. Buildings which may be subject to demolition are not included at this time, he said.

The motion passed with no dissenting votes.

109.25 Consideration of Contract with Johnson Controls, Inc., for the Surveillance Camera System Upgrade with a 5-Year Support Agreement and Pfeiffer & Son, Ltd., for the Camera Cable Installation

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve Johnson Controls, Inc., contract fees for the installation and implementation of the Surveillance Camera System Upgrade in the amount of \$540,996, Software Support Agreement for a total of \$81,247 for a 5-year agreement, annual Maintenance Cost in the amount of \$68,447 years 2-5, and Pfeiffer & Son, Ltd., contract fees for the installation of camera cables at new camera locations in the amount of \$75,100. Total investment FY 2025-26 is \$697,343, with \$68,447 in each of the next four years.

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

The motion passed with no dissenting votes.

EXECUTIVE SESSION

The Board of Regents closed the Open Session at 6:56 p.m. and convened into Executive Session at 7:01 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 8:15 p.m. and reconvened into Open Session at 8:16 p.m.

MATTERS OF CONCERN FOR FUTURE AGENDAS

Regent Hall requested an informational report to the full Board sometime in the next several months regarding the college's current policy on working from home and working remotely. Regents could then decide if they want the Policy Committee to review further and to consider modifications.

Regent Himsel expressed appreciation for the Thanksgiving meal, prepared by Lee College Café 34.

ADJOURNMENT

Chairman Santana declared the meeting adjourned at 8:17 pm.

Chairman, Board of Regents

Secretary, Board of Regents