



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

The Board of Regents of the Lee College District met on January 16, 2025, at 5:00 p.m. at Rundell Hall Conference Center. Chairman Fontenot called the meeting to order stating that the meeting was duly posted and a quorum was present.

**PRESENT:** Daryl Fontenot, Chairman; Susan Moore-Fontenot, Vice Chair; Mark Himself, Secretary; Mark Hall, Assistant Secretary; Weston Cotten; Gina Guillory; Judy Jirrels; Pam Warford

Dr. Lynda Villanueva, President

**ABSENT:** Gilbert Santana

**INVOCATION AND PLEDGE TO THE FLAG**

Regent Susan Moore-Fontenot said the invocation, and led the Pledge to United States flag and Texas flag.

**STUDENT SPOTLIGHT**

Kylie Cobb, Volleyball Coach, introduced team member Clarissa Dias, a sophomore who is a native of Brazil. Ms. Dias, who left home at age 15, said opportunities she has experienced at Lee College include traveling to other states and cities, and networking with other coaches and players.

Her experiences at Lee College include support from her coaches, working as a student employee, building lifetime friendships, leading as team captain, and being grateful for her teammates. She said she especially enjoyed Lee College International Student Week, for the opportunity to learn about other cultures; and Special Olympics, for getting to volunteer and to meet many people. Ms. Dias said being at Lee College with her coach has helped her to choose joy in everything she does.

**2.25**

**DISPOSITION OF MINUTES**

Regent Cotten made a motion, seconded by Regent Warford, that the Board approve the minutes for Audit & Investment Committee Meeting - December 12, 2024; Building Committee Meeting - December 18, 2024; and Board Meeting - December 19, 2024.

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

**REPORT OF THE CHAIRMAN**

Chairman Fontenot described the joint meeting earlier this afternoon of Lee College Board of Regents and Baytown City Council as a historic moment of two boards coming together.

## COMMITTEE REPORTS

- Building Committee – Presenting on behalf Committee Chair Gilbert Santana, Regent Hall reviewed the committee’s January 15 meeting. He reported on three items recommended for Board approval this evening, said the committee heard an update on current projects, and said discussion continued for tours of campus buildings to which all Regents will be invited.
- Policy Committee – Committee Chair Gina Guillory reported the committee has not met.
- Audit and Investment Committee – Committee Chair Judy Jirrels reported the committee was scheduled to meet Tuesday, but the meeting was canceled.
- Supplemental Board Training Report – Chairman Fontenot read the supplemental report of required training completed by Board members.

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

- **Kudos** – Dr. Villanueva lauded the facilities team, led by John Ditto in collaboration with Philip Handley and Mark Jaime, along with the safety management team, led by Tom Quinn, for their tireless work to address electrical issues with motor equipment failure at the North Physical Plant, and other facility issues that arose recently. Mr. Quinn provided weather updates and provided other updates to inform decisions affecting college operations. These teams are appreciated for ensuring that all at Lee College are safe and comfortable.
- **Basketball Recognition** – The Baytown Sun featured the Lee College basketball team among its top stories of 2024.
- **Fall Graduation Update** – Dr. Villanueva reported the number of graduates who completed a degree or certificate in December increased by 17%.
- **Enrollment** – Because weather affected a scheduled one-stop Saturday registration event for students who are unable to register during regular hours each week, college officials learned students were unable to meet the payment deadline, so the deadline was delayed. Enrollment is up 4.5%, compared to last spring, with additional enrollment anticipated from both the main campus and Huntsville Center. Thanks to Dr. Scott Bennett, Dr. Marissa Moreno, Dr. Carl Husband, and to the many student services employees for their tireless efforts.
- **Faculty Members Honored** – Convocation Week included recognition of 21 faculty members, across 11 academic divisions and Huntsville Center, who volunteered their own time to complete Association of College and University Educators (ACUE) professional development training, which spanned an entire semester. Another group is ready to begin this training.
- **Convocation Week Highlights** – Outstanding presentations, training/presentations to new employees as well as to adjunct faculty, presentations to staff on available services for students and employees, Huntsville Center re-entry team presented on their work with formerly incarcerated students, Artificial Intelligence presentation by English faculty. Thanks to Empirical Education Center team, led by Karen Guthmiller and Teresa Lattier.

- **Research Published** – Sarah Tidwell, Director of Advising and Counseling, completed a year-long fellowship program with Texas Association of Community Colleges focusing on student transfer. Her research has been accepted for publication, which is a source of pride and recognition for Lee College.
- **Area Superintendent to Retire** – Dr. Jessica Johnson, Dayton ISD Superintendent, has announced her retirement at the end of the spring semester.
- **Scarves for Regents** – Later, following the Financial Report, Dr. Villanueva commented about scarves provided at each Regent’s place at the Board table.

## INFORMATIONAL REPORTS

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

None.

### Financial Report – Renea Woodruff, Controller

Reporting financial results as of December 31, the fourth month of the fiscal year, Renea Woodruff said cash and investments total \$56 million, compared to \$45 million same time last year. She said tuition & fee revenue representing enrollment for fall semester, and some of spring, is at 81% of budget. Upon completion of spring enrollment, this figure should be at about 87%, she said. The college received a state appropriation in October; next payment of \$2.5 million will be in February.

Tax revenue began to come in during December; the bulk will come in January and early February, Ms. Woodruff said. Nearly \$2.2 million of revenue in lieu of taxes has been received; projections in this category indicate a budget shortfall of about \$630,000 at year end, she said. Other revenue streams are from Café 34 food services, housing for athletes, Texas Department of Criminal Justice expense reimbursements, and reimbursements from public school districts for their part of shared positions, she said. Interest income is at \$824,000.

Fiscal year-end revenue projections indicate results will be slightly under budget for tuition & fees, for tax revenue, and for other revenues, Ms. Woodruff said. Year-end revenue is projected at about \$936,000 under budget; this is expected to be offset by savings in expenses, she said.

For both the month and for year to date, salary & benefits expenses and operating costs are both slightly under budget, Ms. Woodruff said. Expense projections for end of the fiscal year are 98.5% of budget for salary & benefits, and 97.25% of budget for operating costs, she said.

In answer to a question from Regent Warford, Ms. Woodruff said the administration normally budgets revenue in lieu of taxes conservatively, but this year, both actual values and the tax rate came in even lower. Chairman Fontenot noted this budget item is difficult to predict each year.

*(Regent Guillory left the meeting at 5:30 p.m.)*

## PUBLIC COMMENT

None.

## ITEMS OF ACTION

### A. PERSONNEL

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

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

Ms. Alicia Cheek, Senior Accountant, Fixed Asset  
Ms. Sara Hernandez, Manager, Print Shop

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

The motion passed with no dissenting votes. Regents Santana and Guillory were absent.

### B. NEW BUSINESS

#### **4.25 Consideration of the Contract for Underground Survey of Main Campus Utilities**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and award the contract to The Rios Group for the underground survey of the main campus utilities for the sum of \$174,500.

Regent Hall made a motion, seconded by Regent Warford, that the Board approve the recommendation. Regent Hall noted this cost would have been higher, had the work not been removed from the facilities master plan scope of work.

The motion passed with no dissenting votes. Regents Santana and Guillory were absent.

#### **5.25 Consideration of Award for Construction of the Cosmetology Lab Relocation and Renovation Project at 700 W. Texas Ave.**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and award the construction of the Cosmetology Lab Relocation and Renovation Project to M Scott Construction for the sum of \$3,179,000.

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

Q&A and discussion ensued. John Ditto, Executive Director of Facilities, said the relocation to 700 W. Texas will increase square footage for the cosmetology program from just over 4,300 square feet at present to about 6,400 square feet at the new location. He said the project will combine existing structure, which had been used as the bookstore, with new construction to be added. Administrators indicated this is not a plan to increase capacity of the cosmetology program; Lee College dual credit cosmetology has been moved to the Lee College Education Center-South Liberty County, and Goose Creek CISD has its own cosmetology program at Robert E. Lee High School.

Questions and concerns expressed by Regents include the condition/age of the existing building and roof, possible environmental concerns, availability of parking upon project completion, and possible alternative of constructing an entirely new building at the site. Chairman Fontenot said the Building Committee has vetted this project and supports the project as proposed by the Administration. Mr. Ditto said most of the work will be done during summer, to minimize disruption to the adjacent lofts residence, which houses student athletes.

Engineering consultant Casey Sledge said he has reviewed the design, and anticipates the college will be pleased with the end result. He said the design optimizes existing space, and he estimated new construction would cost 20-25% more. Within the existing structure, new walls will be constructed, a new slab will be poured, and all plumbing and utilities will be new, Mr. Ditto said.

The motion passed 6-1, with Regent Himsel dissenting. Regents Santana and Guillory were absent.

**6.25 Consider Approval of Agreement with PBK Architects for College Facilities Master Plan Services**

The Administration recommends that the Board authorize the President or her designee to negotiate final terms and enter an agreement with PBK Architects for College Facilities Master Plan professional services not to exceed the amount of \$450,000.

Regent Warford made a motion, seconded by Regent Moore-Fontenot, that the Board approve the recommendation.

The motion passed with no dissenting votes. Regents Santana and Guillory were absent.

**MATTERS OF CONCERN FOR FUTURE AGENDAS**

In answer to a question by Regent Jirrels, Dr. Scott Bennett, Associate Vice President of Student Services, said he will bring to the next board meeting information as to the percentage of Lee College graduates who are first generation in college.

In answer to a question by Regent Himsel, Mr. Ditto said the elevator in Rundell Hall that is frequently out of service should be up and running tomorrow.

Regent Himsel asked how Regents would move forward as a Board in working with the City of Baytown on the venture approved at the special joint meeting earlier in the afternoon. Chairman Fontenot said those details are being considered, and that a joint dinner between Baytown City Council and Lee College Board of Regents is being arranged.

In answer to a question by Regent Warford, administrators discussed options for purchasing Lee College promotional items, including in person at Moler Hall, online, and at basketball games.

**ADJOURNMENT**

Chairman Fontenot declared the meeting adjourned at 5:55 p.m.

\_\_\_\_\_  
Chairman, Board of Regents

\_\_\_\_\_  
Secretary, Board of Regents