



**Board of Trustees**

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**TSC President**

*Lily F. Tercero, Ph.D.*

**Texas Southmost College District**

**Minutes of the Regular Meeting of the Board of Trustees**

April 18, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on April 18, 2013, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela G. Garza, Vice Chair; Trey Mendez, Secretary; René Torres; Dr. Reynaldo García; Dr. Robert Lozano and Ramon Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College.

**1. Call to Order**

The meeting was called to order by Chairman Rendon at 5:40 p.m.

**2. Announcements**

Chairman Rendon called on Dr. Tercero to make the announcements. Dr. Tercero announced that the hiring of the Associate Vice President for Instruction, Dr. Ted Phillips. Dr Phillips has over 26 years experience in Community College administration and teaching. He served Tarrant County College for 23 years in a number of instructional and administrative roles. As Dean of Academic Affairs at Colorado Mountain College, Dr. Phillips served as Chief Academic Officer for two campuses. Dr. Phillips earned a Ph.D. in Higher Education, with an emphasis in Community College Leadership, and a Master of Science from the University of North Texas. He holds a Bachelor of Science in Criminal Justice from the University of Texas at Arlington.

Dr. Tercero announced that the Rio Grande Valley Boy Scouts of America will be honoring two outstanding citizens of Brownsville this year at their Tip-O-Tex District Gala on Thursday, May 2, 2013 at 6:30 p.m. at the Arts Center Lobby. The first is Dr. Carl Montoya, Superintendent at Brownsville Independent School

District, and the second is herself. On behalf of the College, she is looking forward to attending the event.

### **3. Speakers to Agenda Items and Public Discussion**

There was one speaker, Cori Aiken that spoke in support of the Early Childcare Center.

### **4. Mission Statement**

Chairman Rendon read the existing mission for Texas Southmost College District as follows:

“Transforming our communities through innovative learning opportunities”

### **5. Approval of Minutes of Previous Meetings**

#### **Consideration and Approval of Minutes of the Regular Meeting on March 21, 2013**

**A motion was made by Mrs. Garza to approve the Minutes of the Regular Meeting on March 21, 2013 as presented. The motion was seconded by Dr. Lozano and carried. Mr. Mendez abstained from the vote.**

### **6. Update on TSC's Branding Campaign**

Chairman Rendon called on Dr. Tercero, President, to present the item. Dr. Tercero introduced Ben Guerrero and Brad McCumber of BMG Advertising, Design & Marketing to provide an overview of the work that has been done. Mr. Guerrero presented the TV and Outdoor Campaign advertisements. He indicated that there are four different layouts that will be used for the outdoor campaign. TSC will be utilizing the digital board that is closest to campus as a marketing tool to inform students and the community of up-to-date information. This message board can be changed quickly, as needed. Mr. Guerrero explained that there will be one static board at a location still to be determined.

Mr. Guerrero then presented two television ads that have been created for TSC. He explained the TV ads include students enrolled in TSC-type programs and parents of some of these students. Dr. Tercero thanked the students, faculty and staff for participation.

## 7. Proposed Tuition and Fee Rates for FY 2013-2014

### **Consideration and Approval of Proposed Tuition and Fee Rates for FY 2013-2014**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reminded the Board of the exciting journey over the last year and a half and stressed that the Board's wisdom and guidance has and will continue to be critical. She reminded the Board that aside from the general work involved in reestablishing Texas Southmost College as a fully comprehensive and separately accredited community college, we have also been working on unique transition issues, which are not normally associated with the opening of a college.

She further stated that the College is reestablishing itself while still under a contractual agreement with the University of Texas System. Extensive work is taking place to dissolve this contractual agreement and negotiate new agreements relating to the use of facilities. Additionally, all of this work is occurring during a legislative session. The general session is scheduled to end on May 27<sup>th</sup> so the level of state funding the College will receive is still uncertain. The negative impact to TSC due to the reporting changes made by UTB at the start of the legislative session have also resulted in a reduction of the College's reported contact hours and, in turn, a reduction in the College's state appropriation.

Given these circumstances, Dr. Tercero explained, there have been many unknowns and very complex issues. Every step that the Board has taken on this important journey has been taken only after considerable research, analysis and calculation. To date, the Board's hard work and that of TSC staff have successfully moved the College to becoming independently operational by fall of 2013. Everything brought forth to the Board over the last year and a half, has thoroughly been vetted as to the impact on students, the community and the institution.

Dr. Tercero stated that the recommendation being brought regarding tuition and fees is no different. Staff feels confident that this recommendation is the right thing to do for future TSC students and for the communities in which the College serves. Dr. Tercero introduced Mr. Chet Lewis, Vice President of Finance and Administration to give the presentation.

Mr. Lewis reviewed the proposed tuition rates and proposed fees for FY2014. He reported that tuition and fees for students taking 12 Semester Credit Hours (SCH) will be reduced from \$2,558.14 to \$1,648.30, resulting in a 36% decrease and that tuition and fees for students taking 15 SCH's will be reduced from \$3,076.51 to \$1,999.30, resulting in a 35% decrease in tuition and fees for the FY 2014. Both decreases are comparisons to the current tuition and fees paid by students attending UTB/TSC.

**A motion was made by Mrs. Garza to approve the proposed tuition and fee rates for FY 2013-2014 as presented. The motion was seconded by Mr. Mendez and carried unanimously.**  
*Exhibit "A"*

## **8. Board Review of Updated Legal Policies**

Chairman Rendon called on Dr. Tercero to present this item. Dr. Tercero reported that the enclosed legal policies for personnel are the legal policies that we have to abide by to be sure that we are in compliance with state and federal mandates and regulations. The Texas Association of School Boards (TASB) prepares these legal policies for Community College and ISD members each year. They include all the latest updates from legislative sessions, as applicable. Dr. Tercero explained that these Legal Policies are presented for informational purposes and do not require action, as they are state mandated. This is one of the first steps in establishing a new policy manual for TSC. *Exhibit "B"*

## **9. Section D, Personnel, Local Policies**

### **Consideration and Approval of Section D, Personnel, Local Policies**

Chairman Rendon called on Dr. Tercero present this item. Dr. Tercero requested for the Board to table this item. The anticipated complete review by TASB of these new policies is about 90% complete, but we are still working on them. All of those policies will be in hand before the Regular Board meeting scheduled for May 16, 2013. The Board will then be asked to consider and approve the new policies, in keeping with the provision of TSC Board Policy, which governs the adoption or amendment of College Policies.

**A motion was made by Dr. García to table the Approval of Section D, Personnel, Local Policies. The motion was seconded by Dr. Lozano and carried unanimously.**

## **10. Approval of a Contract with Carrier Corporation to provide and install HVAC Equipment at the Arnulfo Oliveira Library**

### **Consideration and Approval of a Contract with Carrier Corporation to provide and install HVAC Equipment at the Arnulfo Oliveira Library**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that as part of the assessments performed in the Oliveira Library for the

renovation area of TSC's One Stop Student Services Center, an inspection was conducted on existing HVAC systems. Facilities personnel were able to identify that the existing HVAC units that supply this area is over 30 years old and in poor condition. The administration has received recommendations from the staff that the replacement of these units is a high priority project because the units won't be able to meet the new office capacity and might affect the scheduling of the facility if a failure were to occur.

Mr. Lewis reported that a proposal from Carrier Corporation to provide and install HVAC units at the Oliveira Library building through a Buy Board Contract #375-11 was requested. The proposal includes the purchase of one dual circuit 20 ton unit and the installation of two units. The proposed contract amount includes a ten percent owner's contingency for any unforeseen circumstances. The project schedule has a completion deadline of Friday, May 3, 2013.

Mr. Lewis reminded the Board that the Buy Board is a purchasing cooperative that serves local government institutions by conducting bidding processes according to the requirements established by the State of Texas. Staff has verified that Carrier Corporation is an awarded vendor for Buy Board and is authorized to sell under a Buy Board contract. In addition, terms and conditions have also been verified within the parameters of the contract.

**A motion was made by Mr. Torres to approve the proposal from Carrier Corporation to provide and install HVAC equipment at the Arnulfo Oliveira Library through Buy Board contract in the amount of \$60,586 and to authorize the President to execute the contract as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. Exhibit "C"**

**11. Approval of Computer Equipment Purchase for TSC's One-Stop Student Services Center at the Arnulfo Oliveira Library from Dell Marketing, LP**

**Consideration and Approval of  
Computer Equipment Purchase for TSC's  
One-Stop Student Services Center at the Arnulfo  
Oliveira Library from Dell Marketing, LP**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that TSC is currently renovating the Oliveira Library for the One-Stop Student Services Center. In order to provide operational services to the students of TSC, the staff will need computers and printers for a functional facility.

A proposal was requested from Dell Marketing, LP through a DIR contract SDD-1951 to provide computer equipment for the Student Services, Instruction, and Information Technology Departments that will support TSC operations. The

proposal includes the purchase of (25) twenty-five desktop computers, (18) eighteen laptops, (44) forty-four desktop thin clients, and (7) seven printers required to support the students in the admissions, registration, advising, veteran affairs and testing processes. The installation of the equipment will be performed by Dynamic Campus staff.

Mr. Lewis informed the Board that the Texas Department of Information Resources (DIR) is a purchasing cooperative that serves local government institutions by conducting bidding processes according to the requirements established by the State of Texas. Staff has verified that Dell Marketing, LP is an awarded vendor for DIR and that it is authorized to sell under a DIR contract. In addition, terms and conditions have also been verified within the parameters of the contract.

**A motion was made by Mr. Hinojosa to approve the proposal from Dell Marketing, LP to provide computer equipment through a DIR contract in the amount of \$90,881.88 and to authorize the President to execute the contract as presented. The motion was seconded by Mr. Mendez and carried. Dr. García abstained from the vote. *Exhibit "D"***

## **12. Approval of Campus Network Equipment Purchase**

### **Consideration and Approval of Campus Network Equipment Purchase**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that TSC is currently updating and enhancing the network it once shared with The University of Texas at Brownsville (UTB). The installation of networking equipment, such as a high capacity switch in the TSC data center, is required to support the college's technology initiatives. This core switch will be the central point where all the buildings for TSC will be connected.

Mr. Lewis reported that the Dynamic Campus (DC) personnel have requested a proposal from Insight Public Sector to provide network equipment for the TSC data center that will support TSC campus buildings and servers through DIR contract SDD-1364. The proposal also includes networking equipment needed such as wireless equipment and network equipment for the remodeled space in the Oliveira Library for the TSC's One-Stop Student Services Center. Dynamic Campus staff will perform the installation of the equipment.

**A motion was made by Dr. García to approve the proposal from Insight Public Sector to provide campus network equipment through a DIR contract in the amount of \$184,698.29 and to authorize the President to execute the contract as presented. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit "E"***

**13. Approval of a Contract with Perceptive Software, LLC to Purchase a Document Imaging Solution****Consideration and Approval of a Contract with Perceptive Software, LLC to Purchase a Document Imaging Solution**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that TSC is currently sharing the document tracking application with UTB. The tracking of students is currently handled electronically through the use of ImageNow Software from Perceptive Software.

Dynamic Campus personnel have requested a proposal under DIR contract SDD-1753 from Perceptive Software, LLC to provide software that will assist TSC with the need to install and implement ImageNow to view and continue utilizing electronic document storage to meet the TSC document storage and retrieval needs. This software solution will primarily be utilized in the Student Services department to gather and scan data provided by the students.

**A motion was made by Mrs. Garza to approve the proposal from Perceptive Software, LLC to provide a Document Imaging Solution through a DIR contract in the amount of \$122,357 and to authorize the President to execute the contract as presented. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit "F"***

**14. Report on the Second Quarter Financial Statements and Investment Report for Fiscal Year 2013**

Chairman Rendon called on Mr. Lewis. Mr. Lewis provided a brief report on the Second Quarter Financial Statements and Investment Report for FY 2013. Mr. Lewis stated that the reports are provided for informational purposes only, and no action is required by the Board. *Exhibit "G"*

**15. Report on TSC's One-Stop Student Services Center**

Chairman Rendon called on Mr. Mike Shannon, Associate Vice President for Student Services to give the report. Mr. Shannon reported that the Oliveira Library is being remodeled for TSC's new One-Stop Student Services Center and gave a short presentation on the construction work underway. He also gave a timeline on when it will be staffed and open for registration. *Exhibit "H"*

**16. Report on TSC's Organizational Structure and Timeline**

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reviewed the timeline of key activities. She explained that there are going to be several upcoming proposed meeting dates as well as other key dates over the next several months.

Dr. Tercero presented the organizational charts for the "Current Staffed and Posted Full Time Administrative Positions, as of 4-18-2013". As positions are filled, updated organizational charts will be presented to the Board. *Exhibit "I"*

**17. Executive Session as provided by Government Code, Chapter 551.071, and 551.072.**

**The Board convened in Executive Session at 7:09 p.m.**

**The Board reconvened in Regular Session at 7:53 p.m.**

**18. Consideration and possible action on matters discussed in Executive Session**

**Consultation with Attorney on Pending Contemplated Litigation, Section 551.071, Texas Government Code.**

No action was taken.

**Consultation with Attorney on Pending Real Estate Issues, Section 551.072, Texas Government Code. The Real Property Discussion will address the purchase, exchange, lease, or value of Real Estate.**

No action was taken.



**19. Proposed Meeting Dates**

Thursday, May 16, 2013

**Adjournment**

The meeting was adjourned by Chairman Rendon at 7:54 p.m.



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Mr. Francisco G. Rendon  
Chairman, Board of Trustees



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Trey Mendez, J. D.  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on April 18, 2013, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.