MEETING OF THE BOARD OF REGENTS
LEE COLLEGE DISTRICT
BOARD MEETING
June 18, 2026

The Board of Regents of the Lee College District met on June 18, 2026, at 6:16 p.m. at John B. Tucker Hall. Vice Chair Warford called the meeting to order stating that the meeting was duly posted and a quorum was present.

PRESENT: Pam Warford, Vice Chair; Mark Himsel, Secretary; Gina Guillory, Assistant Secretary; Weston Cotten; Daryl Fontenot; Mark Hall; Judy Jirrels

Jacob Atkin, Interim President

VIRTUAL: Gilbert Santana, Chairman; Heron Thomas

INVOCATION AND PLEDGE TO THE FLAG

Regent Gina Guillory said the Invocation and led the Pledge to United States Flag and Texas Flag.

SPECIAL RECOGNITION – Ramiro Torres

Dr. Carolyn Lightfoot, Chief Technology Officer and Executive Director, Information Technology, introduced Ramiro Torres, Manager, Audiovisual Technology. Dr. Lightfoot outlined hands-on impact made by Mr. Torres for more than a decade on Board of Regents meetings, and on the recent Tucker Hall renovation. Impact of Mr. Torres' work extends to all faculty members, and to many other employees, Dr. Lightfoot added. A certificate of recognition, signed by Board Chairman Gilbert Santana, was presented to Mr. Torres.

STUDENT SPOTLIGHT – Honors Students from GCIC Undergraduate Research Symposium

Brianne Dayley, English & Humanities instructor and Honors Program Coordinator, said five students participated in the GCIC Undergraduate Research Symposium at College of the Mainland. Such symposiums provide the opportunity for students to expand and to further develop honors research work they do at Lee College for an audience outside the college, as well as to begin to gain experience with work they may do later in a university, graduate school, or professional school.

Ms. Dayley introduced Elora Bell, a symposium participant from Lee College who developed work she had done in the Human Condition seminar course. Ms. Bell described support she received from Lee College instructors Dr. Javier Ramirez and Dr. Georgeann Ward, along with Ms. Dayley. Noting she is first generation of her family to attend college, Ms. Bell said making her presentation was one of the proudest moments of her life. She said the experience caused her to feel like she has a voice, and that her work matters beyond just herself personally and Lee College.

40.26 DISPOSITION OF MINUTES

Regent Fontenot made a motion, seconded by Regent Jirrels, that the Board approve the minutes for Building Committee Meeting, May 20, 2026; Special Board Meeting, May 20, 2026; Audit & Investment Committee Meeting, May 21, 2026; Budget Workshop Meeting; May 26, 2026; Board Meeting, May 26, 2026.

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

REPORT OF THE CHAIRMAN

None.

COMMITTEE REPORTS

- Building Committee – Committee Chair Daryl Fontenot reported the Building Committee did not meet.
- Policy Committee – Committee Chair Mark Hall reported the committee met June 4; the many policies on which the Board will vote tonight are listed in the action item. One policy, CM (Local), has been pulled for further evaluation by the Administration, he said.
- Audit & Investment Committee – Committee Chair Judy Jirrels said efforts were made, but were unsuccessful, to schedule a meeting in July; the quarterly investment report will be sent to the entire Board in July as usual, without prior review by the committee.

Building and Facilities – Serving on the Building Committee are Daryl Fontenot, Chair; Mark Himsel and Pam Warford
Policy Committee – Serving on the Policy Committee are Mark Hall, Chair; Weston Cotten and Heron Thomas
Audit and Investment Committee – Serving on the Audit and Investment Committee are Judy Jirrels, Chair; Gina Guillory, and Mark Himsel

REPORT OF THE PRESIDENT

- **Special Introduction –** Mr. Atkin introduced his wife, Tamara, who was in attendance.
- **Workday ERP Progress** – Mr. Atkin reported the implementation process is in full green status, and he lauded the many individuals who are going the extra mile. Testing of finance and HR is underway, which consists of 731 tests for implementation, with 185 completed and 481 in process, he said. Soon the implementation will transition to student services, he said.
- **Facilities Master Plan –** A thorough review of the information gathering stage took place last week, and the process now has entered the ideology stage, Mr. Atkin said. Two major discussions underway are (1) restacking/reallocating/defragmenting of facility space, and (2) future instructional program priorities – programs to consider introducing in the next 10 years, and programs to consider terminating because of low enrollment or low demand. College officials remain very happy with guidance provided by Pfluger Architects, he said.
- **Early Teacher Pathways Grant –** Houston Endowment has awarded $289,000 to Lee College for helping students who are pursuing teacher education at Lee College to persist and to continue on to other institutions, Mr. Atkin said. Continuing to develop these types of relationships with other universities is important, he said, complimenting Dr. Priscilla Sanchez, Executive Director of School & College Partnerships, for her work on the grant.
- **Barbers Hill update –** Mr. Atkin showed images and discussed progress of construction at the Barbers Hill campus.

INFORMATIONAL REPORTS

Resignations and Retirements – Jacob Atkin, Interim President

William Gammel, Faculty, Biology – Deceased
Anna Wallack, Completion Coach – Resignation

Gregary Goings, Internal Auditor – Retirement
Constantin Apetrei, Assistant Coach, Athletics – Resignation

<u>Financial Report – Jacob Atkin, Interim President</u>

Mr. Atkin reported the college's cash position remains strong, with the bulk held in reserves and investments. Nearly all revenue is received for the year, except for the final state appropriation payment, which is anticipated during June, he said. Expenses for the year are slightly under budget, as a result of operating expenses at only 58% of budget to date, he said.

For fiscal year end, expenses are projected at $240,000 under budget, and revenue is projected at $1.6 million over budget, Mr. Atkin said, with the vast majority of revenue overage from collection of delinquent taxes. Key one-time issues will be identified for use of any surplus funds, he said. He concluded by noting the status of facility projects, capital projects and restricted funds.

PUBLIC COMMENT

David Isaac spoke highly of Bill Gammel, deceased biology instructor, and shared thoughts regarding the path taken by the Board of Regents to consideration of naming a College President.

ITEMS OF ACTION

A. PERSONNEL

<u>41.26</u> CONSENT Agenda – Consideration of New Hires

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

- Ms. Elena Martinez, Internal Auditor
- Mr. Raul Arana, Faculty, Mathematics
- Mr. Noel Garcia, Faculty, Pipefitting
- Ms. Tyler Johnson, Faculty, Speech Communication (Dual Credit)
- Mr. Ricardo Luna, Faculty, Welding
- Mr. Luke Masters, Faculty, Welding (Huntsville Center)
- Ms. Kristi Randolph, Director, Student Wellbeing
- Dr. Kimberly Rawlinson-Stevenson, Mental Health Therapist

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

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

B. NEW BUSINESS

<u>42.26</u> Consideration of Adoption of the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan

The Administration recommends that the Board approve the resolution adopting the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan.

Mr. Atkin invited Thomas Quinn, Executive Director of Public Safety, to present to the Board a summary of Lee College participation in developing the 2025 Harris County Multi-Jurisdictional Hazard Mitigation Plan, and to request approval of the resolution to adopt the plan. Forty-two jurisdictions in Harris County participated, Mr. Quinn said. He identified benefits to Lee College of participation, most notably to maintain eligibility to seek Hazard Mitigation Grants from FEMA.

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

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

43.26 Consideration of Approval of Updates to the Board Procedure Manual

The Administration and Board Policy Committee recommend that the Board approve the proposed updates to the Board Procedure Manual.

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

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

44.26 Consideration of Adoption of Board Policy Revisions for Local Policies

The Administration and Board Policy Committee recommend that the Board approve and adopt the revisions to Local Board Policies as presented and recommended by Texas Association of School Boards (TASB) Update 50.

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

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

45.26 Consideration of Approval of Lawn Care Services Contract Renewal Year 5 with Rotolo Consultants, Inc.

The Administration recommends that the Board authorize the President or his designee to negotiate final terms and approve the contract renewal Year 5 with Rotolo Consultants, Inc., for the amount of $411,371.08.

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

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

EXECUTIVE SESSION

The Board of Regents closed the Open Session at 7:05 p.m. and convened into Executive Session at 7:18 p.m. in accordance with the Texas Open Meetings Act regarding:

1. Consult with Board Attorney regarding legal advice on any item on the agenda. [TX Gov't Code § 551.071]
2. Discussion of Lee College President's duties and responsibilities [TX Gov't Code § 551.071]

No action is taken while the Board is recessed into Executive Session.

The Board ended Executive Session at 8:07 p.m. and reconvened into Open Session at 8:09 p.m.

ITEM OF ACTION

A. NEW BUSINESS

46.26 Consideration of Employment of Jacob Atkin as College President

Regent Hall made a motion that the Board name Jacob Atkin as Lee College President, and that the Board authorize the Board Chair or designee to negotiate final terms and enter into an employment contract with President Atkin, consistent with the terms discussed in closed session, and to take necessary and related action. Regent Himsel seconded.

The motion passed with no dissenting votes. Regent Thomas was present virtually but not voting.

MATTERS OF CONCERN FOR FUTURE AGENDAS

None.

ADJOURNMENT

Vice Chair Warford declared the meeting adjourned at 8:11 p.m.

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Chairman, Board of Regents

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Secretary, Board of Regents