



**MEETING OF THE BOARD OF REGENTS  
LEE COLLEGE DISTRICT  
BOARD MEETING  
May 23, 2024**

The Board of Regents of the Lee College District met on May 23, 2024, at 6:00 p.m. at John B. Tucker Lecture Hall. Chairman Fontenot called the meeting to order stating that the meeting was duly posted and a quorum was present.

**PRESENT:** Daryl Fontenot, Chairman; Mark Himsel, Secretary; Mark Hall, Assistant Secretary; Weston Cotten; Gina Guillory; Judy Jirrels; Gilbert Santana

Dr. Lynda Villanueva, President

**ABSENT:** Susan Moore-Fontenot, Vice Chair; Pam Warford

**INVOCATION AND PLEDGE TO THE FLAG**

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

**STUDENT SPOTLIGHT**

Simran Singh was introduced by Zane Moseley, Lee College academic advisor, and the advisor for Zeta Nu, the Lee College chapter of Phi Theta Kappa Honor Society. Ms. Singh has demonstrated Scholarship by earning her diploma from Goose Creek Memorial High School and a Lee College associate degree with a perfect 4.0 grade-point average, Moseley said. She has demonstrated Leadership by running for Senior Vice President of her high school Student Council to help lead the transition by herself and her classmates back to their school following COVID-19, Moseley said. He cited various school organizations in which she has participated, named several scholarships awarded to her, and said she will enter Rice University this fall.

Ms. Singh said she chose Lee College as a dual-credit enrollment student in order to earn college credits sooner and at a lower cost than typically would be the case. Along with her high school coursework, she completed 21 Lee College courses. Both of her parents also are Lee College graduates, Ms. Singh said. She said at Lee College she has saved time and money, developed crucial soft skills in support of her educational development, and met many instructors who have helped her both in the classroom and beyond.

In addition to being named to the All-Texas Academic Team, membership in Phi Theta Kappa has availed her of a variety of resources supporting her future job search, and scholarships to further her education, Ms. Singh said. Compacting six years of education into four years of time has been tough and has included struggles, but also has been incredibly rewarding, she said. Continuing to Rice University and majoring in political science, she plans eventually to enter law school, she said.

**35.24**

**DISPOSITION OF MINUTES**

Regent Jirrels made a motion, seconded by Regent Cotten, that the Board approve the minutes for Audit & Investment Committee Meeting – April 9, 2024; Board Meeting – April 18, 2024; and Policy Committee Meeting – April 23, 2024.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

### REPORT OF THE CHAIRMAN

Chairman Fontenot noted commencement on May 11 was fantastic, a wonderful event.

### COMMITTEE REPORTS

- Building Committee – Committee Chair Gilbert Santana reported the Building Committee meeting May 15 included an item (lawn care) on the agenda for action tonight. Proposed projects included modernization of the Student Resource & Advocacy Center elevator, updates/improvements for Tucker Hall, and creating parking at 700 W. Texas Ave. in support of cosmetology. Current projects included issuance of RFP for facilities master plan, instructional master plan follow up and ADA Phase 2, RFP to remove or demolish the Redus house at 119 S. Whiting, and the fate of TV-10. Updates included replacement of the arena floor, ADA Phase 1 projects nearing completion, and follow up on a donation by the Chambers family for Speech Communications Lab and Debate Room improvements.
- Policy Committee – Committee Chair Gina Guillory reported the committee met and that several policies from Update 46 are on the agenda for consideration later in this meeting.
- Audit and Investment Committee – Committee Chair Judy Jirrels reported that interviews have taken place for the internal auditor vacancy.

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

Policy Committee – Serving on the Policy Committee are Gina Guillory, Chair; Susan Moore-Fontenot, and Weston Cotten

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

### REPORT OF THE PRESIDENT

Leslie Gallagher, Chief of Staff & Vice President of Strategic Initiatives, spoke for Dr. Villanueva.

- **Commencement** – Appreciation was extended to everyone who attended commencement May 11, making it such a great success, and to the Regents who attended GCCISD high school graduation ceremonies this week.
- **Enrollment** – Summer enrollment compared to last year is up 4% at the main campus, up 7% at Huntsville Center, and down 4% for dual credit, but dual credit enrollment is very small during summer. Overall, summer enrollment is up 4%, which is 140 additional students. Kudos to the Lee College team for ensuring registration is as seamless as possible for students, particularly this year, given difficulties associated with financial aid changes.
- **Webinar for Services to Incarcerated Persons** – Texas Association of Community Colleges and Texas Department of Criminal Justice hosted a webinar on providing quality postsecondary services for incarcerated persons. Kudos to Donna Zuniga, Associate Vice President of Lee College Huntsville Center, who was a featured speaker. Lee College was identified as the most successful college in the nation operating in this space.
- **GED Program in Liberty County** – This month, Lee College Education Center-South Liberty County celebrated the first graduate of the new GED program, introduced earlier this year. Appreciation to Dr. Laura Lane-Worley and her team at the Liberty Center.

- **Civil Rights Audit** – Gratitude to Dr. Rosemary Coffman and Fran Parent for their work on the Office of Civil Rights Desk Audit. Only a few minor findings were reported, which were quickly resolved. Final approval was received last week.
- **Dr. Scott Bennett** – After successfully defending his dissertation this spring, Scott Bennett returns to Lee College this summer with his doctorate.

## INFORMATIONAL REPORTS

### Resignations and Retirements – Dr. Lynda Villanueva, President

Leslie Gallagher, Chief of Staff & Vice President of Strategic Initiatives, spoke for Dr. Villanueva.  
 Robert Miller, Faculty, Logistics – Resignation  
 Leroy Montgomery, Faculty, Electrical Technology – Resignation  
 Victor Martinez, Faculty, Drafting – Retirement  
 Susan Honeywell, Faculty-Huntsville Center, Speech – Retirement  
 Vicky Knobloch, Faculty, Cosmetology – Retirement

### Financial Report – Annette Ferguson, Vice President, Finance and Administration

Reporting financial results as of April 30, eight months through the fiscal year, Annette Ferguson said cash position remains strong. Tuition & fee revenue is at about 96% of budget, she said. Final state appropriation payment for the year is anticipated in June. Tax revenue is exceeding budget for the year, in large part due to revenue received in lieu of tax, she said.

Other revenue is exceeding budget, in particular this month due to a payment received from Texas Department of Criminal Justice. At year end, revenues are expected to meet or exceed budget in all categories, she said. At this time, a year-end operating surplus of \$4.2 million is projected.

Expenses are tracking generally in line with budget. For the month, costs were below budget in both operating costs, and in salary & benefits. Expenses year to date are below budget in all areas, she said. Projecting to year end, actual annual expense is expected to be about 97% of budget for salary & benefits, and about 98% for operating costs, Ms. Ferguson reported.

## PUBLIC COMMENT

None.

## ITEMS OF ACTION

### **A. PERSONNEL**

#### **36.24 CONSENT Agenda – Consideration of New Hires**

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

Dr. Janena Norris, Associate Vice President, Academic Affairs  
 Mr. Thomas Quinn, Manager, Emergency and Safety Operations  
 Ms. Kylie Cobb, Faculty, Head Volleyball Coach  
 Ms. Andrea Payne, Faculty, Associate Degree Nursing  
 Mr. Daniel Falsafi, Faculty, Computer Science

Ms. Tammy Hardin, Recruitment and Outreach Specialist  
Ms. Amanda Lavender, Shared College Coordinator - GCCISD  
Ms. Lauren Heffernan, Director, Advancement and Donor Relations  
Mr. Drew Yoder, Community Engagement Coordinator

Regent Santana made a motion, seconded by Regent Cotten, that the Board approve the Administration's recommendation. Questions and answers ensued.

Dr. Douglas Walcerz said the current Associate Vice President of Academic Affairs submitted a letter of resignation early this spring, the search process for a replacement resulted in presentation of a name at this meeting, the contract of the current Associate Vice President expires August 31, and there will be a time of overlap/transition. Nursing and healthcare professions will continue to report directly to Dr. Norris, he said, along with her new responsibilities over all academic affairs.

Ms. Gallagher said the Community Engagement Coordinator is a full-time position in Marketing and Public Affairs, and will be responsible for participation in parades, festivals and other events throughout the service area, in addition to expanding efforts in recruitment as well as expanding awareness of the college's athletic brand.

Also, Ms. Gallagher said the Manager of Emergency and Safety Operations is a new position, and that the Community Engagement Coordinator was a half-time position that is expanded to full time.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

## **B. NEW BUSINESS**

### **37.24 Consideration of Approval of Authorized Brokers/Dealers as Reflected in CAK Legal and CAK Local**

The Administration recommends that the Board review and approve the list of authorized Brokers/Dealers for investment purposes as reflected in CAK Legal and CAK Local.

Regent Jirrels made a motion, seconded by Regent Cotten, that the Board approve the recommendation.

The motion passed with no dissenting votes. Chairman Fontenot abstained. Regents Moore-Fontenot and Warford were absent.

### **38.24 Consideration of Modifications to the Texas Department of Criminal Justice 2023-2024 Contract**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the modifications to the contract between Lee College and the Texas Department of Criminal Justice (TDCJ).

Regent Hall made a motion, seconded by Regent Guillory, that the Board approve the Administration's recommendation. In answer to a question by Regent Santana, Dr. Walcerz said the modifications involve substantial changes to comply with new requirements for prison education programs. However, these changes do not directly impact locations, faculty, students, administration or the fee structure. Because the additional reporting involves a significant amount of work, the plan is that Texas colleges with prison education programs collectively will be able to employ a shared data analyst to comply with the new requirements.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**39.24 Consideration of Contract with Micro Integration for Adding DNA Door Access Control to Campus Locations**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the contract with Micro Integration/Choice Partners #23-036SG-07 in the estimated amount of \$150,000.

Regent Jirrels made a motion, seconded by Regent Guillory, that the Board approve the Administration's recommendation. In answer to a question by Regent Santana, the Administration indicated application of these door access controls for Huntsville Center is for the Lee College office building there, not for any of the prison units.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**40.24 Consideration of Professional Services Contract with GlobalSource**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the contract with GlobalSource for PeopleSoft Consulting Services for an annual amount not to exceed \$295,000.

Regent Guillory made a motion, seconded by Regent Cotten, that the Board approve the recommendation.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**41.24 Consideration of Approval of Lee College Lawn Care Services Contract Renewal Year 3 with Rotolo Consultants, Inc.**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and approve the Rotolo Consultants, Inc., Year 3 Renewable Option of the 5-Year Contract for the annual sum of \$393,498.97.

Regent Hall made a motion, seconded by Regent Santana, that the Board approve the recommendation.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**42.24 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 46, and One Other Policy.

Regent Guillory made a motion, seconded by Regent Cotten, that the Board approve the recommendation.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**43.24 Consideration of Law Firm Engagement**

The Administration recommends that the Board authorize the President or her designee to engage Fisher Firm for the college in connection with a grievance hearing.

Regent Cotten made a motion, seconded by Regent Jirrels, that the Board approve the recommendation. Questions and answers ensued.

Ms. Gallagher noted that, even though the actual grievance hearing is cancelled, this action is to compensate Fisher Firm for time worked to prepare. Ms. Jodie Kennemer of Fisher Firm said the

engagement letter being presented is specific for this particular hearing, and that the firm can provide another engagement letter for any future occasions.

The motion passed with no dissenting votes. Regents Moore-Fontenot and Warford were absent.

**EXECUTIVE SESSION**

None.

**ITEM OF ACTION**

**(Consideration of Level IV Administrator Grievance was withdrawn.)**

**MATTERS OF CONCERN FOR FUTURE AGENDAS**

Regent Himself asked that the Administration provide information as to where the college stands, and initiate possible action the college may need to take, relative to a letter recently sent to all Texas colleges and universities by Gov. Greg Abbott regarding Title IX reforms. Dr. Villanueva indicated the Administration is awaiting a response from the college's legal counsel to the letter.

Regent Himself asked that the Board have the opportunity to be informed and to provide input as a memorandum of understanding is being developed with Barbers Hill ISD regarding establishment of a Lee College branch campus in Mont Belvieu. Ms. Ferguson reported the Administration has reached out to Barbers Hill ISD officials following the successful maintenance tax election, but that discussions have not yet begun. Board members indicated the desire to be informed in advance and to understand step by step the process. Chairman Fontenot suggested the path forward may be a Board workshop following the Administration's initial discussions with Barbers Hill ISD.

**ADJOURNMENT**

Chairman Fontenot declared the meeting adjourned at 6:49 p.m.

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Chairman, Board of Regents

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Secretary, Board of Regents