



TEXAS SOUTHMOST COLLEGE DISTRICT

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-3879 • Fax: (956) 882-8811 • www.utb.edu

EFILED AND RECORDED  
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On: Jun 15, 2010 at 04:13P

Joe S Rivera  
County Clerk  
By  
Hilda Perez, Deputy  
Cameron County

**Board of Trustees**

*David G. Oliveira*

*Chair*

*Roberto Robles, M.D.*

*Secretary*

*Adela G. Garza*

*Rosemary Breedlove*

*René Torres*

*Trey Mendez*

*Robert Lozano, M.D.*

Official Notice of the

**Texas Southmost College District  
Regular Meeting**

**for  
June 23, 2010**

Posted

June 18, 2010

**UTB/TSC President**

*Juliet V. Garcia, Ph.D*

The Board of Trustees of the Texas Southmost College District will convene **Wednesday, June 23, 2010, at 5:30 p.m.** in the Gorgas Board Room at The University of Texas at Brownsville and Texas Southmost College, 80 Fort Brown, Brownsville, Texas 78520.

**Call to Order**

**1 Announcements**

**Red River Conference Service Award**  
Dr. Hilda Silva, Vice President for  
Student Affairs

**Introduction** of New Director of Dual  
Enrollment, Jose Angel Mendez

**Introduction** of New Director of  
Human Resources, Jesse Gomez

**2 Acceptance of Gift and Resolution**  
Consideration and possible action on:

**Adoption** of Resolution Naming  
The Arts Center Box Q the  
“Brownsville Gourmet Physicians”

**3 Board Briefing**

**Tobacco Free Campus**  
Dr. Antonio Zavaleta, Associate Provost

**4 Executive Session**

as provided by Government Code, Chapter 551.072 and 551.071

**Real Estate**

**Discussion** of 4.7595 Acre Tract of Land out of Certain 24.646 Acre Tract of Land Referred to as "Raymondville Plaza"

**Legal Matters**

**Discussion** with Attorney Regarding EBS License WLX945

**Discussion** of The University of Texas System and Texas Southmost College Educational Partnership Agreement

**5 Consideration and possible action on matters discussed in Executive Session**

**Real Estate**

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**Legal Matters**

**Discussion** with Attorney Regarding EBS License WLX945

**Discussion** of The University of Texas System and Texas Southmost College Educational Partnership Agreement

**6 Speakers to Agenda Items and Public Discussion**

**7 Approval of Minutes of Previous Meeting**

Consideration and possible action on:

**Regular** Meeting, May 17, 2010  
**Emergency** Meeting, June 1, 2010

**8 Roof Repairs**

Consideration and possible action on:

**Award** a Contract to Design Build Solutions, Inc. TX MAS-4-56060-1 for the Fort Brown Memorial Center Auditorium Gutter Replacement

**9 South Padre Island Fire Suppression System**

Consideration and possible action on:

**Award** a Contract to Clear Air Solutions TIPS 08032609 for the South Padre Island Campus Fire Suppression System

**10 Early College High School**

Consideration and possible action on:

**Approval** of Interlocal Cooperation Agreement with Brownsville Independent School District for Construction of Early College High School Facility

**11 Academic Affairs and Research Partnership Committee**

Consideration and possible action on:

**Report**  
**Approval** of New Academic Programs and Consolidated and Closed Programs:  
*New Programs:*  
Certificate of Proficiency in Microsoft Certified Application Specialist  
Certificate of Proficiency in Administrative Management  
Associate of Applied Science in Business Management and Technology  
Associate of Science in Science  
  
*Consolidated and Closed Programs:*  
Associate of Applied Science in Accounting Technology  
Associate of Applied Science in Administrative Systems Support  
Associate of Applied Science in Legal Office Administration  
Certificate of Proficiency in International Business  
Associate of Applied Science in International Business

**12 Board Policy**

Consideration and possible action on:

**First Reading** Board Policy Facility Use VII.G Tobacco Free Campus

**13 Construction Report**

**Oliveira** Library, Science Technology Learning Center, Athletic Zone, and Garza Gym

**14 President’s Report**

**Summer** Enrollment Increases, Brownsville Chess Featured on HBO, and Academic Program News

**15 District Election**

Consideration and possible action on:

**Canvassing** the Results of the Texas Southmost College District Runoff Election

**Order** Declaring Results of the Texas Southmost College District Runoff Election

**16 Recognition of Board Member**

**Recognition** of Mrs. Rosemary Breedlove for her Years of Service to the Board

**17 Proposed Meeting Dates**

Board Meetings:

- Monday, July 12, 2010**  
Special Meeting 4:00 p.m. *Tentative*
- Thursday, August 26, 2010**
- Thursday, September 16, 2010**
- Thursday, October 21, 2010**
- Thursday, November 18, 2010**
- Thursday, December 16, 2010**

**18 Administering of Oath of Office of Elected Member**

**Adjournment**

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Texas Southmost College District in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the Texas Southmost College District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting as non-handicapped individuals enjoy.

THE STATE OF TEXAS §

COUNTY OF CAMERON §

TEXAS SOUTHMOST COLLEGE DISTRICT

RESOLUTION

*WHEREAS*, The Brownsville Gourmet Physicians and the late Dr. Victor Gonzalez have been outstanding friends of The University of Texas at Brownsville and Texas Southmost College; and

*WHEREAS*, The Brownsville Gourmet Physicians and the late Dr. Victor Gonzalez have been strong advocates for students through support of programs that benefit students and the community; and

*WHEREAS*, The Brownsville Gourmet Physicians and the late Dr. Victor Gonzalez have been dedicated to the development of the fine arts in the community and have believed strongly that all people should have the opportunity to experience high quality education, performances and programming; and

*WHEREAS*, Music education and the visual and performing arts at The University of Texas at Brownsville and Texas Southmost College and in the Rio Grande Valley will be nurtured in The Arts Center for many years to come;

*NOW THEREFORE, BE IT RESOLVED* by the Board of Trustees of the Texas Southmost College District that Box Q in The Arts Center will be named “The Brownsville Gourmet Physicians, in Memory of Dr. Victor Gonzalez.”

*ADOPTED this 23rd day of June 2010.*

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David Oliveira  
Chair, Board of Trustees

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Roberto Robles, M.D.  
Secretary, Board of Trustees

## **Texas Southmost College District**

### Minutes of the Regular Meeting of the Board of Trustees

May 17, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on May 17, 2010, at 5:30 p.m., in the Board Room of Gorgas Hall at The University of Texas at Brownsville and Texas Southmost College. Board members present were David Oliveira, Chair; Eduardo A. Campirano, Vice Chair; Dr. Roberto Robles, Secretary; Rosemary Breedlove; Adela G. Garza; Chester Gonzalez; and René Torres. Also present was Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College.

#### **Call to Order**

The meeting was called to order by Chairman Oliveira at 5:31 p.m.

#### **1. Announcement**

Chairman Oliveira called on Dr. Alan Artibise, Provost, to make an introduction. Dr. Artibise introduced Mr. Rene Villarreal, as the new Associate Vice President for Enrollment Planning. Mr. Villarreal thanked everyone for the opportunity he has been given.

#### **2. Board Briefings**

Chairman Oliveira called on Ms. Meloney Linder, Associate Vice President for Marketing & Communication. Ms. Linder stated that the UTB/TSC Integrated Marketing Committee is made up of representatives from each division who meet on a monthly basis to discuss marketing efforts, promote messages that are consistent with the strategic goals, and encourage collaboration between offices.

She introduced Dr. Maria Hodgson, Assistant Professor for Communications. Dr. Hodgson introduced two students Chelsa Rodriguez and Julianna Sosa who gave a brief presentation. The presentation's executive summary consists of research, competitive analysis, scorpion traditions council, "I Got Stung", in-house promotional strategies, social media, and public relations.

### **3. Executive Session**

as provided by Government  
Code, Chapter 551.071

**The Board did not convene in Executive Session.**

### **4. Consideration and Possible Action on Matters Discussed in Executive Session**

#### **Discussion of The University of Texas System and Texas Southmost College Educational Partnership Agreement**

There was no report given.

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

There were no speakers.

### **6. Approval of Minutes of Previous Minutes**

#### **Consideration and Possible Action on Minutes of Regular Meeting on April 22, 2010**

**A motion was made by Mr. Campirano to approve the Minutes of the Regular Meeting April 22, 2010 as presented. The motion was seconded by Mr. Gonzalez and carried unanimously.**

## 7. Board Policy

### **Consideration and possible action on Second Reading Board Policy V.B.5 – Checks, V.D – Investment, V.F – Purchasing and Bids, V.F.5 – Purchasing and Bids: Level of Approval, and V.I – Travel**

Chairman Oliveira called on Dr. Wayne Moore, Special Assistant to the Provost. Dr Moore stated that these policies were reviewed by Juan Mendoza of Long Chilton, LLP and meet or exceed state laws and regulations. He also stated that these changes revise the signature delegation to reflect recent organizational changes so that signature authority for daily operations and other operational activities can continue and to facilitate efficient transition in the future when there are management and/or organizational changes.

**A motion was made by Dr. Robles to approve of second reading of policies as presented. The motion was seconded by Ms. Breedlove and carried. Opposed by Ms. Garza. Exhibit "A"**

## 8. Physical Facilities Committee

### **Report**

Chairman Oliveira called on Mr. Campirano to give the report. He reported that the Physical Facilities Committee met on Tuesday, May 11, 2010, and discussed the following items:

### **Consideration and Possible Action to award a bid for the Oliveira Library window replacement**

Mr. Campirano reported the first item discussed was the Oliveira Library window replacement. He stated that Ms. Veronica Mendez, Assistant Vice President for Facilities and Planning reported that as part of the renovation of the Oliveira Library, various building systems were inspected and planned for repair. The inspections demonstrated that various windows on the 2nd floor needed to be replaced. She stated a total of 21 windows are being proposed to be replaced with high impact resistant glass. She reported that two bids were received on time for this project and two others were received late and were not taken into consideration due to policy. She also explained that this project will be funded by restricted insurance allocation in the fiscal year 2010 budget.

**A motion was made by Mr. Campirano to award the contract to The John Wyatt Company in the low bid amount of \$46,963.57 and to authorize the Associate Vice President for Facilities and Planning to execute the contract as presented. The motion was seconded by Ms. Breedlove and carried unanimously. Exhibit "B"**



### **Consideration and Possible Action to award a bid for Campus Parking Lot Improvements**

Mr. Campirano reported that the second item discussed was the campus parking lot improvements. Ms. Mendez explained that upon demolition of the former Resaca Club, the area became available for parking lot improvements. She also explained that in order to take advantage of existing parking surface the plan was expanded to include renovation of existing parking for better flow of traffic. She stated that as part of the parking improvements needs on campus, numerous parking lot repairs were identified. The parking lot repairs were incorporated to this bid proposal to achieve savings by reducing mobilization and overhead expenses; for this reason, the proposal is divided in base bid, alternate one, and alternate two. Ms. Mendez reviewed with the committee the bid results. Ms. Mendez stated that funding for this project will come from the Capital Improvements project list included in fiscal year 2010 budget for Resaca Club parking and demolition. Ms. Mendez informed that after review of the bid proposals, the review committee recommends R&R Paving Co.

**A motion was made by Mr. Campirano to award a contract to R&R Paving Co. in the low bid amount of \$213,898.82 and to authorize the Associate Vice President for Facilities and Planning to execute the contract as presented. The motion was seconded by Ms. Breedlove and carried unanimously. Exhibit "C"**

### **Consideration and Possible Action on Budget Amendment for Fiscal Year 2010**

Mr. Campirano reported that the last item discussed was the Budget Amendments for Fiscal Year 2010. Dr. Moore reported that these budget amendments reflect transfer of funds necessary to fund for Board approved projects and that all projects remain within budgeted amounts. As expenses come in for the various projects, funds need to be moved from the General Fund to the Campus Facilities fund to accurately account for expenses in the current year. These Budget Amendments reflect adequate budget for expected expenses until the end of the fiscal year. Dr. Moore gave a brief explanation of each of the budget amendments.

**A motion was made by Mr. Campirano to approve budget amendment #10-005, #10-006, #10-007 and #10-008 for Fiscal Year 2010 as presented. The motion was seconded by Ms. Breedlove and carried unanimously. Exhibit "D"**

## 9. Audit Committee

### Report

Chairman Oliveira called on Mr. Gonzalez. He reported that the Audit Committee met on Tuesday, May 4, 2010, and discussed the following items:

#### **Consideration and Possible Action on Proposal for Annual Financial Audit**

Mr. Gonzalez reported that the first item discussed was on the selection of external auditors for FY 2010 Audit. Dr. Moore reported that the District received three proposals for the auditing services for the current fiscal year from Pattillo, Brown & Hill, LLP, Long Chilton, LLP and BKD CPA's & Advisors. Staff is recommending Pattillo, Brown & Hill, LLP as they are highly qualified, presented a thorough and comprehensive proposal and received the highest rating on the staff evaluation matrix. Dr. Moore reported that although the District has had a successful relationship with our current auditing firm, staff is recommending a change. Mr. Gonzalez thanked Long Chilton, LLP and Juan Mendoza for their service.

**A motion was made by Mr. Gonzalez to accept the proposal by Patillo, Brown & Hill, LLP to provide auditor services for Fiscal Year 2010 in the amount of \$30,000 with an option to extend each year for up to a maximum of four years as presented. The motion was seconded by Mr. Torres and carried unanimously. Exhibit "E"**

#### **Consideration and Possible Action on External auditor fees for Fiscal Year 2009 audit**

Mr. Gonzalez reported that the next item discussed was on Fees for the FY 2009 Audit. Dr. Moore stated that the District reported two additional grants, the Texas Workforce Commission Skills Development Grant and the U.S. Department of Commerce Economic Development Agency (EDA) Grant, in fiscal year 2009 which required additional compliance testing and review. Total fees stated in the contract are \$32,035, however, consideration of additional fees in the amount of \$6,200 for the audit and compliance testing of the additional grants has been requested. Staff is recommending payment for the additional services performed.

**A motion was made by Mr. Gonzalez to approve additional fees of \$6,200 for audit services performed for FY2009 audit as presented. The motion was seconded by Mr. Torres and carried unanimously. Exhibit "F"**

### **Consideration and Possible Action on Budget Amendment for Fiscal Year 2010**

Mr. Gonzalez reported that the next item discussed was on approval of budget amendment for FY 2010. The staff requests for budget amendment #10-004 to adjust expenditures in the General Fund. The budget amendment is necessary to cover expenditures through year end.

**A motion was made by Mr. Gonzalez to approve budget amendment # 10-004 for Fiscal Year 2010 as presented. The motion was seconded by Dr. Robles and carried unanimously. Exhibit "G"**

Mr. Gonzalez reported that the final item discussed was a report by Dr. Moore regarding change in management. Dr. Moore reported that the Office of Internal Audits will conduct an audit of Partnership Affairs since there has been a change of management. Internal Audits will review the internal controls over the Office of Partnership Affairs regarding the control environment, segregation of duties, approvals and authorizations, safeguarding assets, and monitoring, to provide reasonable assurance that existing internal controls in departments are adequate. Also, they will provide reference materials and guidance that will assist new administrators in developing an adequate system of internal controls in their departments.

#### **10. Contruction Report**

*Veronica Mendez, Associate Vice President for Facilities and Planning, reported the following:*

- Work continues at Oliveira Library. Upgrades to infrastructure of elevator, electrical panels. The A/C units are connected to the thermal plant. All parking spaces are open and landscape is complete.
- Work continues at the Recreation, Education and Kinesiology Center. She reported that the two additional racket ball courts will be complete at the end May 2010.
- Work at the Cavalry Building continues. There have been electrical upgrades and brick work.
- Work continues at Athletic Zone phase I. Construction is in progress. All the connections to the main water and sewer lines have been completed. The prep work for the field has begun.

- Work continues at Science and Technology Learning Center. Water proofing outside is being installed to prepare for installation of bricks. The roof is 50% complete. Completion will be in 2011.

## 11. President's Report

*Dr. García reported the following:*

- UTB/TSC held Commencement on May 15, 2010 and conferred almost 900 degrees and certificates. She also mentioned for Winter and Spring commencement there was a total of 2,100 degrees and certificates awarded. UTB/TSC commencement speaker Luis Ubinas, President of the Ford Foundation, was captivated by UTB/TSC graduates stories. Dr. David Prior, the UT System Executive Vice Chancellor for Academic Affairs, was also at commencement. She also stated that Ana Gaytan was awarded the first associate degree in the new Architecture program. She will be attending UTSA to pursue her bachelor's degree in architecture.
- UTB/TSC baseball team has had its best season since they joined the NAIA. At the Red River Athletic Conference Tournament, held in Fort Worth in May, UTB/TSC qualified for the NAIA National Baseball Championship Opening Round for the first time.
- UTB/TSC received the Red River Athletic Conference All-Sports Award in all five conference-sponsored sports that UTB/TSC participates in.

## 12. District Elections

### **Consideration and Possible Action on Canvassing the Results of the Texas Southmost College District Election**

Chairman Oliveira presented the election results for the TSC District Trustee election held on May 8, 2010. The results were read as follows: Place 3: Robert Lopez, 2,979; Robert A. Lozano, 3,029. Place 4: Eduardo Roberto Rodriguez, 2,605; Trey Mendez, 3,571. Place 5: Francisco "Kiko" Rendon, 2,567; Rene Coronado, 1,013; and Rosemary Breedlove, 2,686.

Mr. Oliveira announced that Francisco "Kiko" Rendon and Rosemary Breedlove must engage in a run-off election for Place 5. Dr. Robert A. Lozano was duly elected to Place 3, and Trey Mendez was duly elected to Place 4 by receiving the majority of the votes cast for all candidates for those positions. Mr. Oliveira entertained a motion to accept the results of the Texas Southmost College District Election.

**A motion was made by Mr. Gonzalez to accept the results of the Texas Southmost College District Election as presented. The motion was seconded by Mr. Torres and carried unanimously. Exhibit "H"**

**Consideration and Possible Action on  
Order Declaring Results of the Texas Southmost  
College District Election**

On May 8, 2010, an election was held for Place 3, 4 and 5 on the TSC Board of Trustees ballot. Mr. Oliveira read the Order Declaring Results of Texas Southmost College District Election.

**A motion was made by Mr. Campirano to adopt the Order Declaring Results of the Election as presented. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "I"**

**Consideration and Possible Action on  
Notice and Order of the Runoff Election of the Texas Southmost  
College Board of Trustees, Place 5**

Dr. Wayne Moore reported that the Runoff Election for Texas Southmost College District Trustees, Place 5 will be held on Saturday, June 12, 2010. Early voting will be held on June 1, 2, 3, 4, 5, 7, and 8<sup>th</sup>. Dr. Moore addressed the Board recommending some changes to the Notice and Order for the Runoff Election. He stated that the Los Fresnos Community Center currently has a conflict for Saturday, June 5, 2010 for early voting. Staff is recommending that location be moved next door to the Los Fresnos City Hall for that day only. He also stated that there was a conflict at the Brownsville Navigation District Office and is recommending that location be removed from the Notice and Order. Finally, Dr. Moore recommended an additional location, South Padre Island City Hall, for early voting. The voting times will remain the same as in the Regular election.

**A motion was made by Mr. Gonzalez to approve Notice and Order of the Runoff Election of the Texas Southmost College Board of Trustees, Place 5 as presented. The motion was seconded by Dr. Robles and carried unanimously. Exhibit "J"**

### **Consideration and Possible Action on Set Date and Time for the Drawing for Place on Ballot**

Dr. Moore reported that the Drawing for Place on Ballot has been scheduled as soon as possible, tomorrow, May 18, 2010 at 5:30 p.m. in the Gorgas Tower.

**A motion was made by Mr. Torres to hold drawing for a place on the Texas Southmost College District Ballot on May 18, 2010, at 5:30 p.m., in the Gorgas Tower, as presented. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "K"**

### **13. Recognition of Board Members**

Chairman Oliveira called on Dr. Juliet Garcia to introduce the videos honoring the outgoing Trustees, Eduardo Campirano and Chester Gonzalez. After the video, the Board gave thanks to Mr. Campirano for his eleven years of service to the Board. Mr. Gonzalez was honored with thanks from his fellow Trustees for his nineteen years of Service to the Board and six years having served as Chairman. Mr. Campirano and Mr. Gonzalez were both presented with gifts.

### **14. Proposed Meeting Dates**

**Wednesday, June 23, 2010**  
**Thursday, August 26, 2010**  
**Thursday, September 16, 2010**  
**Thursday, October 21, 2010**  
**Thursday, November 18, 2010**  
**Thursday, December 16, 2010**

Chairman Oliveira announced a short Recess to reconvene in The Arts Center Auditorium to Administer the Oath of Office for our newly elected Trustees.

**The Board Adjourned at 6:49 p.m.**

**The Board reconvened at The Arts Center for Regular Session at 7:01 p.m.**

### **15. Administration the Oath of Office to Elected Members**

Chairman Oliveira announced the swearing in of two new members of the Board of Trustees of the Texas Southmost College District, Dr. Robert Lozano, Place 3, and Trey Mendez, Place 4.

Dr. Lozano was sworn into office by The Honorable Felix Recio, United States Federal Magistrate Judge. Mr. Mendez was sworn into office by the Honorable David Sanchez, Judge of the 444th District Court. A reception at the Mary Elizabeth Holdsworth Butt Lobby, at the Arts Center, followed the ceremony.

The Certificate of Election was signed and presented to Dr. Robert Lozano and Trey Mendez.

## **Adjournment**

The meeting was adjourned by Chairman Oliveira at 7:15 p.m.

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Mr. David G. Oliveira  
Chairman, Board of Trustees

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Roberto Robles, M.D.  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on May 17, 2010, 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 Secretary. 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.

## **Texas Southmost College District**

### **Minutes of the Emergency Meeting of the Board of Trustees**

June 1, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on June 1, 2010, at 5:30 p.m., in the Board Room of Gorgas Hall at The University of Texas at Brownsville and Texas Southmost College. Board members present were David Oliveira, Chair; Dr. Roberto Robles, Secretary; Rosemary Breedlove; Adela G. Garza; Dr. Robert Lozano; and Trey Mendez. Also present was Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College. Board member René Torres was absent.

#### **Call to Order**

The meeting was called to order by Chairman Oliveira at 5:33 p.m.

#### **1. District Election**

##### **Consideration and Possible Action on Amended Notice and Order of Runoff Election for Texas Southmost College District Board of Trustees, Place 5**

Chairman Oliveira reported that when this Notice and Order was first approved by the Board in May, it reflected the state election code which states that City's must have two twelve hour days during the early voting time period. However, since we are conducting a run-off election and we no longer have a City participating in the runoff, the times were not changed. In the interest of fairness, and to ensure that all early voting locations contain an equal number of hours, staff is recommending to amend the Notice and Order. Dr. Moore informed the board that the recommended changes include changing the times from 8:30 a.m.



to 5:30 p.m. to 7:00 a.m. to 7:00 p.m. on Monday, June 7<sup>th</sup> and Tuesday, June 8<sup>th</sup>. On Saturday, June 5<sup>th</sup>, the time will change to 11:00 a.m. – 5:00 p.m. for the following locations: Cameron County Elections Department, Christ the King Church, Brownsville Public Library, UTB/TSC, South Padre Island City Hall, and the Hon. Benny Ochoa III Annex Building.

The Los Fresnos early voting site hours would remain the same as originally listed in the Notice and Order. These changes provide an equal number of voting hours, including two twelve hour voting days, for every site including Los Fresnos. It also provides a time frame giving 66 hours for each of the early voting sites.

**A motion was made by Dr. Robles to amend Notice and Order of the Runoff Election to increase voting time which provides all early voting locations an equal number of hours of early voting as presented. The motion was seconded by Mr. Mendez and carried. Mrs. Breedlove abstained from discussion and vote on this item. Exhibit "A"**

### **Adjournment**

The meeting was adjourned by Chairman Oliveira at 5:41 p.m.

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Mr. David G. Oliveira  
Chairman, Board of Trustees

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Roberto Robles, M.D.  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on June 1, 2010, 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 Secretary. 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.



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Office for Facilities and Planning	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on approval of a contract with Design Build Solutions, Inc. TXMAS-4-56060-1 for the Fort Brown Memorial Center Auditorium gutter replacement	
<b>Rationale/Background:</b> Due to the existing deteriorating conditions of the Fort Brown Memorial Center Auditorium roof, a full inspection was conducted to identify potential maintenance items. It was discovered that several roof repairs services were required to comply with the existing campus building roof requirements. In January 2009, the TSC Board of Trustees awarded a contract to Design-Build Solutions, Inc. a Garland Company for the first phase of the project that included the removal of damage deck and replacement of existing roof in the amount of \$402,842.60. At the request of the Office for Facilities and Planning Design Build Solutions provided a proposal to remove and replace 1,200 lineal feet of gutters and to install four large and twenty three small downspouts on the roof deck of the Auditorium. The attached proposal in the amount of \$ 36,887.00 includes all materials and labor for the construction of the above referenced items. The proposal was evaluated by Mr. Abraham Hernandez, Physical Plant Director and Mr. Daniel Zuniga, Physical Plant Carpenter Foreman and is recommended for approval.	
<b>Recommended Action:</b> A motion to award the contract to Design-Build Solutions, Inc. in the amount of \$36,887.00 and to authorize the Associate Vice President for Facilities and Planning to execute the contract.	
<b>Fiscal Implications:</b> Capital Improvements Funds	Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
<b>Attachments (List):</b> 1. Recommendation Letter 2. Proposal	

<b>FOR OFFICE USE ONLY:</b> <b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____ <b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____
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Physical Plant

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE**

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-5900 • Fax (956) 882-5922

**To: Ms. Veronica Mendez  
Associate Vice President for Facilities and Planning**

**From: Mr. Oscar Guerra  
Physical Plant Superintendent**

**Date: June 16, 2010**

**Subject: Fort Brown Memorial Center Roof Gutter Replacement**

A package with a detailed scope of work of roof repair services for the Fort Brown Memorial Center Auditorium was prepared by Physical Plant staff. The package called for a list of general requirements and specifications.

Physical Plant department solicited a proposal from Design-Build Solutions, Inc. a Garland Company in accordance to the TIPS Contract procedures and requirements to remove and replace roof gutters. A proposal from this company was received on May 13, 2010.

The proposal has been carefully reviewed and evaluated by Mr. Abraham Hernandez, Physical Plant Director, Mr. Daniel Zuñiga, Physical Plant Carpenter Foreman and myself. We have checked inclusion of all equipment, scope of work and requested material. Based on this evaluation, we determined that Design-Build Solutions, Inc. is a qualified respondent to this proposal due to cost and experience.

Please accept this letter of recommendation to award the proposal to remove and replace roof gutters at the Fort Brown Memorial Center Auditorium to Design-Build Solutions, Inc. in the amount of \$36,887. Funding for this project is from Campus Improvements Funds.



Design-Build Solutions, Inc.  
3800 East 91<sup>st</sup> Street  
Cleveland, OH 44105  
Phone: (800) 762-8225  
Fax: (216) 883-2055



**ROOFING MATERIAL AND SERVICES PROPOSAL**

**ROOF REPLACEMENT  
TEXAS SOUTHMOST COLLEGE  
Fort Brown Auditorium Gutter Replacement  
Proposal Date: May 13, 2010 Proposal #: TXM-TX-2010-074**

Purchase Request / Delivery Order Language:  
The Garland Company, Inc. (dba) Design-Build Solutions, Inc \* TXMAS-4-56060-1

THE FOLLOWING PROPOSAL (S) ARE SUBMITTED IN ACCORDANCE TO THE ACCOMPANYING PROJECT DOCUMENTS INCLUDING BUT NOT LIMITED TO; DETAILS AND DRAWINGS, PROJECT MANUAL AND SYSTEM SPECIFICATIONS, SCOPE OF WORK.

**Scope of Work**

1. Remove and Replace 1,200 lineal feet of gutters.
2. Install four (4) large downspouts.
3. Install twenty-three (23) small downspouts.
4. All work is with new .032 pre-finished aluminum. (color to be selected by owner)
5. Clean up working area.

Total Price \$36,887.00

All work to be completed within 90 days from notice to proceed in the form of a signed purchase order referencing the TXMAS Schedule # TXMAS-4-56030. If you have any questions or concerns, please call me at the office or on my mobile phone, (304) 549-3344.

Accepted by:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

***Pricing is valid for sixty days (60) from the date of this proposal.***



**Design-Build Solutions, Inc.**  
**3800 East 91<sup>st</sup> Street**  
**Cleveland, OH 44105**  
**Phone: (800) 762-8225**  
**Fax: (216) 883-2055**



Communication relating to this proposal may be directed to:

Ron Neely  
Rt 1 box 161 p  
Given WV 25245  
304-549-3344  
304-372-5149 fax  
[rneely@garlandind.com](mailto:rneely@garlandind.com)  
**END OF PROPOSAL**



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Office for Facilities and Planning	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on approval of a contract with Clean Air Solutions Companies TIPS 08032609 for the South Padre Island Campus Fire Suppression System.	
<b>Rationale/Background:</b> As part of a request issued by the UTB/TSC Biology Department to renovate the student dormitories at the South Padre Island Campus facility to upgrade classrooms, labs and all areas for dormitories became imperative that the facility be brought up to date with all City, Safety and Health department requirements. One of the requirements by the State of Texas is the installation and operation of a Fire Suppression system. The office for Facilities and Planning requested a proposal that included the work described. A proposal was received on June 8, 2010 from Clean Air Solution Companies to install the Fire Sprinkler System in the entire building. At the request of the Office for Facilities and Planning Clean Air Solution Companies provided a proposal to install the Fire Sprinkler System for the facility. The attached proposal in the amount of \$ 77,750.00 includes all materials and labor for the construction of the above referenced items. The proposal was evaluated by Mr. Abraham Hernandez, Physical Plant Director and Mr. Juan Jose Avalos, Physical Plant Special Projects Coordinator and is recommended for approval.	
<b>Recommended Action:</b> A motion to award the contract to Clean Air Solution Companies in the amount of \$77,750.00 and to authorize the Associate Vice President for Facilities and Planning to execute the contract.	
<b>Fiscal Implications:</b> Capital Improvements Funds	Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
<b>Attachments (List):</b> 1. Recommendation Letter 2. Proposal	

<b>FOR OFFICE USE ONLY:</b> <b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____ <b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____
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Physical Plant

**THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE**

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-5900 • Fax (956) 882-5922

**To: Ms. Veronica Mendez  
Associate Vice President for Facilities and Planning**

**From: Mr. Juan Jose Avalos  
Physical Plant Special Projects Coordinator**

*J. Avalos*  
6/16/10

**Date: June 16, 2010**

**Subject: South Padre Island Campus Fire Suppression System**

A package with a detailed scope of work for a new complete fire sprinkler system at South Padre Island Building was prepared by Physical Plant staff. The package called for a list of general requirements and specifications.

Physical Plant department solicited a proposal from Clean Air Solutions Company in accordance to the TIPS Contract procedures and requirements to design and install a new Fire Sprinkler System. A proposal from this company was received on June 8, 2010.

The proposal has been carefully reviewed and evaluated by Mr. Abraham Hernandez, Physical Plant Director and myself. We have checked inclusion of all equipment, scope of work and requested material for a turn-key project. Based on this evaluation, we determined that Clean Air Solution Company is a qualified respondent to this proposal due to cost and past performance experience.

Please accept this letter of recommendation to award the proposal to design and install Fire Sprinkler System at South Padre Island Building in the amount of \$77,750. Funding for this project is from Campus Improvements Funds.

June 8, 2010



Juan Jose Avalos  
UTB/TSC  
80 Fort Brown  
Brownsville, Texas 78520

email: [juan.avalos@utb.edu](mailto:juan.avalos@utb.edu)

RE: **Fire Sprinkler**  
CAS quote # 2010-230-06

CAS Companies is pleased to submit this proposal for your review and acceptance to provide materials and labor located at SPI Campus.

CAS Companies is an approved contractor through **The Interlocal Purchasing System (TIPS)** contract #08032609 whom UTB/TSC would contract with to perform the work described in the scope of work below.

This bid and detailed services are being offered through the Texas Education Code 8.002 Services granted under the Texas Government Code 791.001 et seq as amended. By utilizing the TIPS program, UTB/TSC will automatically be dealing with a Qualified, Professional Contractor that meets the strict requirements. This results in savings to UTB/TSC by reducing the time and expense for the bid process and will allow the work to be performed in a more timely manner.

**Scope of Work**

**Include all labor and material ( pendant sidewalls and sprinkler heads ), design, equipment and permits needed to install a wet fire sprinkler system as required by the City of South Padre Island Fire Department & The National Fire Protection Association (NFPA 13). Contract will include 70 ft. of underground pipe and trenching through property up to the 70 feet to outside North wall, CAS will construct a BFP Shed on north wall. CAS will repair/or replace any damage sheetrock caused in the installation process work. System will provide existing fire system to interlock with sprinkler system, backflow preventer, and if necessary a pressure stabilizing pump, to manage pressure.**

**Exclusions**

1. Any work outside the scope of work as defined herein;
2. Boring under street if needed;
3. Painting and prepping if pipe (all pipe will be CPVC and orange in color);
4. Adequate Water Supply that come from city;
5. Freeze/Insulation Protection;
6. Fire alarm work and/ or Fire extinguishers;
7. Electrical work or wiring' and
8. Overtime and /or Holiday Working Days
9. Any unforeseen while any work/or trenching is being done below grade;

**Note:**

1. This project is a turnkey project everything has been included to complete this project from starting design, installation of sprinkler system with everything necessary to make it function able to the finish work at completion of project.
2. CAS will need to coordinate with owner on working days and or hour availability.

**Bid Amount ..... \$77,750.00**

5402 S. Expressway 83  
Harlingen, Texas 78552  
Phone: 956.216.8200  
Fax: 956.216.8069

111 Brand Lane  
Stafford, Texas 77477  
Phone: 281.499.4747  
Fax: 281.499.6655



We appreciate the opportunity to provide pricing as outlined above and look forward to your favorable response. If you should have any questions or require additional information please do not hesitate to contact me at your convenience.

Best regards,

*Fred Lorenz*

**Acceptance:** \_\_\_\_\_

To schedule work, please sign and return to our office via fax (956) 216-8069.

Customer authorizes performance of the above-referenced work and agrees to pay for services and/or any additional services authorized and agreed upon by client. In the event any charges are not paid upon completion of services and if Clean Air Solutions is required to refer the debt to an attorney for collection or other legal action, the Customer expressly agrees to pay all costs of such referral and/or collection, including attorney fees and court costs. Interest on open balance is billed at 6% per month or the maximum lawful interest rate.

**In acceptance of this proposal submitted, please fax a copy of the Purchase Order to:**

**The Interlocal Purchasing System – (TIPS)**  
**Temp Trades, Labor and Materials**  
**Contract #08032609**  
**Attention – Kim Thompson**  
**866-839-8477 Phone**  
**866-839-8472 Fax**

**Item will be forwarded early  
next week.**

**Early College  
High School**

# Academic Affairs & Research Partnership Committee Meeting

May 19, 2010

## **MOTIONS FOR THE TSC BOARD MEETING June 23, 2010**

The Academic Affairs Partnership Committee met on May 19, 2010. Members present were myself, Ms. Adela Garza, co-Chair, Dr. Luis Colom, co-Chair, Ms. Sylvia Perez, Community Member, and Dr. Bobbette Morgan, Academic Senate President.

Informational items discussed included:

- Reports on new and proposed undergraduate and graduate programs undergoing review by the Coordinating Board and UT System as well as those seeking final approval. New programs include the bachelor of Multidisciplinary Studies and the master of arts in Psychology. Proposed programs are a certificate in Border and Transnational Studies and master of arts in Spanish Translation and Interpreting.
- Reports were presented on Rio Grande Valley initiatives in health professional education, energy and the environment, STEM education and manufacturing.
- Report on the off campus university was presented.
- Report on recent grant activities showing that the university was awarded 47 grants totaling \$22 million were awarded last year.
- Report on Math and Science graduates and MSA Scorpion scholarship awards was presented.

The AARPC discussed several curriculum changes that require the Board approval.

A summary report on proposed revisions, new programs, and consolidated and closed programs can be found in your binders.

***[after Dr. Dameron's presentation, ask for the following motion:]***

<p><b><i>The Committee recommends and I move to approve the curriculum changes as presented and direct the Vice President for Academic Affairs to forward it to the Texas Higher Education Coordinating Board for approval.</i></b></p>
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# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Academic Affairs & Research Partnership Committee	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on: Approval of New Academic Programs & Consolidated and Closed Programs	
<b>Rationale/Background:</b> The Academic Affairs & Research Partnership Committee (AARPC) met on May 10, 2010. Among other items, the AARPC discussed the following new, consolidated and closed programs: <ul style="list-style-type: none"><li>• <b>New programs</b><ul style="list-style-type: none"><li>○ Certificate of Proficiency in Microsoft Certified Application Specialist</li><li>○ Certificate of Proficiency in Administrative Management</li><li>○ Associate of Applied Science in Business Management and Technology</li><li>○ Associate of Science in Science</li></ul></li><li>• <b>Consolidated and closed programs</b><ul style="list-style-type: none"><li>○ Associate of Applied Science in Accounting Technology</li><li>○ Associate of Applied Science in Administrative Systems Support</li><li>○ Associate of Applied Science in Legal Office Administration</li><li>○ Certificate of Proficiency in International Business</li><li>○ Associate of Applied Science in International Business</li></ul></li></ul> <p>These programs have been approved by the appropriate Department, School/College, and University curriculum committees. The AARPC recommended that these programs be forwarded to the TSC Board for approval.</p>	
<b>Recommended Action:</b> Motion to approve the new, consolidated and closed programs as presented and direct the Vice President for Academic Affairs to forward them to the Texas Higher Education Coordinating Board for approval.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
<b>Attachments (List):</b>	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

## Summary of Action Items

Program Name	Action	Description of change
<i>Department of Applied Business Technology College of Applied Technology and General Studies</i>		
Certificate of Proficiency in Accounting Technology	Revision	<p>Reduces the hours required to 18-19 to better serve three populations not currently being served by our 30-35 hour certificates:</p> <ul style="list-style-type: none"> <li>• returning baccalaureate students who are looking for employable skills;</li> <li>• current baccalaureate students who wish to fulfill elective requirements with a concentrated certificate of marketable skills;</li> <li>• community members who wish to advance in their own organizations by pursuing a concentrated certificate in a discipline.</li> </ul> <p>According to the Guidelines for Instructional Programs in Workforce Education (GIPWE), a level one certificate should constitute a building block approach toward the AAS with the majority of course credits being drawn from a focused technical specialty. A level one certificate must consist of at least 15 but not more than 42 SCH.</p>
Certificate of Proficiency in Medical Coding and Billing	Revision	
Certificate of Proficiency in Legal Assisting	Revision	
Certificate of Proficiency in Microsoft Certified Application Specialist (MCAS)	New	Bundles all of the software offerings into a single certificate thus allowing students to be eligible to earn a level one certificate from UTB/TSC and a MCAS certificate from Microsoft; this capstone requirement is considered "best practice" for workforce certificates.
Certificate of Proficiency in Administrative Management	New	Bundles all of the management offerings into a single certificate.
Associate of Applied Science (AAS) in Business Management and Technology	New	Streamlines program offerings by reducing confusion for students, providing for multiple entry and exit points, strengthening the capstone experiences for students, and consolidating declaration and graduation numbers (see attached). The program format was enthusiastically received by the THECB visiting team and was praised for its flexibility. The student who completes the degree will earn 15 hours of general education credit, two certificates of proficiency, and one AAS degree.
AAS in Accounting Technology	Closure	Replaces existing program with the AAS in Business Management and Technology giving the student the option

		to earn a certificate in Accounting Technology
AAS in Administrative Systems Support	Closure	Replaces existing program with the AAS in Business Management and Technology giving the student the option to earn a certificate in Administrative Management
AAS in Legal Office Administration	Closure	Replaces existing program with two options: the AAS in Business Management and Technology giving the student the option to earn a certificate in Legal Assisting or the existing AAS in Paralegal Studies giving the student the option to earn a certificate in Legal Assisting.
Certificate of Proficiency in International Business	Closure	Provides a three-year period to phase out this program due to low enrollment.
AAS in International Business	Closure	Provides a three-year period to phase out this program due to low enrollment.

*College of Science, Math, and Technology*

Associate of Science in Science	New	<p>Creates a degree that will fully articulate with any one of the Bachelor of Science degrees already offered by UTB/TSC. The advantages to implementing this program are as follows:</p> <ul style="list-style-type: none"> <li>• This program is designed as a “feeder” program to the already existing bachelor’s degrees. Therefore, facilities, courses, faculty, and advisors are already in place.</li> <li>• Students pursuing science degrees who stop out will now have the opportunity to earn an associate’s degree which will improve their job opportunities and will facilitate their return to this institution or their transfer to another institution.</li> <li>• This degree would be fully transferable to other institutions in the state of Texas should a student decide to pursue their bachelor’s degree elsewhere.</li> <li>• This degree will address the issue of time to graduation for science majors by offering a required course sequence.</li> </ul>
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**NEW Certificate of Border and Transnational Studies:**

Create a new upper-division certificate in Border and Transnational Studies. The proposed certificate is designed for students pursuing undergraduate and graduate degrees in fields where knowledge of the border is desirable, including business, political science, criminal justice/law enforcement, education, health, environmental studies, social work, and public administration. Students completing the

certificate program will possess useful knowledge concerning the history and context of many border problems as well as knowledge of the institutional means for dealing with them. The program seeks to develop practical knowledge of the workings of cross-border interactions, as well as strategies that can be used to expand knowledge and opportunity, human dignity, the convening of cultures and respect for the environment.

The United States-Mexico Border and Transnational Studies certificate program is an interdisciplinary program integrating border studies courses from academic units throughout the campus. The objective of the program is to train students from diverse academic backgrounds within a multidisciplinary border studies curriculum.

# Earn an AAS in Business Management and Technology

## Follow these steps:

**Step 1:** Pick one 18-hour certificate in a specialty area. **Step 2:** Complete 12 hours of Applied Business core courses, 18 hours of Microsoft Certified Application Specialist certificate courses, and 15 hours of General Education courses. **Result:** Completion of the Business Management and Technology Associate of Applied Science degree and **two** certificates of proficiency.

ACCOUNTING TECHNOLOGY CERTIFICATE		
ACNT	1303	Introduction to Accounting I
ACNT	1304	Introduction to Accounting II
ACNT	1329	Payroll
ACNT	1311	Introduction to Computerized Accounting
ACNT	1331	Federal Income Tax
ACNT	1191	Special Topics in Accounting
ACNT	1313	Computerized Accounting Applications

  

ADMINISTRATIVE MANAGEMENT CERTIFICATE		
BMGT	1301	Supervision <u>OR</u>
HRPO	1311	Human Relations
HRPO	2301	Human Resource Management
MRKG	1311	Principles of Marketing
POFT	1319	Records Management
ACNT	1303	Introduction to Accounting I
BMGT	1325	Office Management

  

LEGAL ASSISTING CERTIFICATE		
LGLA	1355	Family Law
LGLA	1359	Immigration Law
LGLA	1307	Intro to Law and Legal Profession
LGLA	1353	Wills, Trust & Probate Administration
BUSI	2301	Business Law
LGLA	1345	Civil Litigation

  

MEDICAL CODING AND BILLING CERTIFICATE		
HITT	1305	Medical Terminology
POFM	1300	Medical Coding
POFM	1309	Medical Office Procedures
MDCA	1343	Medical Insurance
POFM	2310	Intermediate Medical Coding
HITT	1301	Health Data Content

  

Business Management and Technology AAS			
Certificate of Proficiency in Specialty Area			18
			<hr/> 18 hrs
<b>APPLIED BUSINESS CORE</b>			
BUSI	2304	Business Report Writing and Correspondence	3
HRPO	1311	Human Relations <u>OR</u>	3
BMGT	1301	Supervision	3
POFT	1325	Business Math & Business Applications	3
XXXX	2380	Co-Op	3
			<hr/> 12 hrs
<b>*MICROSOFT CERTIFIED APPLICATION SPECIALIST CERTIFICATE</b>			
BCIS	1305	Introduction to Computer Applications	3
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
POFI	2331	Desktop Publishing	3
ITSW	1307	Introduction to Database/SharePoint	3
POFT	1310	PowerPoint	3
			<hr/> 18 hrs
<b>GENERAL EDUCATION</b>			
MATH	1314	<u>OR</u> MATH 2332	3
ENGL	1301	Composition I	3
SPCH	1315	Applied Communication	3
			3
			3
			<hr/> 15 hrs
<b>TOTAL CREDIT HOURS</b>			<b>64-65</b>

*\*The Microsoft Certified Application Specialist is an embedded component of the Business Management and Technology Associate of Applied Science degree and grants a separate Certificate of Proficiency.*





# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Office of the Provost	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on the First Reading Board Policy Facility Use VII.G Tobacco Free Campus.	
<b>Rationale/Background:</b> <p>In an ongoing effort to promote a healthier academic setting for our community, The University of Texas at Brownsville and Texas Southmost College proposes to adopt a tobacco-free campus policy effective September 1, 2010. The policy addresses The University of Texas System Board of Regents' Resolution Regarding Tobacco-Related Health Concerns. The moral enforcement of this policy will ensure a healthier environment for our student, faculty, staff, and visitors of our campus.</p>	
<b>Recommended Action:</b> No action required. Item will be presented for second reading and approval at the August 2010 Board meeting.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
<b>Attachments (List):</b> -Draft Policy -Communication Plan -Proposed Logo	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

**TEXAS SOUTHMOST COLLEGE  
POLICY STATEMENT**

TITLE	Facility Use Tobacco Free Campus	NUMBER VII.G
AUTHORITY	Texas Southmost College District Board of Trustees	PAGE 1 of 1

APPROVED BY BOARD OF TRUSTEES: \_\_\_\_\_

LAST AMENDED BY BOARD: \_\_\_\_\_

POLICY:

**A. Purpose**

The purpose of this policy is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campuses of The University of Texas at Brownsville and Texas Southmost College.

**B. Definition**

Campuses are defined as all interior space on UTB/TSC campuses, all outside property or grounds of UTB/TSC campuses including partially enclosed areas such as walkways, breezeways and bus shelters. This includes UTB/TSC owned vehicles and all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.

**C. Policy**

- a. Tobacco use will not be permitted in any facility of The University of Texas at Brownsville, effective September 2010, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff, and visitors are prohibited on all UTB/TSC properties.
- b. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited all times.
- c. The campus-controlled advertising, sale or free sampling of tobacco products on campus is prohibited.
- d. Littering the campus with remains of tobacco products or any other disposable product is prohibited.
- e. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using UTB/TSC facilities will be required to abide by the tobacco-free policy and procedures. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- f. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

**D. Enforcement**

Adherence to the policy cited above is the responsibility of all UTB/TSC students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance.

**E. Review**

This policy shall be reviewed every five years by the Texas Southmost College District Board of Trustees.

TEXAS SOUTHMOST COLLEGE	BOARD OF TRUSTEES
_____	_____
UTB/TSC PRESIDENT	CHAIR
DATE	DATE
	_____
	SECRETARY
	DATE

# UTB/TSC Tobacco-free Campus

Publicity Plan

4-28-10

In an on-going effort to promote a healthy academic setting for our community, The University of Texas at Brownsville and Texas Southmost College proposes to adopt a tobacco-free campus policy effective September 1, 2010. The policy complies with The University of Texas System Board of Regents' Resolution Regarding Tobacco-Related Health Concerns of June 6, 1991. The moral enforcement of this policy will ensure a healthier environment for our student, faculty, staff, and visitors of our campus.

## Publicity Plan:

- 1) Development of campaign graphic for Tobacco-free Campus for inclusion on publicity
- 2) Incorporate Tobacco-free campus announcement in Welcome Week information and Student Handbook.
- 3) Development of web page explaining Tobacco-free initiative linked from News Today including:
  - a. Background information on UT System Policy.
  - b. UTB/TSC background work with Academic Senate (still waiting input from Staff Senate and Student Government Association)
  - c. Open Letter from Dr. Garcia on initiative
  - d. E-Mail letter from Student Health Services on benefits of going tobacco-free sent to campus community.
- 4) Open Letter from Dr. Garcia sent out to campus community convocation week.
- 5) Announcement of policy by Dr. Garcia in Convocation speech.
- 6) E-mail letter from Student Health Services regarding benefits of going tobacco-free sent to campus community first week of classes.
- 7) News Release for website sent convocation week following open letter.
- 8) PSA promoting Tobacco-free campus on STING Radio.
- 9) Scorpion Slides promoting Tobacco-free Campus on LCD monitors throughout campus.
- 10) Pitch story of Tobacco-free campus to The Collegian.



**TOBACCO FREE CAMPUS**



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> TSC District Office	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on Canvassing the results of the Texas Southmost College District Runoff Election.	
<b>Rationale/Background:</b> On June 12, 2010 a runoff election was held for place 5 on the TSC Board of Trustees. The unofficial Canvass of that election is in your packet.	
<b>Recommended Action:</b> Motion to approve the Canvassing the results of the Texas Southmost College District Runoff Election.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
<b>Attachments (list):</b> -Results for Canvassing	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____

Place 5 SOUTHMOST COLLEGE

	R V	T P	F " R	R B
	E O	U E	r K e	o r
	G T	R R	a i n	s e
	I E	N C	n k d	e e
	S R	O E	c o o	m d
	T S	U N	i " n	a l
	E	T T	s	r o
	R	A	c	y v
	E	G	o	e
	D	E	(NON)	(NON)
38 PRECINCTS				
0001 1 & 83	3003	222	7.39	152 69
0002 Part 2 & 2A	783	8	1.02	4 4
0003 3, Part 50, 65, 66	8079	380	4.70	109 271
0004 Part 4	2632	156	5.93	70 86
0005 5	1869	41	2.19	31 10
0006 6	1660	25	1.51	16 7
0007 7 & 9	2372	70	2.95	52 17
0008 8	1219	22	1.80	20 2
0009 10, 69	4434	70	1.58	39 30
0010 11	2146	57	2.66	42 15
0011 12	1556	105	6.75	66 39
0012 13	1406	38	2.70	24 13
0013 14 & 82	4409	44	1.00	32 12
0014 15	2092	137	6.55	90 47
0015 Part 16 & Part 17	931	19	2.04	12 7
0016 37	1923	35	1.82	25 10
0017 38	1265	218	17.23	93 125
0018 45	2108	26	1.23	23 3
0019 46	2852	94	3.30	62 32
0020 47, 49	2878	173	6.01	120 53
0021 48	5109	184	3.60	115 69
0022 52	2151	158	7.35	30 128
0023 53	2216	26	1.17	18 8
0024 54	5729	227	3.96	146 79
0025 59	729	40	5.49	27 13
0026 60	2235	40	1.79	24 16
0027 61,72	5640	228	4.04	124 104
0028 62 & 62A	2837	85	3.00	47 38
0029 63	1792	97	5.41	51 46
0030 67	2128	78	3.67	36 42
0031 68 & 86	4226	84	1.99	58 26
0032 70	1409	22	1.56	17 5
0033 71	3489	28	.80	19 9
0034 73	3441	157	4.56	120 36
0035 74	3020	115	3.81	93 22
0036 75	1256	4	.32	3 1
0037 76	1984	144	7.26	88 56
0038 77	4086	28	.69	24 4
GRAND TOTALS	103094	3685	3.57	2122 1554



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> TSC District Office	<b>Board Meeting Date:</b> June 23, 2010
<b>Agenda Item:</b> Consideration and possible action on Order Declaring results of the Texas Southmost College District Runoff Election.	
<b>Rationale/Background:</b> On June 12, 2010 a Runoff Election was held for place 5 on the TSC Board of Trustees. The Order Declaring the results of the Runoff Election is in your packet.	
<b>Recommended Action:</b> Motion to approve the Order Declaring Results of the Texas Southmost College District Runoff Election.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If no, explain:	
<b>Attachments (list):</b> - Order Declaring Results of Texas Southmost College District Runoff Election	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____



**ORDER DECLARING RESULTS  
OF TEXAS SOUTHMOST COLLEGE DISTRICT ELECTION**

**THE STATE OF TEXAS           §**

**COUNTY OF CAMERON       §**

On this the 23<sup>rd</sup> day of June, 2010, the Board of Trustees of Texas Southmost College District convened in regular session open to the public, with the following members to wit:

David Oliveira, Chair  
Dr. Roberto Robles, Secretary

René Torres  
Trey Mendez  
Dr. Robert Lozano

constituting a quorum and the following absent: Adela G. Garza and Rosemary Breedlove; among other proceedings had by said Board of Trustees was the following:

There came on to be considered the returns of an election held on the 12<sup>th</sup> day of June, 2010, for the purpose of electing one member to the Board of Trustees and said returns of said election having been duly canvassed by the Board of Trustees and each of the candidate in said election received the following votes to wit:

<b>NAME OF CANDIDATE</b>	<b>TOTAL VOTES RECORDED</b>	<b>PLACE</b>
<b>Francisco Kiko Rendon</b>	<b>2,122</b>	<b>5</b>
<b>Rosemary Breedlove</b>	<b>1,554</b>	<b>5</b>

*It Is, Therefore, Found and Declared and So Ordered* by the Board of Trustees of Texas Southmost College District that the above Trustee Election was duly called, that notice of said election was duly posted and that said election was held in accordance with law; that at said election **Francisco “Kiko” Rendon, Place 5** was duly elected to the Board of Trustees of said Texas Southmost College District subject to taking her oath.

*Passed, Approved And Adopted this 23<sup>rd</sup> day of June, 2010.*

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David G. Oliveira  
Chair, Board of Trustees  
Texas Southmost College District

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Roberto Robles, M.D.  
Secretary, Board of Trustees  
Texas Southmost College District