

## AGENDA ITEM 9.C.

**RE:** Approve Revisions to the Laredo College Board Procedures Manual

**STAFF RECOMMENDATION:** That the Board approve the following revisions/updates to the Laredo College Board Procedures Manual:

- Page 13 – revise each officer position title to include “Board”.
- Page 14 – update when each Board committee meets.
- Page 21 –
  - revise the location, parking, and meal for Board meetings.
  - revise the deadline for submitting agenda items
- Page 22 –
  - remove the requirement to post Board meeting agendas at the Webb County Justice Center bulletin board, as the District will remain compliant with policy BD(LEGAL) — BOARD MEETINGS. The policy provides that, “if the governmental body makes a good-faith attempt to continuously post the notice on the internet during the prescribed period, the notice physically posted on the location prescribed by the Open Meetings Act must be readily accessible to the general public during normal business hours”.
  - add a provision stating that Board meeting agendas will be emailed to Board members at least three business days prior to a meeting
- Page 23 – revise each officer position title to include “Board”.
- Page 24 – revise wording to align with policy BDB(LOCAL) — BOARD MEETINGS: PUBLIC PARTICIPATION
- Page 31 – add a personal vehicle reimbursement guideline consistent with that followed by LC employees.
- Page 33 – revise each officer position title to include “Board”.
- Page 36 – revise language to align with policy DC(LOCAL) — EMPLOYMENT PRACTICES

**BACKGROUND:** The Laredo College Board Procedures Manual 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.

**BUDGETARY CONSIDERATIONS:** None.

**CONTACT PERSONS:**

Ms. Jackie Leven-Ramos, Board Secretary, Program/Policy Committee Chair  
Dr. Minita Ramirez, President