HOTEL:

The Westin Peachtree Plaza

210 Peachtree St. NW

Atlanta, GA 30303

404-659-1400

NALEO – Atlanta, GA July 21-25, 2025 Westin Peachtree Plaza Hotel	Flight Confirmation Arrival Date/Time	Flight Confirmation Departure Date/Time	Hotel Confirmation Westin Peachtree Plaza Hotel
TRUSTEE			
	Monday, July 21 **Arrival: 3:30pm** **Southwest AQB2F4**	Thursday, July 24 **Departure: 3:15pm** **Southwest AQB2F4**	Hotel 94084641
	Monday, July 21 **Arrival: 2:04pm** **Delta GY4807**	Thursday, July 24 **Departure: 3:40pm** **Delta GY4807**	Hotel 94011675
	Monday, July 21 **Arrival: 2:04pm** **Delta GZD6E2**	Thursday, July 24 **Departure: 3:40pm** **Delta GZD6E2**	Hotel 94091621
	Monday, July 21 **Arrival: 2:04pm** **Delta GYZX8V**	Thursday, July 24 **Departure: 3:40pm** **Delta GYZX8V**	Hotel 94052095
	Monday, July 21 **Arrival: 2:04pm** **Delta GYY7OZ**	Thursday, July 24 **Departure: 3:40pm** **Delta GYY7OZ**	Hotel 94104886

COM
College of the Mainland

BOT Agenda Review Process and Timeline

Task	Deadline
Upload agenda items and PPTs to SharePoint	Thursday at Noon
Create agenda and packet in BoardBook	Friday at 5 p.m.
Email agenda and packet to President's Cabinet and all submitters for their review	Monday at 8 a.m.
Email revisions or approval for AGENDA to Board Liaison	Monday at Noon
Cabinet meeting scheduled to review agenda	Monday afternoon
Email draft agenda and packet to President and Board Chair for review	Monday at 3 p.m.
Cabinet to send approval or revisions to BOT PACKET	Monday at 5 p.m.
President and BOT Chair agenda review meeting	Tuesday at 1 p.m.
BOT Liaison to post agenda and packet	Tuesday by 5 p.m.
BOT Meeting Presentation Rehearsal	Friday afternoon

- Effective Sept. 1, BOT agenda must be posted 3 business days prior to BOT meeting.
- For Monday BOT meetings, agenda must be posted **no later** than Wednesday at 9 a.m.
- COM agenda deadline should be Tuesday at 5 p.m.

2025 ACCT Leadership Congress / SAMPLE TEMPLATE

New York, NY Marriott Marquis

210 W. 46th St, New York, NY (212) 398-1900

Traveler	Mon Oct. 24	Tues Oct. 25	Wed Oct. 26	Thur Oct. 27	Fri Oct.28	Sat Oct.29	Sun Oct.30	Hotel	Conference	Flight	Per Diem
Chair			United 7am - 2:15				Add Night OYO 8/15/22 United 2:14pm- 7:30pm	Conf# 70024495 G8NP7A51 $1,020.00	Conf. ID 1306 $875.00	Conf. # Dep. Flight: 4137 Ret. Flight: 3509 & 4406 $465.20	200.00
Vice Chair	Southwest/Hgn 1:40pm - 9:55pm					Southwest 4:30pm - 9:45pm		Conf# 70232391 GTE4ZV3X $2,235.00	Conf. ID 1147 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
Secretary			American Air. XTXWJH 4:12pm - 11:25pm				American Air. XTXWJH 10:25am - 4:10pm OYO	Conf# 70140122 E5XR1HSM $1,155	Conf. ID 1307 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
Trustee 1			United 7am - 2:15				Add Night OYO 8/15/22 United 2:14pm- 7:30pm	Conf. #98971399 B89OE519 $1,020.00	Conf. ID 1295 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
Trustee 2			United 7am - 2:15				Add Night OYO 8/15/22 United 2:14pm- 7:30pm	Conf# 75704817 XC9MLZ0A $1020.00	Conf. ID 1348 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
Trustee 3								Conf# 70160321 QZMBPYWY $1020.00	Conf. ID 1308 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
President			United 7am - 2:15				Add Night OYO 8/15/22 United 2:14pm- 7:30pm	Conf# 70172325 3V9TXH6V $1020.00	Conf. ID 1310 $875.00	Conf# 2F57D4 Dep# 3004 & 0935 Ret. 1997 &2335 $457.96	200.00
Trustee 4	NOT ATTENDING										
								8,490.00	6,125.00	923.16	1,400.00
											16,938.16

BOARD PLANNING CALENDAR

Special Events in Red

	WORKSHOPS/RETREATS:
January: Review of City Annex Properties	
February: Quarterly Investment Report Quarterly Financial Report Ethics Legal Update – Board Members Any change in tuition approved TIRZ 3 Representative (02/28/2022)	Board's Committee Structure (Every Odd Year) Winter Board Retreat (end of Jan. or Feb.)
March: Spring Break (2nd week in March)	Ethics Update - Workshop
April: President's Evaluation Quarterly Investment Report Quarterly Financial Report Budget Process and Update Bond Advisor Presentation Tuition and Fee Schedules for Continuing Education and Workforce Programs	
May: Pinnings Spring Commencement Police Academy Graduation Strategic Plan Update	Periodic Review of Insurance Coverage
June: Review THECB Strategic Plan (DMC steps/plan for compliance) Budget Preview/Discussion	Budget Staff Report
July: Budget Update Approve bank depository contract Quarterly Investment Report Quarterly Financial Report Annual Review of Investment Policy Annual Review of Resolution designating Brokers/Dealers	July: Summer Board Retreat
August: Budget Workshop (first Monday) Approval orders to conduct public hearing on budget/tax	

BOARD PLANNING CALENDAR

Special Events in Red

rate (first Monday) Approval of Joint Election Agreement– Regular August meeting Approval of Election Services Agmt. – Regular August meeting Budget/Tax Rate Hearings (Approx. 3rd Monday) Budget/Tax Rate Approvals (Approx. 3rd Monday) Budget Approval – (end of August between 27th and 31st) Approval of Order to adopt budget and related budget recommendations Approval of Order to adopt tax rate Approval of Tax Levy Approval of Resolution Setting Tax Exemptions Approval of salary structure modifications (if any) Process for Appointment of NCAD Board representative (every four years) Summer Graduation (third Friday) Fall Convocation (Monday following graduation)	
September: Labor Day – first Monday	Periodic Review of Insurance Coverage
October: Quarterly Investment Report Quarterly Financial Report Write offs of Account Receivables TIRZ 5 Representative (10/12/2022)	October: Designate Plant Fund Bal.
November: Board election (even years) Canvas Votes (even years) TIRZ 2 Representative (11/01/2022) TIRZ 4 Representative (11/01/2023)	
December: Seating of new board members and orientation (even years) Election of new officers (even years) Approval of annual audit Pinnings Fall Graduation Winter Break (College closed – last two weeks) Program Review & Assessment Update Annex Territory Annexed by City of Corpus Christi Budget Calendar and Tuition Update	December: Audit Workshop

College of the Mainland

Standard Operating Procedure (SOP): BOT Meeting Preparation

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1. Pre-Meeting Planning & Scheduling

1. Block all BOT meeting dates in the Boardroom *
2. Submit work orders for room setup. *
3. Send everyuser email with Board Agenda Deadline & Meeting Date. *

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2. Agenda Development Phase

4. Set up agenda review meeting with Board Chair & President.
5. Review agenda items with the President for approval to add to the agenda.
6. Create the agenda as items are uploaded into the board submission folders.
7. Add President's signature to appointment nominations. *
8. Ensure appointment nominations are set to those with login access only.
9. Review agenda with the President.
10. Forward the DRAFT agenda to the direct reports and admins for any changes or corrections.
11. Email DRAFT agenda & packet to the Board Chair for review 24 hours before the review meeting.
12. Print DRAFT agendas for the President and Board Chair, including any requested backup.
13. Make changes to the agenda as requested by the President & Board Chair after their review.

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3. Agenda Publication & Notification

14. Process the agenda through BoardBook to release it to COM's website.
15. Check the website agenda version to ensure private documents are correctly restricted.
16. Email campus announcing that the agenda has been posted and can be "viewed at this link."
17. Post agenda to the display in front of the boardroom. *

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4. Trustee & Meeting Preparation

18. Create email and packet for the Trustees. *
19. Create minutes template based on agenda items.
20. Create PowerPoint for BOT meeting. *
21. Send PowerPoint to Media Services. *

*This duty may be assigned to the Administrative Assistant in the President's Office.

COM
College of the Mainland

Onboarding of New Board of Trustee

- Email ITS Helpdesk to generate a COM email address
- Email ITS Helpdesk to update the DL Board of Trustees
- Enter a Marketing request for BOT name plate
- Order name tags and business cards
- See if the new Trustee wants an iPad or laptop computer
- Ask new Trustee to complete W-9 to be entered into Colleague
- Obtain emergency contact info and dietary restrictions for travel
- Schedule a headshot (usually before BOT meeting) for COM website
- Get headshot printed for Boardroom
- Schedule a BOT group photo (usually before BOT meeting) for COM website
- Get Trustees signature to create a digital signature (3 signatures on a blank page)
- Have Trustee sign for a parking permit
- Make the onboarding binder
- Schedule an orientation meeting with President and set up 15-minute meetings with each direct report
- Update Roll call and insert into the agenda

Upcoming Items/Pending List

Item	Date	Request	Due	Status
1		Internal Audit Report to the Board	October	October Agenda
2		Quarterly Financial Report	October	October Agenda
3		Quarterly Investment Report	October	October Agenda
4		Clery Act	October	October Agenda
5		CEO Annual Report to the Board – Title IX/SB212	October	October Agenda
6		Enrollment Report	November	
7		Freedom to Dream Update	November	
8		2024-2029 Strategic Plan	November	
9		Strategic Enrollment Management (SEM)	November	
10		Strategic Marketing Plan (SMP)	November	
11		SACSCOC – Fifth Year Interim Report Update and Details About Site Visit	November	
12		Policy Review	December	
13		TIRZ Update(s)	December	
14		Tax Abatement Yearly Review	December	
15		Professional Contract Review	December	
16		Foundation Yearly Update	December	
17		Preview of Student Charges	December	
18		HB8 Update	December	
19		Freedom to Dream Tuition Waiver Update	February	
20		Tuition and Fee Schedules for Credit and CE Programs	February	
21		Conferral of Tenure	April	
22		Report on Tax Collections	April	
23		Freedom to Dream Tuition Waiver Update	June	
24		SACSCOC – Site Visit Planning & Fifth-Year Interim Report Progress	June	
25		TIRZ Update(s)	June	
26		HB8 Update	June	
27		SACSCOC – Fifth-Year Interim Report Submission	September	
28		Policy Review	September	
29		SACSCOC – Site Visit Update and Fifth-Year Interim Report Decision	December	

BOARD Meeting Checklist

Board Meeting: ______________________________ **Date:** ____________

Must be POSTED 72+ hours prior to meeting

_____ **Prep for Board Meeting**

- ___ Calendar invite to BOR / Cabinet / Ramiro / Nataly
- ___ Complete room reservations with Facilities
- ___ Custodial request for Tucker Hall (to be completed prior to meeting)
- ___ Order BOR dinner / make meal choice cards for next meeting / check drinks & supplies at Tucker
- ___ Identify Student Spotlight, send information, and notify MPA (Brian/Chris) for certificate(s)
- ___ Send reminder email to Cabinet of due date of action items ___________ (date)

_____ **Organize Boardbook**

- ___ Edit Action Items as needed / Leslie review
- ___ Affix signatures (JA, LV, LG) to Action Item pages (Shana)
- ___ Create Meeting Notice and Agenda
- ___ Scan/attach signed Action Items, Exhibits, Minutes, and Financial Report
- ___ Have 2nd person review and verify all BoardBook items for accuracy ____________

  Minutes, retirements/resignations, financials, action items/exhibits – open and review each document
- ___ With Leslie's approval, ask Cabinet to review/approve (mtg status *In Review*) ___________ (date)
- ___ Release to Public View (with Leslie's approval) ___________ (date)

  * Except financial and minutes – anyone with login only

_____ **Request Public WebEx link from Ramiro (if not already received)**

_____ **Send Public View link and WebEx link to Roger Demary to post on the Lee College website**

_____ **Physically post Notice and Agenda on Rundell Bulletin Board (maintenance)**

- ___ In Boardbook, enter posting date/time in Posting Information area of Edit Meeting screen

_____ **Email the Boardbook link (www.boardbook.org):**

- ___ Board/President/Leslie
- ___ Attorney John Hopkins and admin Betsy Maggard (attach agenda)
- ___ President's Cabinet

_____ **Email the Boardbook PUBLIC LINK (https://meetings.boardbook.org/Public/organization/747) and WebEx link to the following:**

- ___ ALL USERS/MYLCUSERS - (BCC)
- ___ Baytown Sun: Skewes, Phoebe Buras, Rogers, Hollis (in Boardbook, meeting status *Published*)

_____ **Print Board packets**

- ___ Print 2 copies of agenda/action items/financial report/retirements & resignations (Hall, Himsel)
- ___ Print 1 full packet with ALL documents. Prepare packet for signatures (BOR and President)
- ___ Make copies of Board of Regents calendar, and any other handouts for Board Meeting

_____ **Email Dr. V Student Spotlight information and retirements/resignations**

_____ **Send meeting reminders to others, as needed**

_____ **Arrange for Food / Parking / Security / Supplies / Room Reservation**

_____ **Take Attendance Poll in late morning on the day of the meeting**

_____ **Pack Board Bag – BOR Mail, BOR Packets, originals for Signatures, Minutes to be signed, 10 Copies of Agenda(s), Forms – Minutes, Executive Session, Public Comments, Chair Instructions**

<u>Following Board Meeting – to be completed within one week of meeting:</u>

_____ **Board Signature documents**

- ___ Approved Minutes for prior month – upload to Boardbook and change meeting status to *Completed* for release to public (update permissions to allow public access to documents)
- ___ Download/Save prior month packet & attachments for all meetings, also signed minutes for each (pdf files) to J drive folder
- ___ BOR Signature Originals/Resolutions/Action Items to Leslie – make copy for original packet

_____ **Give documents needing Dr. V's signature to Vanessa**

_____ **Download USB Audio & presentations to Boardbook** (request Student Success PPT if any)

_____ **Financial Reports and Other Reports** – release on Boardbook following Board meeting. Non-confidential information/documents should be released to public on Boardbook following meeting.

_____ **Email Regents digital copy of calendar**

_____ **Prepare minutes from meeting** – Draft due to Leslie <u>within 7 days of meeting</u>

_____ **Update policies back-up (J drive) with any Board policy revisions/adoptions (Shana)**

_____ **Keep all original Board Meeting related documents**

- ___ Indicate Approved/Not Approved on Action Items-Original Packet
- ___ Send a scanned copy of the Approved/Not Approved Action Items to Jonathan
- ___ Send a scanned copy of completed Action Items to each resource person listed on each item
- ___ Bind Original packet in Board binder
- ___ File Board preparation documents for reference (12 months)
- ___ File Agenda in BOR Agendas binder for quick reference
- ___ Empty portal, after saving submission cover pages as pdf files

_____ **Send email to Cabinet with agendas from the previous 3 years for the next month's meeting and due date for next meeting action items**

(J. Atkin, L. Gallagher, D. Walcerz, A. Ferguson, C. Lightfoot, D. Zuniga, S. Bennett, K. Forde Spiers, M. Moreno, J. Norris, A. Summers, S. Tacconi, B. Waddle, F. Prestage, respective admins. and others – N. Balthazar, C. Barrios, S. Basquez, I. JohnBaptiste, G. Martinez, C. McCrory, T. Minor, J. Rodriguez, P. Rios, G. Woodruff, K. Zamagne)

_____ **Update the date of the next Board Meeting on the Action Item portal (Shana)**

<u>General Information</u>

- Board meetings, Special meetings, Workshops, Retreats – require posting 72 hours prior to meeting
- Committee meetings typically involve 3 members (no quorum) and therefore do not require posting – although the process remains the same.
- Meals – BOR members (9), President, VP Atkin, VP Gallagher, Mohlman, Ramiro, IT staff (1), Security (2). *Others if participating in meeting

LEE COLLEGE
LEE COLLEGE DISTRICT
OFFICE OF THE PRESIDENT

MEETING NOTES OF THE BOARD OF REGENTS
JOHN B. TUCKER LECTURE HALL

Date: ____________________________ Recorded by: ____________________________________

Chair: ____ Start Time: ________________________

PRESENT:

Vice Chair Pam Warford		Secretary Mark Himsel	
Regent Weston Cotten		Regent Judy Jirrels	
Regent Daryl Fontenot		Regent Heron Thomas	
Assistant Secretary Gina Guillory		Chairman Gilbert Santana	
Regent Mark Hall		President-Dr. Lynda Villanueva	

ABSENT:

Vice Chair Pam Warford		Secretary Mark Himsel	
Regent Weston Cotten		Regent Judy Jirrels	
Regent Daryl Fontenot		Regent Heron Thomas	
Assistant Secretary Gina Guillory		Chairman Gilbert Santana	
Regent Mark Hall		President-Dr. Lynda Villanueva	

Call Meeting to Order and Establish Quorum

Invocation and Pledge to the Flag by _________________________________

Student Spotlight

Disposition of Minutes of:

Pam Warford		Mark Himsel	
Weston Cotten		Judy Jirrels	
Daryl Fontenot		Heron Thomas	
Gina Guillory		Gilbert Santana	
Mark Hall			

Report of the Chairman:

Building / Policy / Audit & Investment Committee Reports:

Report of the President:

Informational Reports

Retirements/Resignations:

Financial Report:

Public Comment:

Items of Discussion/Action:

Item: ____

Pam Warford		Mark Himsel	
Weston Cotten		Judy Jirrels	
Daryl Fontenot		Heron Thomas	
Gina Guillory		Gilbert Santana	
Mark Hall			

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Gina Guillory		Gilbert Santana	
Mark Hall			

Executive Session Time: ________________ **Reconvene Open Session Time: ________________**

Matters of Concern for Future Agendas:

Time of Adjournment:

LEE COLLEGE
BOARD OF REGENTS
COMMITTEE/WORKSHOP
OFFICE OF THE PRESIDENT

Type of Meeting: ____ **Date:** _______________

Start Time: _______________________________ **End Time:** ________________________

Present:

Absent:

Notes (Attach Agenda):