

# **Board of Trustees**

## **Procedures Manual**



**LAREDO  
COLLEGE**  
EST. 1947

**LC Board Adopted October 30, 2024**

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## **Preface**

Welcome to the Laredo College Board Procedures Manual. It is a working document and serves as a comprehensive guide, detailing the standard procedures and best practices that govern the LC Board.

Recognizing that there is always room for improvement, this manual is intended to be a working document. It will evolve alongside our processes, incorporating feedback and insights from all Board members. Your contributions are vital to ensuring that we maintain relevance and effectiveness in our procedures.

We encourage you to engage with this manual actively—whether by suggesting updates, sharing experiences, or identifying areas for improvement. Together, we can refine our practices and foster a culture of continuous learning and collaboration.

Thank you for your commitment to upholding our standards and for your role in making our organization a success.

## **Mission and Vision Statements**

### **Mission**

Laredo College is a learner-centered institution transforming students' lives through educational programs and services to fulfill the dynamic needs of its local, regional, national, and global community.

### **Vision**

Laredo College aspires to cultivate a learning, teaching, and working environment that facilitates student success and promotes institutional excellence.

### **Core Values**

**Learner Centered:** It's all about students!

Realization of educational and professional goals.

**Learning Connections:** It's all about partnerships!

Collaboration with all stakeholders.

**Leadership & Change:** It's all about innovation!

Empowerment for our students, faculty, and staff.

**Life Changing:** It's all about transformation!

Excellence & Innovation that responds to student and community needs.

### **Institutional Goals**

#### **Goal 1: Student Success**

Ensure students have adequate access and support for the achievement, completion and success of their educational goals.

#### **Goal 2: College of the 21<sup>st</sup> Century**

Design and implement collaborative pathways to enhance student learning through innovative teaching and services.

#### **Goal 3: Institutional Positioning**

Optimize institutional positioning in response to community needs and uphold excellence in all programs and services.

#### **Goal 4: Resource**

Secure and retain appropriate financial, physical, and human resources to ensure continued and effective college operations and growth.

Reference: SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

## Organizational Chart

The most current organizational chart may be found at:  
<https://www.laredo.edu/about/administration/index.html>

Board members should contact the College President prior to contacting any LC staff member directly.

Below is the contact information for the Office of the President (LC Fort McIntosh Campus – Elpha Lee West Building – Office of the President).

Mirasol Tabarez, Administrative Assistant to the President  
956-721-5101  
Email: [president@laredo.edu](mailto:president@laredo.edu)

Elizabeth Bocanegra, Administrative Assistant to the President  
956-721-5145  
Email: [president@laredo.edu](mailto:president@laredo.edu)

Dr. Minita Ramírez, President  
956-721-5101/956-721-5145  
Cell: 956-740-1515  
Email: [minita.ramirez@laredo.edu](mailto:minita.ramirez@laredo.edu)

The law firm of Kazen, Meurer & Perez, L.L.P. represents the Board. Our primary contact is Mr. George Russell “Rusty” Meurer. He may be contacted at 956-712-1600 or email: [grmeurer@kmp-law.com](mailto:grmeurer@kmp-law.com).

## Trustee Training

Each member of [thea](#) governing Board will attend training as required by state law. All training certificates must be maintained by both the Trustee and the LC President's Office and should be available for public inspection upon request.

### Training for Newly Elected or Appointed Trustees

During the first year of service as a Trustee, regardless of being elected or appointed, all Board members must attend a training program that focuses on the official role and duties of the members of governing boards and provides training in the areas of budgeting, policy development, and governance.

Satisfied by:

Attendance at the day-long session, offered annually in the fall as part of the THECB annual Higher Education Leadership Conference, satisfies this legal requirement. Videos from the conference are also available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person. Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement. (Texas Education Code, Section 61.084)

### Texas Open Meetings Act

The Texas Open Meetings Act (Government Code 551.005) impose mandatory open government educational requirements on elected and appointed officials. Each Board member shall complete a Texas Open Meetings Act training no later than the 90<sup>th</sup> day after the member takes the oath of office **and** annually thereafter. Upon completion of the online training, members will receive a Certificate of Completion. Trustees will submit it to the Administrative Assistant to the President.

Satisfied by:

The Texas Office of the Attorney General offers free online video training course that satisfy this legal requirement at: <https://www.oag.state.tx.us/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>.

### Public Information Act

The Public Information Act (Government Code 552.012) impose mandatory open government educational requirements on elected and appointed officials. Each Board member shall complete the PIA training no later than the 90<sup>th</sup> day after the member takes the oath of office **and** annually thereafter. Upon completion of the online training, members will receive a Certificate of Completion. Trustees will submit it to the Administrative Assistant to the President.

Satisfied by:

The Texas Office of the Attorney General offers free online video training course that satisfy this legal requirement at: <https://www.oag.state.tx.us/open-government/governmental-bodies/pia-and-oma-training-resources/public-information-act-training>.

**Cybersecurity Training**

At least once each year, each elected or appointed Board member shall complete a cybersecurity training program certified under Government Code 2054.519. [See also DK] Gov't Code 2054.5191(a), (c).

Satisfied by:

Board members will receive information from the College on completing this training.

**Public Funds Investment Act**

The Public Funds Investment Act (Texas Government Code, Section 2256) specifies mandatory investment training requirements for elected and appointed officials who are subject to this law. Each Board member must attend at least one training session within six months after taking office or assuming duties.

Satisfied by:

The University of North Texas Center for Public Management offers the video “Protecting Public Funds: The Responsibilities of Governing Boards under the Public Funds Investment Act” that satisfies this legal requirement at: <https://cpm.hps.unt.edu/investment-training-video>.

**Board Retreats**

The Board of Trustees will have at least one retreat annually with an agenda jointly determined by the Board officers and the college president to address concerns, review and clarify roles and responsibilities, set goals and priorities, and develop a cohesive Board.

References: *Training Requirements for Governing Board Members of Texas Public Institutions and Systems of Higher Education*; LC Policies BBD(LEGAL); BBD(LOCAL)

## **Board Composition, Length of Terms, and Eligibility**

The Laredo College Board of Trustees is comprised of 9 members.

**Election Date:** The general election of Board members shall be on the November uniform election date in an even-numbered year.

**Membership:** The Board shall consist of nine members.

**Method of Election:** Election of Board members shall be at large.

**Terms and Election Schedule:** Board members shall be elected for six-year terms, with elections conducted biennially, as follows:

Positions 1, 2, and 3 - The election for positions 1, 2, and 3 shall be held in 2028, 2034, 2040, and in six-year intervals thereafter.

Positions 4, 5, and 6 - The election for positions 4, 5, and 6 shall be held in 2024, 2030, 2036, and in six-year intervals thereafter.

Positions 7, 8, and 9 - The election for positions 7, 8, and 9 shall be held in 2026, 2032, 2038, and in six-year intervals thereafter.

Positions 1, 2, and 3—The election for positions 1, 2, and 3 shall be held in 2028, 2034, 2040, and in six-year intervals thereafter.

To be eligible to be a candidate for, or elected or appointed to, a public elective office in this state, including a college district board member, a person must:

1. Be a United States citizen.
2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
3. Have not been determined by a final judgment of a court exercising probate jurisdiction to be:
  - a. Totally mentally incapacitated; or
  - b. Partially mentally incapacitated without the right to vote.
4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
5. Have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
  - a. For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
  - b. For a write-in candidate, the date of the election at which the candidate's name is written in.



- c. For an appointee to an office, the date the appointment is made.
6. On the date described by item 5, be registered to vote in the territory from which the office is elected.

References: LC Policies BBA(LEGAL); Tex. Const. Art. XVI, Sec. 14; Election Code 141.001(a); Education Code 130.082(d), (g); Gov't Code 601.009; Att'y Gen. Op. GA-555 (2007)

Each member of the board shall be a resident, qualified voter of the district. Education Code 130.082(d)

## **Role of the Board**

Laredo College has nine members on the Board of Trustees. Each member is elected to a six-year term, and all members serve at-large. The Board is the corporate policy-making body for the College District and makes decisions only as a corporate body at properly called meetings. The College President and staff provide the leadership to cause Board policies to be implemented. The College President and Board members recognize that individual Board members shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual Board member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

### **Duties and Responsibilities of the Board:**

- To appoint the College's attorney for a two-year term
- To appoint the College's architect for a two-year term
- To appoint the College's fiscal agent for a two-year term
- To appoint the College's audit firm for a two-year term
- To appoint the College's bank depository for a two-year term
- serve as the legal body with specific authority over the institution
- exercises fiduciary oversight of the institution
- ensures that both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, personal, or familial financial interest in the institution
- is not controlled by a minority of board members or by organizations or institutions separate from it
- is not presided over by the chief executive officer of the institution
- ensures the regular review of the institution's mission
- ensures a clear and appropriate distinction between the policymaking function of the board and the respective responsibilities of the administration and faculty to administer and implement policy
- selects and regularly evaluates the institution's chief executive officer
- defines and addresses potential conflict of interest for its members
- has appropriate and fair processes for the dismissal of a board member
- protects the institution from undue influence by external persons or bodies
- defines its responsibilities and regularly evaluates its effectiveness
- To adopt an annual institutional operating budget on or before September of each year

The board may sue and be sued. A governmental unit may not enter into a settlement of a claim or action against the governmental unit in which:

- The amount of the settlement is equal to or greater than \$30,000;
- The money that would be used to pay the settlement is derived from taxes collected by a governmental unit; received from the state, or insurance proceeds received from an

insurance policy for which the premium was paid with taxes collected by a governmental unit or money received from the state; and

- A condition of the settlement requires a party seeking affirmative relief against the governmental unit to agree not to disclose any fact, allegation, evidence, or other matter to any other person, including a journalist or other member of the media.

A settlement agreement provision entered into in violation of the provisions above is void and unenforceable.

Board members as individuals shall not exercise authority over the College District, its property, or its employees. The sole employee the Board supervises is the College President. An individual Board member can give the College President input but does not have authority to give directives to the College President.

### Collaboration between the Board and College President

The Board and the College President shall work together to:

- Advocate for the high achievement of all Laredo College students;
- Create and support connections with community organizations;
- Provide educational leadership for Laredo College;
- Establish college-wide policies and annual goals that are tied directly to the strategic plan;
- Support the professional development of administrators, professors, and other staff;
- Ensure the college operates in compliance with state laws and board policies; and
- Periodically/Annually evaluate Board and College President leadership, governance, and teamwork.

References: LC Policies BAA(LEGAL); BAA(LOCAL); BBE(LEGAL); BBE(LOCAL); and SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

## Board Officers

At the first regular meeting of the Board following the regular election of members of the Board in even-numbered years, the Board shall elect Board Officers - President, Vice President, and Secretary, and Parliamentarian - who shall be members of the Board. Officers shall be elected by a majority vote of the members present and voting. Each officer shall perform any legal duties of the office and other duties as required by action of the Board. Nominations and voting shall occur in open session at a meeting of the Board.

In addition to the duties required by law, the Board President shall:

1. Preside at meetings of the board and perform such other duties and functions as are prescribed by the board.
2. Have a vote the same as the other members.

The Board Vice President shall:

1. Whenever the President is unable to serve, the Vice President acts with full force and effect on any matter which is the President's responsibility.

The Board Secretary shall:

1. Be the official custodian of the minutes, books, records, and seal of said board, and shall perform such other duties and functions as are prescribed by the board.

The Parliamentarian shall:

1. Advise members of the Board and Officers on parliamentary procedure. Points of parliamentary procedure are addressed to the Board President who will consult with the Parliamentarian as needed.

Any Board member may be nominated for any Board Officer position. Existing Board Officers may be nominated to continue in the same position, and Board members cannot nominate themselves for a Board Officer position.

The Board will elect Board Officers using a two-step process. First, the Board will receive nominations made by Board members. Nominations for officer roles do not require a second. Each nominee must accept his or her nomination before being considered a candidate for a Board Officer position. Once nominations are closed, the Board proceeds to vote by a show of hands either on each nominee one at a time or a slate of officers. Board Officers are elected by majority vote of the Board of Trustees.

References: LC Policies BCA(LEGAL); BCAB(LEGAL); BCAC(LOCAL); BCAD(LEGAL)

## Board Committees

Board Committees are appointed by the Board President after each election of LC Board Board Officers. election of officers. Committee meetings are scheduled during the week of a regular monthly Board meeting, usually beginning at 5:30 p.m. Each member of the Board shall sit on at least one but no more than two committees.

Board Committees include:

- Student Success Committee (meet on Monday of even-numbered months)
- Finance & Audit Committee (meet on Tuesday of every month)
- Program/Policy Committee (meet on Monday of odd-numbered months or as needed)
- Building Committee (meet as needed)

The Student Success Committee works with and receives information from the College President to monitor and improve student outcomes.

The function of the Finance & Audit Committee involves financial oversight, risk management, and compliance with legal and regulatory standards.

The Program/Policy Committee is tasked with overseeing the development, implementation, and evaluation of the College District's programs and policies.

The Building Committee is responsible for overseeing the planning, construction, renovation and maintenance of the College District's physical facilities.

## **Ethics**

Each Board member agrees to adhere to the ethical standards detailed in the policy. In addition to Policy BBF(LOCAL), Board members shall also comply with the ethics policies contained in Policies BBFA(LEGAL)-Ethics: Conflict of Interest Disclosures and BBFB(LEGAL)-Ethics: Prohibited Practices.

Board members should also be familiar with LC's Board Policies, which are available online at <https://pol.tasb.org/PolicyOnline?key=1207>.

### **LC Board Policy BBF(LOCAL)-Board Members: Ethics**

#### **Statement of Ethics**

As a member of the Board, I shall strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ethical standards set out in this policy.

#### **Service**

I shall attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study to the duties and responsibilities of a Board member, so that I may render effective and creditable service.

I shall bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.

I shall establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

#### **Collaboration**

I shall work with my fellow Board members in a spirit of harmony and cooperation and encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue.

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decisions of the Board.

#### **Authority**

I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

**Roles**

I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

**Teamwork**

I shall support state and national organizations in their efforts to benefit Texas community colleges, such as the Community College Association of Texas Trustees, the Texas Association of School Boards, and the Association of Community College Trustees.

I shall work step by step toward ideal conditions for the most effective College District Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

References: LC Policies BBF(LOCAL); BBFA(LEGAL); BBFB(LEGAL)

## Member Decorum and Social Media Policy

1. In the spirit of maintaining the decorum of meetings and public forums, and as role models for the community, staff and students of the [College District](#), all Board Members are expected to refrain from embarrassing or berating other Board Members.
2. As community figures, Board Members shall be held to the same professional and ethical standards that apply to Board Meetings/Public Forums in their personal use of "Social Media." The term "Social Media" includes, but is not limited to, Facebook, X (formerly Twitter), Snapchat, LinkedIn, Instagram and WhatsApp.
3. A Board Member's Social Media platforms should clarify that communications are being made as an individual Board Member and not as an official [College District spokesperson](#). Board Members' Social Media posts should reflect their own views, not the official position of the Board. Board Members should include a disclaimer in their social media accounts stating the views expressed are their own and do not reflect the views of the Board.
4. Board Members shall avoid discussing [College District](#) business with a quorum of the Board on Social Media. To avoid the risk of violating the Texas Open Meetings Act, Board members shall not use online communications as a vehicle for communicating with each other outside of Board meetings.
5. Board Members shall avoid Social Media communications which may be perceived as a predetermination on a pending Board matter.
6. Board Members shall not disseminate [College District](#) content in their possession through Social Media which has not already been distributed by the [College District](#) to the public.
7. Social Media communications about Board meeting outcomes and discussions shall be limited to information which was disseminated during the open portions of the meeting.
8. Board Members shall avoid posting or sharing content via Social Media which is lewd, obscene, harassing, defamatory or otherwise inappropriate and which may reflect negatively upon the [College District](#). Failing to avoid position or sharing such content may expose the Board and Board Member to damages for defamation. "Sharing" as used in this section includes, but is not limited to re-posting, re-tweeting, liking, linking to, or otherwise discussing. If a community member posts something that is potentially lewd, obscene, harassing, or defamatory on a Board member's social media account, he or she should first print the screen to document the communication and then work with the College President to address and possibly remove the post.
9. Harassing or discriminatory communications involving [College District](#) students



should be reported to the Board President and College President immediately.

10. When using a College District-issued electronic device or College District electronic communication systems, Board Members shall comply with the College District's acceptable use policy.

11. ~~11.~~—Any concerns that a Board Member may have about another Board Member's violation of this Operating Procedure shall be addressed through the process outlined in Operating Procedure "Expressing Concern About Another Member's Performance."

12. Board Member communications on Social Media platforms about Laredo College business are subject to the Texas Public Information Act.

## **Conflict of Interest**

If a Board member has a substantial interest in a business entity or in real property, the member shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

- (1) in the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguished from the effect on the public; or
- (2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

Board Members owe a duty of loyalty to the College District, and Board Members must avoid any business activity that conflicts with the interests of the College District.

Board Members' outside business interests, including passive or active investments, must not adversely affect the Board Member's duty to the College District.

Further, Board Members must file a conflicts disclosure statement with respect to a vendor if the vendor enters into a contract with the College District, or the College District is considering entering into a contract with the vendor, and the vendor:

(a) Has an employment or other business relationships with the Board Member or the Board Member's family member and the business relationship results in the Board Member of family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the Board Member becomes aware that (i) a

contract between the College District and the vendor has been executed or (ii) the College District is considering entering into a contract with the vendor;

(b) Has given to the Board Member or the Board Member's family member one or more gifts with an aggregate value of more than \$100 in the twelve months preceding the date the Board Member becomes aware that (i) a contract between the College District and the vendor has been executed or (ii) the College District is considering entering into a contract with the vendor; or

(c) Has a family relationship with the Board Member.

A gift accepted by the Board Member or the Board Member's family member that is a political contribution under the Election Code or food accepted as a guest does not require the filing of a conflicts disclosure statement.

A Board member commits an offense if the member is required to file a conflicts disclosure statement under Local Government Code 176.003 and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

### Vendor Relations

1. Vendors and Board Members shall be prohibited from making oral or written contact with each other individually for the purpose of soliciting a purchase or contract relating to College District business or discussing an outstanding bid or proposal that a vendor has submitted or will submit to the College District between the time a request for proposal or a bid is formally released and a recommendation is made by the administration to the Board.
2. If a vendor or Board Member violates the above prohibition during the applicable time frame, consideration of the vendor for award of the bid or proposal shall be invalidated.
3. Board Members shall be notified of reported or known violations and possible actions that may occur.

References: LC Policy BBFA(LEGAL); SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

## Board Meetings

The Board conducts regular monthly meetings typically on the last Thursday of each month at 6:00 p.m. Occasionally, meetings are held on alternate days due to holidays or conflicting schedules. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular monthly meeting with proper notice. Meetings are held in the Elpha Lee West Building Board Room 105 on the Fort McIntosh Campus unless otherwise posted. Parking for Board members attending Board committee meetings and Board meetings is behind the Elpha Lee West Building. Dinner is provided to committee members and Board members for the respective meetings. Although a quorum of Board members may be present during dinner, no college business is discussed. Meetings of the Board of Trustees shall be open to the public as prescribed by law.

If a Board member wishes to have an item on an agenda for a meeting, the member shall require a second board member to sponsor their ~~submit a~~ written request that a subject be included on the agenda for a meeting to the Board President and College President with a copy to the College District's attorney via email to: [LCBoardRequests@laredo.edu](mailto:LCBoardRequests@laredo.edu). The Board President and College President shall acknowledge receipt of the written request for the agenda item. The deadline for submitting items for inclusion on the agenda is the sixth working day before regular meetings and the sixth working day before special meetings.

The College President shall be sure that backup materials are provided for each Board Meeting agenda item and the information will be relayed to Board Members the Friday prior to the meeting. In the event the materials cannot be relayed to Board Members by this seventy-two-hour deadline, the materials shall be given to the Board as early as possible prior to the meeting.

For action items, related and relevant information will be included with the backup materials.

The Board may, by consensus, remove an item from the agenda if sufficient backup materials are not provided in a timely manner, unless an emergency or urgent public necessity exists.

All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.

The Consent Agenda shall be items agreed to by the Board President. Board Members may call the College President with questions regarding consent agenda items prior to the meeting; if more discussion is warranted, that item may be pulled at the request of any Board Member and considered as an action item. Consent items may include:

(a) All routine items;

(b) Budget amendments;

- (c) Tax refunds;
- (d) Gifts, donations and bequests;
- (e) Financial information;
- (f) Minutes of regular and special-called Board Meetings;
- (g) Updates of Board Policy;
- (h) Routine personnel items;
- (i) Routine bid considerations; or
- (j) Items recommended by the College President.

Board meeting agendas are posted at the Webb County Justice Center bulletin board, at the LC Elpha Lee West Building bulletin boards, and on the LC website at:

<https://www.laredo.edu/about/administration/board-of-trustees/agendas%20and%20meetings.html>.

Board meeting agendas and meeting materials will be emailed to Board members by the Friday preceding a regular monthly Board meeting.

### **Meeting Minutes and Recordings**

The Texas Open Meetings Act requires the Board to either keep minutes or make a recording of its open meetings. The minutes or tape recording of the Board's open meeting must be accessible to the public in accordance with Texas Government Code section 551.022.

The minutes of an open meeting must:

- (a) State the subject matter of each deliberation;
- (b) Indicate each vote, order, decision, or other action taken;
- (c) Indicate each member's attendance at or absence from the meeting;
- (d) Reflect the board's acceptance or rejection of the College President's recommendation for selecting college district personnel;
- (e) Reflect, in the minutes of the last regularly scheduled board meeting held before an election of trustees, whether each trustee has met or is deficient in satisfying his or her required training as of the anniversary of the date of the trustee's election or appointment. If the minutes reflect that the trustee is deficient, the college district shall post the minutes on the college district's Internet website within ten (10) business days of the meeting and maintain the posting until the trustee meets the requirements.

## Conduct and Order

The gathering of a quorum (five or more Board members physically present) to discuss College District business is considered a meeting under the Texas Open Meetings Act. No business may be transacted or any vote taken without a quorum. Board members should arrive at Board meetings in a timely manner.

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order*, and Board members should familiarize themselves with these rules. All meetings must be conducted in accordance with the Texas Open Meetings Act, including the Act's provisions concerning closed sessions.

If during a meeting, a Board Member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:

(a) The Board President or any member will ask for a recess and the President will talk privately with the offending Board Member.

(b) If the offending member continues to be in violation, the President will issue a public warning in open session.

(c) If the offending Board Member continues to be in violation, any member of the Board may call for public censure, requiring a majority vote according to Robert's Rules of Order for disruption of a Public Meeting.

Note: Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.

Board members shall treat administrators, ~~professors~~ faculty members or any College District employee participating in a Board Meeting with respect. The same level of respect shall apply in any Public Forum or Social Media platform.

Discussion of any agenda item by the entire Board shall not exceed twenty-seven (27) minutes, with each Trustee allotted a total of three (3) minutes to comment on each agenda item. The Board President or presiding officer, at his or her discretion, may extend the amount of time that each Trustee is allowed to speak, provided each Trustee is allowed an equal amount of time. A Board Member may not yield his or her time to another member.

Discussion and debate among Board members during deliberation of an agenda item should be polite and respectful. Personal remarks during debate are out of order. Discussion shall be directed solely to the business currently under deliberation as posted on the agenda. Voting shall be by voice vote or show of hands, as directed by the Board President. A vote on a matter deliberated in closed session must be made in open session; however, all discussion in closed session shall remain confidential. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order, or otherwise take action. Once the Board has voted, each decision is an action by the Board. Each action supported by the majority of all Board members to pass an

action is binding on the whole Board and the College District. Board members will support the decisions of the majority.

Any information requested by a Board Member during a meeting which is related to an agenda item must be made in the form of a motion that requires a second in order to pass.

### **Audience Participation at Board Meetings**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

At all Board meetings, public comment shall be limited to items on the agenda posted with posted notice of the meeting.

### **Procedures**

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up in person with the presiding officer or designee at least 15 minutes before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Attendees shall not be permitted to use during any meeting:

USBs, laptops, pen drives, flash drives, or other outside devices to connect to the College District's audio/video/media system due to, among other factors, cybersecurity concerns; and/or

Any audio or video devices.

None of the foregoing devices may be used by any audience participant during any part of any meeting.

Any individual who wishes to distribute printed material to the Board members during a Board meeting shall, at or prior to signing up with the presiding officer or designee for participation during public comment, submit the printed handout materials to the Board's administrative secretary. Distribution of any materials during any part of the meeting is strictly prohibited.

Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not exceed three minutes per meeting.

### **Meeting Management**

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;

- Reordering agenda items;
- Deferring public comment on nonagenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. The presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

When there are six or less speakers scheduled, the Board President may extend each speaker's time to five minutes. Time may not be ceded from one speaker to another. The Board President may also limit the total amount of time for public testimony but not to less than 30 minutes.

The speaker may not speak on personnel or student matters that refer to individuals by name or title.

After a speaker's comments, the Board President shall make whatever response, if any, or take whatever action, if any, is deemed appropriate to handle the matter. Such response or action may include the following:

Referring the matter to the College President for action or for further recommendations.

Referring the matter to a later meeting or to a Board committee for further discussion or study.

Indicating that the matter shall be taken under advisement.

If the Board President determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Board.

### **Board's Response**

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

### **Complaints and Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the Board shall hear the complaint or concern and refer the individual to the appropriate policy (see list below) to seek resolution:

- Employee complaints: DGBA
- Student complaints: FLD
- Public complaints: GB

### **Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. Speakers or others who engage in disruptive behavior shall be ruled out of order by the presiding officer. Disruptive behavior and actions include, but are not limited to, (1) using racial slurs, insulting,



profane, threatening, derogatory, or abusive language, making violent or threatening gestures; (2) wearing clothing with derogatory symbols or language; (3) strange, curious, odd, outlandish, peculiar, and irrational conduct that is disruptive to the orderly conduct of a board meeting; and (4) wearing clothing and/or a mask that is intended to, or has the effect of, concealing the identity of the individual. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting. Masks and respirators designed to contain respiratory droplets and breath particles and are worn for health reasons are permissible.

### **Public Participation**

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Board President.

### **Nonattendance**

Nonattendance of board meetings occurs if the member(s) is absent from more than half of the regularly scheduled board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the board.

A Trustee may be excused from a meeting by contacting the Board ~~President~~Secretary or his/her designee prior to the meeting and stating the reason for his/her inability to attend the meeting. During the meeting, the Board shall be informed of the Trustee's reason to be absent and determine whether to make a motion to excuse the absent Trustee. Upon passage of the motion by a majority of the Trustees present, the absent Trustee shall be considered excused, and the appropriate notation will be made in the minutes. If the motion is not passed or the above procedure is not followed, the minutes will reflect that the absence is unexcused.

Personal illness, family emergencies, military absences, family weddings, family graduation or school functions, funerals, bona fide business or employment obligations, and vacation trips shall constitute good cause for nonattendance at Board meetings. Whether good cause exists for any other absence shall be determined by vote of the majority of Trustees present.

### **Attendance by Videoconference Call**

1. All Members are required to attend meetings in person to vote and participate in discussion, debate, or any other Board actions. Except during periods of disaster or emergency, attendance via videoconference, phone call, or any other virtual method will not be permitted.
2. Periods of Disaster or Emergency.
  - (i) Board members may attend a regular, special, or emergency meeting via videoconference or phone call during periods of disaster or emergency as authorized by state law and/or the orders or proclamations of the Governor of



Texas. Board members attending such meetings may vote and engage in discussion and debate.

- (ii) A member of the Board who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected.
- (iii) If a Member is lost or disconnected from a videoconference call, the Board may continue the meeting only if a quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Government Code section 551.127(c).
- (iv) During videoconferences, Board Members should act as though the Board Meeting was live and before a physical audience. Board Members should not eat during the Board Meeting, and should participate in the Meeting in a private, professional setting. Board Members should ensure they do not have inappropriate material within the camera's view and unless speaking, Board Members should mute their microphones.

Reference: LC Policy BD(LOCAL)

## Communications

The College President shall serve as the primary spokesperson for the College District on all matters of College District interest. If the College President is unavailable to the news media, the Board President shall serve as the spokesperson for the College District.

The Board President shall serve as the primary spokesperson on behalf of the Board. Individual Board members shall not speak on behalf of the entire Board unless designated by a majority of the Board to do so. A Board member shall not be restricted from talking with the media so long as statements are clearly identified as individual opinions and not representative of other Board members or the entire Board.

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee.

1. The College President will communicate with all Board Members periodically via the Board information packet.
2. The College President will communicate requested information to all Board Members in a reasonable time.
3. The College President will distribute to all Board Members any information requested for the Board by the Board President or a Board Member.
4. In compliance with the Texas Open Meetings Act, and because deliberations include one-way communications spoken by one member of the Board and heard by the rest of a quorum, Board Members may not communicate with four- or more other Board Members for purposes of soliciting votes in support of, or in opposition to, items of business that may come before the Board.
5. The Board President should communicate with the [College President](#) on a regular basis.
6. Individual Board Members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.
7. The Board, individually or collectively, shall not discuss public business or public policy over which the Board has control with employees of the [College District](#) other than the [College President](#) and other employees designated from time to time by the College President, unless the College President is notified in advance and agrees to such discussion.
8. The Board, individually or collectively, shall not discuss with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the [College President](#) and his or her designees, unless the College President is notified in advance and

agrees to such discussion. Furthermore, the Board agrees to address and resolve all disputes, disagreements and complaints with the College President in a professional and legal manner.

9. Individual Board Members shall not meet with or discuss College District business with vendors, current or prospective.

### **Electronic Communications**

A Laredo College email is provided to all Board members primarily for official duties and in accordance with administrative regulations. Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use. The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred.

Information regarding official College District business stored in a personal electronic device owned by a Board member is subject to the Texas Public Information Act. Therefore, if information stored in a Board member's personal device is responsive to a request for public information made to the College District by any person, the information may have to be made available for the requestor to review unless the information meets a specific exception allowed by The Texas Public Information Act.

Board members should be mindful that e-mail communications about the business of the College District among a number of Board members sufficient to constitute a quorum may be considered a "meeting". If such a "meeting" has not been properly posted and convened in public, it will likely be considered an illegal meeting under The Texas Open Meetings Act.

### **Communications Between Meetings**

The College President will communicate with the Board President on a routine basis in accordance with the requirements of the Texas Open Meetings Act ("TOMA"). The College President will communicate information as needed to all Board members. Board members who receive messages, including electronic messages, regarding College District business should not forward the messages to other Board members. Doing so risks violating TOMA. Board members who wish to share information with the entire Board regarding College District business or issues before the Board will relay the information to the College President for distribution to all members. Board members may communicate with other individual members between meetings for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with the Texas Open Meetings Act; however, Board members cannot circumvent the provisions of the Texas Open Meetings Act by meeting in numbers less than a quorum (including electronic, written, or verbal communication for deliberation) for the purpose of secret deliberations. The Texas Open Meetings Act states that members cannot engage in multiple meetings in numbers less than a quorum to "conspire to circumvent the Act." It prohibits discussion about an item of public business among a quorum of a governmental body through a series of communications. It is a criminal offense for a member of a governmental body to knowingly engage "in at least one communication among a series of communications that each occur outside of a meeting" and that

“concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members. When in doubt as to the legality of communications among Board members between meetings or to any third parties, Board members should contact the Board’s attorney.

### **Board Member Visits to LC Campuses**

Board members are encouraged to attend events at LC and represent the Board in support of College District activities. Individual Board members wishing to visit LC campuses should notify the College President in advance of the visit. It is the responsibility of the administration to investigate and evaluate operational issues. The Board is responsible for policy and budget. As such, Board members shall not go into classrooms or other areas on campus for the purposes of inspecting campuses, evaluating personnel, or conducting investigations, and may not give direction to any staff or student. Board members may interact with staff members and students provided they do not disrupt the authority of the College President.

References: LC Policies BBE(LOCAL); BBI(LOCAL); GL(LOCAL); GCA(LEGAL); *Open Meetings Act Handbook 2024*

## **Board Travel**

Board members may attend regional, state, or national conferences, conventions, and workshops pursuant to the authority of LC Policy BBH(LOCAL) with Board notification of attendance at a Board meeting. If a Board member wishes to attend an event not included in BBH(LOCAL) approved list, the Board member may request authorization from the Board at a Board meeting. Without prior Board authorization, the College District is under no obligation to pay for the trip or its expenses.

Events/conferences not included in the approved list but submitted for authorization must be deemed by the Board to be necessary or desirable in carrying out the educational functions of the College District. Itemized documentation and detailed receipts are required except for meals.

Board members may make their trip arrangements and request reimbursement for reasonable expenses incurred for registration fees, hotel charges for the basic single-room rate, transportation, and meals or the Office of the President may make trip arrangements for the Board member.

Original itemized receipts are to be submitted to the Office of the President for all travel expenses except for meals.

Air Travel: Air travel shall be reimbursed at the lowest available price. The College District shall not pay for early check-in, excessive baggage, or seat upgrades.

Personal Vehicle: The College District shall reimburse mileage expenses (for approved business use) for the shortest route (Official State Mileage Guide) between the Board member's official place of residence and their destination and return at the current State of Texas rate per mile. When two or more Board members travel together, only the owner of the personal vehicle shall be reimbursed for mileage.

Uber/Taxi: Expenses will only be reimbursed for: airport to hotel and vice versa, hotel to conference and vice versa, hotel/conference to restaurant for breakfast/lunch/dinner and vice versa.

Lodging: The College District is exempt from Texas state taxes, and the College District shall not reimburse a Board member for these charges; therefore, the Board member shall be responsible for submitting the tax exemption form provided by the Office of the President to the hotel upon check-in. If the Board member prefers to stay at a hotel other than that scheduled by the conference, reimbursement shall not exceed the regular rate of the conference hotel. Should the Board member be accompanied by a non-LC Board member or employee, reimbursement will be made at the single rate normally charged for the room.

Meal Expenses: A Board member will receive a per diem for meals incurred during the trip.

### Per Diems:

- Breakfast for travel if leaving home base before 8:00 a.m. or returning after 8:01 a.m. – \$26
- Lunch for travel if leaving home base before 12:00 p.m. or returning after 12:01 p.m. – \$38
- Dinner for travel if leaving home base before 6:00 p.m. or returning after 6:01 p.m. – \$64

If a meal is provided by the conference or meeting, the corresponding meal amount shall be deducted from the total per diem allowance for that day. If a conference meal is not taken for a certain circumstance, the respective meal per diem amount may be reimbursed only if an itemized receipt is submitted.

Board members who wish to arrive early or depart late for reasons of personal preference shall not be reimbursed for any additional costs incurred as a result of this preference.

Board members are responsible for timely notifying in sufficient time for reservations to be canceled without penalty. Cancellation deadlines are based on the service provider's policy. Funds advanced for a trip that was cancelled or not taken must be returned to the College.

### **Return and Reimbursement Procedures**

Board members shall submit original travel receipts within 30 days after returning from travel. Receipts not submitted within 30 days after returning from travel will not be reimbursed.

The following expenses are not reimbursable:

- Transportation or meal costs for Board member's spouse, family members, friends, guests
- Entertainment, tours not directly connected with the conference events
- Any personal expenses not connected with the purpose of the trip (such as dry cleaning/laundry, valet services, in-room movie rental services, tours, personal telephone calls, tips other than the standard 18%, gasoline or repairs for personal vehicles, excessive baggage charges, upgrade airfare seating, alcoholic beverages, passports, inoculations)
- Any other expenses that do not relate to office college business

Board members shall make a report on their travel to the Board at the next Board meeting.

References: LC Policies BBG(LOCAL); BBH(LOCAL)

## **Expressing Concerns About Another Member's Performance**

1. Individual Board Members are encouraged to express their concerns about another Board Member's performance directly to that member.
2. Board Members will not take concerns about fellow Board Members to the [College President](#).
3. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
4. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board Member or shall moderate a discussion between the Board Members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
5. The Board President shall remind the Board Member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion will identify more appropriate alternatives to the questionable behavior or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
6. If the Board Member in question does not believe his or her behavior is in conflict with the Board's code of ethics, an agenda item specifying "evaluation of individual Board Member's performance" may be listed on the agenda for an upcoming Board meeting.
7. The matter will be discussed by the full Board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
8. If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice-President.
9. Board Members will not speak negatively about another member, [College President](#) , or staff in the community.
10. Board members shall not engage in conduct constituting discrimination or prohibited conduct as defined under Board Policy [DIAA](#) or [DIAB](#) (Local). Board members who believe they have experienced prohibited conduct or have been discriminated against may report such conduct to the Board President. A report of prohibited conduct or discrimination against the Board President may be made to the Vice President. Upon receipt of such a report, the Board President or Vice President, in consultation with legal counsel, shall determine whether to appoint a third-party to conduct an investigation of the allegations.

## **Violation of Board Operating Procedures**

1. Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in executive session to discuss a violation of these Board Operating Procedures, or other Board policies, so long as the deliberation is confined to the duties, discipline, or complaint against a Board Member.
2. The Board Member may request that the deliberation be conducted in open session.
3. As a consequence of these deliberations, the Board may elect to do nothing, or may reconvene in open session and vote to:
  - (a) Publicly reprimand the Board Member;
  - (b) Recommend additional training for the Board Member;
  - (c) Discontinue Board Member's Committee or Officer assignment; or
  - (d) Disallow Board Member from entering College District property without prior approval, with the exception of Board meetings.

***Note: Nothing provided herein shall be construed to alter, modify, or limit in any way the rights of College District personnel and members of the public to file complaints against the Board or Board Members under applicable Board policies.***



## **Board Self-Evaluation**

At least annually, the Board shall define its responsibilities and evaluate its effectiveness by conducting a self-evaluation of Board and Board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, and self-improvement activities. The procedure shall also include a review of those factors that facilitate effective Board meetings. The Board may solicit suggestions for improvement from others through established College District communication channels.

The self-evaluation instrument to be used shall be approved by the Board at a meeting.

References: LC Policy BCG(LOCAL); SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

## **College President Evaluation and Contract**

The Board shall prepare a written evaluation of the College President at annual or more frequent intervals. The written evaluation instrument shall be based on the job description of the College President and performance goals and shall be adopted by the Board at a meeting.

The Board shall furnish the College President with a copy of the completed evaluation and shall discuss the evaluation with the College President in a closed meeting in accordance with the Texas Open Meetings Act.

The Board will review the College President's contract and salary annually. The Board will review and deliberate proposed amendments to the contract in executive session during a called meeting.

The Board delegates to the College President the final authority for the employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis.

However, before employing contractual personnel at the director level and above, the College President must provide notification to the Board.

Board members may direct any interested personnel candidates to LC's Human Resources Department for the College District's application process.

References: LC policies: BFE(LOCAL); DC(LOCAL); SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

## Laredo College Board Confidentiality Agreement

Given the legal and sensitive nature of closed/executive sessions conducted by the Laredo College Board, the Members of the Board understand that the law requires that all such sessions are strictly confidential.

Therefore, in accordance with the Laredo College Board Operating Procedures, no Board Member shall knowingly, intentionally, or recklessly disclose confidential information gained by reason of attendance during a closed/executive session of the Board or by reason of his or her capacity as a Board Member.

This includes, but is not limited to, information related to: (1) Laredo College student health information (2) real-estate or property transactions or donations involving Laredo College; (3) consultations with the Board's attorney with respect to pending or contemplated litigation or settlement offers; (4) the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a Laredo College employee; (5) a grievance, complaint, or charge against a Laredo College employee; (6) the deployment or specific occasions for implementation of security personnel or devices; or (7) any other item authorized by law to be considered in closed/executive session.

Further, no Board Member shall use information gained by reason of attendance during a closed/executive session of the Board or by reason of his or her capacity as a Board Member to advance any personal interest, whether financial, employment-related, or otherwise. No Board Member shall engage in any activity where he or she is expected to disclose confidential information gained by reason of serving on the Board.

Any breach of this Confidentiality Agreement shall be considered inappropriate behavior and a breach of the Board's code of ethics and shall result in an agenda item specifying "evaluation of individual board member's performance" being listed at an upcoming Board meeting. The Board Member's breach of this Confidentiality Agreement shall be discussed in closed/executive session at said meeting, and the Board may act to sanction the Board Member for his or her breach in accordance with the Laredo College Board Operating Procedures.

Additionally, the Board Member acknowledges that, in receiving confidential information, they commit to ensuring the continued confidentiality of such information. The Board Member is aware that, in accordance with Texas Government Code §552.352, disclosing confidential information would constitute official misconduct and be considered a misdemeanor punishable by either a fine of up to \$1,000.00, confinement in the county jail for up to six months, or both.

Your signature below indicates that you have read, understand, and agree to abide by this Confidentiality Agreement.

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[Board Member Printed Name]

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[Board Member Signature]

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Date

## Appendices

Appendix 1 – SACSCOC *The Principles of Accreditation: Foundations for Quality Enhancement*

Appendix 2 – *Training Requirements for Governing Board Members of Texas Public Institutions and Systems of Higher Education*

Appendix 3 – Policy BBD(LEGAL)

Appendix 4 – LC Board Policy BBD(LOCAL)

Appendix 5 – Policy BAA(LEGAL)

Appendix 6 – LC Board Policy BAA(LOCAL)

Appendix 7 – Policy BBE(LEGAL)

Appendix 8 – LC Board Policy BBE(LOCAL)

Appendix 9 – Policy BCA(LEGAL)

Appendix 10 – Policy BCAB(LEGAL)

Appendix 11 – LC Board Policy BCAC(LOCAL)

Appendix 12 – Policy BCAD(LEGAL)

Appendix 13 – LC Board Policy BBF(LOCAL)

Appendix 14 – Policy BBFA(LEGAL)

Appendix 15 – Policy BBFB(LEGAL)

Appendix 16 – LC Board Policy BD(LOCAL)

Appendix 17 – LC Board Policy BBI(LOCAL)

Appendix 18 – LC Board Policy GL(LOCAL)

Appendix 19 – Policy GCA(LEGAL)

Appendix 20 – LC Board Policy BBG(LOCAL)

Appendix 21 – LC Board Policy BBH(LOCAL)

Appendix 22 – LC Board Policy BCG(LOCAL)

Appendix 23 – LC Board Policy BFE(LOCAL)

Appendix 24 – LC Board Policy DC(LOCAL)

### Supplementary Material

S.1. *Open Meetings Act Handbook 2024*

S.2. *TASB Open Meetings Act – Basic Principles<sup>l</sup>*



