

From: Adriana Alexander <adrianaalexander1@yahoo.com>
Sent: Tuesday, February 24, 2026 12:29 AM
To: Laredo College Board Requests <LCBoardRequests@laredo.edu>; Esteban Rangel <esteban.rangel@laredo.edu>
Subject: Presentation on Hiring Practices and Interim Administrative Appointments

EXTERNAL EMAIL: This email message came from an external source. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Office of the President,

Pursuant to the upcoming March 26 Regular Monthly Board Meeting, I respectfully request that the following item be placed on the agenda:

Agenda Item Title:

Presentation and Discussion on Laredo College Hiring Practices and Interim Administrative Appointments

Requested Action:

Presentation by the Human Resources Director and staff regarding current hiring procedures, applicant screening protocols, notification processes, hiring committee composition, and policies governing interim administrative appointments.

Purpose and Scope of Presentation:

I am requesting a comprehensive overview of the College's hiring practices, including but not limited to:

1. The applicant screening and qualification review process.
2. Procedures for determining minimum qualifications in accordance with job descriptions.
3. The steps followed to notify applicants regarding interview selection or non-selection.
4. Communication timelines provided to candidates throughout the hiring process.
5. Recordkeeping and compliance measures to ensure fairness, transparency, and adherence to policy.
6. Composition of hiring committees, including:
 - o How members are selected
 - o Required representation (administration, faculty, staff, etc.)
 - o Required qualifications or training for committee members
 - o Conflict-of-interest disclosures and safeguards
- 7.
8. Policies governing interim appointments, including:
 - o Criteria for appointing an interim director or administrator
 - o Expected duration of interim appointments
 - o Whether interim appointees must meet the minimum qualifications outlined in the official job description
 - o The process and timeline for conducting a formal search to fill such positions permanently

The purpose of this request is to ensure transparency, accountability, and alignment with institutional policies, accreditation standards, and Board oversight responsibilities.

Thank you for your consideration.

Respectfully,
Adriana Alexander
Trustee, Laredo College

[Sent from Yahoo Mail for iPhone](#)