



Board of Trustees

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Lily F. Tercero, Ph.D.

Texas Southmost College District

Minutes of the Special Meeting of the Board of Trustees

August 29, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on August 29, 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; René Torres; Dr. Reynaldo García and Dr. Robert Lozano. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Board members absent were Trey Mendez, Secretary and Ramon Champion Hinojosa.

1. Call to Order

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

2. Special Report on the Opening of the College

Chairman Rendon called on Dr. Tercero to make the report. Dr. Tercero reported a whirlwind of activities including student services and registration activities, campus preparation for the arrival of students, personal property distribution and continuation of hiring of faculty and staff.

Dr. Tercero reported that there are currently 112 full-time and part-time faculty, 85 full-time staff, 18 part-time students and 12 Dynamic Campus employees. The current enrollment is 3,361. We are currently finalizing the high school dual credit figures. The census count date is September 12th.

Dr. Tercero reported that fall orientation was a success. She called on Mr. Mike Shannon, Associate Vice President of Student Services to make a report. Mr. Shannon reported that there were nine orientation sessions for the new students and their families to attend both in Spanish and English. There were about 1,100 students that attended the orientation.

Dr. Tercero also reported that the first Pearson training occurred the week of August 12, 2013. Additional trainings are being offered in the future. Dr. Tercero announced that the TSC Help Desk is now operational.

Dr. Tercero reported that she has been in contact with Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) representatives regarding the submission of the application for accreditation.

3. Approval of Contract for Property Management Services for TSC Fort Brown Villas I&II

Consideration and Approval of Contract for Property Management Services for TSC Fort Brown Villas I&II

Chairman Rendon called on Mr. Chet Lewis, Vice President for Administration and Finance to present the item. Mr. Lewis said this item was presented at the last Board meeting and was tabled. He said staff is recommending the contract with Border Properties, Inc. that has proposed a 6.75 % percentage commission as management fees on the gross monthly rents collected from tenants of the units assigned.

A motion was made by Mrs. Garza to approve the contract from Border Properties, Inc. to provide Property Management Services for the Condominiums owned at the Fort Brown Villas I and II and authorized the President to execute the contract as presented. The motion was seconded by Dr. García and carried unanimously.

Exhibit "A"

4. Approval of Proposal for Installation of Utility Meters for TSC Buildings

Consideration and Approval of Proposal for Installation of Utility Meters for TSC Buildings

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero recommended that the Board table the item for the next meeting.

A motion was made to by Mr. Torres to table the proposal from SpawGlass Contractors, Inc. for the Installation of Utility Meters for TSC Buildings in the amount \$139,410.37 and authorize the President to execute the contract as presented. The motion was seconded by Dr. Lozano and carried unanimously. *Exhibit "B"*

5. Approval of Second Reading of the Texas Southmost College District Budget for Fiscal Year 2013-2014

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero called on Mr. Lewis to make the presentation. Mr. Lewis explained on the various funds, revenues, expenses and transfers.

Mr. Lewis reported that the educational and general fund revenues include the following: state appropriation, ad valorem tax – maintenance & operation, tuition and fees, lease revenues, interest income, and other income. The educational and general fund expenses included the following: general administration and student services, general institutional, staff benefits, instruction, instructional administration, learning resources, scholarships, public service, and operation and maintenance of plant.

Mr. Lewis reported that the general institutional support expenses included the following: institutional support, information technology equipment, information technology services, safety and security, and utilities.

Mr. Lewis reported that the auxiliary fund revenues include the following: student fees, UTB REK contribution, child care, condominiums, parking permits, and other income. The auxiliary fund expenses are student services, child care and condominiums.

The facility fund revenue is the sales of buildings, land and improvements and proceeds for the demolition of the student housing. The facility fund expenses include the following: facilities and physical plant, demolition of student housing, paving, and bond defeasance and other closing cost.

He reported that the GO and revenue bond revenues are the ad valorem tax – general obligation and maintenance bonds and interest income. The general obligation and revenue bond expenses are the general obligation and maintenance bonds, revenue, and student union bonds.

He reported that the restricted fund revenues are the federal contract and grants and state contract and grants. The restricted fund expenses include the following: scholarships – Texas Grant, Carl Perkins, work-study salaries.

A motion was made by Mr. Torres to Approve the Budget as presented and approve the Resolution as reads:

Be it resolved by the Board of Trustees of the Texas Southmost College District that the Texas Southmost College for Fiscal Year 2013-2014 in the amount of \$48,949,302 comprised of the following:

\$30,886,845 Maintenance and Operation
\$14,073,077 Debt Service
\$3,989,380 Auxiliary Enterprises

be approved, and that a certified copy of the budget be filed the state agencies as required by law and that said budget be included by reference in its entirety as a part of the minutes of this meeting.

As part of the approval of the FY 2013 -2014 Budget, the Board of Trustees also approves:

- The FY 2013-2014 Salary Schedule;
- Authorizes the President to set individual salaries and sign contracts; and
- Approves Tax Exemptions to comply with state law as noted below:

Disabled Veterans	30%	\$ 5,000
	50%	7,500
	70%	10,000
	100%	12,000
Other Disabled Persons		\$ 3,000
Persons over Age 65		\$ 50,000

The motion was seconded by Dr. Lozano and carried unanimously.
Exhibit "C"

6. Proposed Meeting Dates

Thursday, September 5, 2013
 Special Board Meeting (Adoption of the Tax Rate)

Adjournment

The meeting was adjourned by Chairman Rendon at 7:26p.m.



Mr. Francisco G. Rendon
Chairman, Board of Trustees



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

NOTE: The tape of the Special Board of Trustees meeting held on August 29, 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.

