



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

Board of Trustees

*Francisco G. Rendon*

*Chair*

*Roberto Robles, M.D.*

*Vice Chair*

*Adela G. Garza*

*Secretary*

*Trey Mendez*

*Robert A. Lozano, M.D., Ph.D*

*David G. Oliveira*

*René Torres*

UTB/TSC President

*Juliet V. Garcia, Ph.D*

Official Notice of the

**Texas Southmost College District  
Regular Meeting**

**for  
October 21, 2010**

Posted

October 15, 2010

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS  
On: Oct 15, 2010 at 04:11P

Joe G. Rivas  
County Clerk  
By  
Adela G. Garza, Deputy  
Cameron County

The Board of Trustees of the Texas Southmost College District will convene **Thursday, October 21, 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**

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

**3 Board Briefing**

**Campus Security and Safety**

Ben Reyna, Special Assistant to the  
Provost for Federal Relations and  
Rosemary Martinez, Vice President for  
Business Affairs

**4 Approval of Minutes of  
Previous Meeting**

Consideration and possible action on:

**Special Meeting, September 21, 2010  
Regular Meeting, September 23, 2010**

**5 Executive Session**

as provided by Government Code,  
Chapter 551.071 and 551.072

**Real Estate**

**Utility** Easement to the Brownsville  
Public Utilities Board for the  
Research Zone

**Discussion** Regarding Proposal for sale  
of 9.4 Acres of Land in River Center  
Plaza

**Legal Matters**

**Discussion** with TSC District Counsel  
and Possible Action Regarding The  
University of Texas System and Texas  
Southmost College Educational  
Partnership Agreement

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

**Real Estate**

**Utility** Easement to the Brownsville  
Public Utilities Board for the  
Research Zone

**Discussion** Regarding Proposal for sale  
of 9.4 Acres of Land in River Center  
Plaza

**Legal Matters**

**Discussion** with TSC District Counsel  
and Possible Action Regarding The  
University of Texas System and Texas  
Southmost College Educational  
Partnership Agreement

**7 Physical Facilities Committee**  
Consideration and possible action on:

**Report**  
**Approval** of Schematic Design  
for Brownsville Early College High  
School Building

**Approval** of Proposal for University  
Transportation Services

**Review** of the Deferred Maintenance and Capital Improvement Plan for FY 2011

**8 Resolution**

Consideration and possible action on:

**Adoption** of Resolution Regarding the United Brownsville Coordinating Board

**9 Board Policy**

Consideration and possible action on:

**Second** Reading Board Policy:  
III.F – Committees of the Board

**10 President’s Report**

**Community** Donates 200 Pairs of TOMS Shoes during Distinguished Lecture Series, Homecoming Weekend Begins November 4th, Fall Athletic Update, Campus Hosts Conference on Hispanic Serving Institutions at the Border of Postsecondary Success for all Students, Exceptional Faculty and Staff Recognized

**11 Proposed Meeting Dates**

Board Meetings:

- Thursday**, October 21, 2010
- Thursday**, November 18, 2010
- December – No Meeting
- Thursday**, January 20, 2011
- Thursday**, February 17, 2011
- Thursday**, March 24, 2011
- Thursday**, April 28, 2011
- Thursday**, May 19, 2011
- Thursday**, June 23, 2011

**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.

## **Texas Southmost College District**

### Minutes of the Special Meeting of the Board of Trustees

September 21, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on September 21, 2010, at 6:00 p.m., in the Board Room of Gorgas Hall at The University of Texas at Brownsville and Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Dr. Roberto Robles, Vice Chair; Adela G. Garza, Secretary; Trey Mendez; Dr. Robert A. Lozano; David Oliveira 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 Rendon at 6:01 p.m.

Chairman Rendon gave an opening statement to the public regarding the partnership between the University of Texas at Brownsville and Texas Southmost College (UTB/TSC). He opened the floor for comment for other Board members. Dr. Robles commented on the statement.

#### **1. Summary of Organizational Excellence Report**

Chairman Rendon called on Dr. Alan Artibise, Provost to make an introduction. Dr. Artibise called on Dr. Matiana Vela, Executive Director for Research Planning and Effectiveness to make a presentation. Dr. Vela presented the Summary of Organizational Excellence (SOE) report. She stated that the SOE report assists organizational leadership by providing information about the work force issues that impact quality of services, delivery methods for assessment of employee perceptions of effectiveness of the organization, and employee satisfaction. The report also fosters organizations responsiveness to change, ability to learn, and their potential for success. She also stated that this report is useful in leadership

and organizational development efforts and helps begin initiatives to improve services to benchmark results against other outstanding organizations.

## **2. Review of SWOT Analysis of Existing Partnership to have a Baseline for Discussion.**

Chairman Rendon called on Mr. Dan Rentfro, TSC District Attorney to read the current partnership agreement. Mr. Rentfro stated that Mr. Rendon asked him to read the current partnership agreement in its entirety which was six pages in length. The Trustees then discussed the necessity of reading the entire agreement.

**A motion was made by Dr. Robles to table the reading of the current partnership agreement. The motion was seconded by Mr. Oliveira; motion carried. Both Mr. Rendon and Mr. Torres voted against.**

## **3. Executive Session**

as provided by Government Code, Chapter 551.071.

**The Board convened in Executive Session at 6:26 p.m.**

**The Board reconvened in Regular Session at 10:29 p.m.**

Chairman Rendon stated that the Board had a productive executive session. He announced that the Board would plan a public workshop on the Partnership Agreement on October 4, 2010.

## **Adjournment**

The meeting was adjourned by Chairman Rendon at 10:30 p.m.

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Mr. Francisco G. Rendon  
Chairman, Board of Trustees

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Ms. Adela G. Garza  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on September 21, 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. Video taping 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 Regular Meeting of the Board of Trustees**

September 23, 2010

The Board of Trustees of the Texas Southmost College District convened in open session on September 23, 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 Francisco G. Rendon, Chair; Dr. Roberto Robles, Vice Chair; Adela G. Garza, Secretary; Trey Mendez; Dr. Robert A. Lozano; David Oliveira 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 Rendon at 5:37 p.m.

Chairman Rendon gave an opening statement to the public regarding the partnership between the University of Texas at Brownsville and Texas Southmost College (UTB/TSC). He opened the floor for comment for other Board members. Dr. Robles, Ms. Garza, Mr. Mendez, Mr. Torres, Dr. Lozano and Mr. Oliveira commented on the statement.

#### **1. Announcements**

Chairman Rendon called on Dr. Alan Artibise, Provost to make an introduction. Dr. Artibise introduced the new Assistant Vice President for Academic Affairs, Dr. Carol Radle. The next introduction is the new Executive Director for the Office of Global Engagement, Dr. Alla Paroiatnikova. Then he introduced the new Chief Information Officer, Dr. Clair Goldsmith. The last introduction was the Director of Space Management, Ms. Emma Miller.

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

Chairman Rendon called on several speakers that addressed their concerns regarding the partnership between UTB/TSC. The following addressed the Board: Ms. Elizabeth Medrano, Rev. Armand Matthew, Rev. Matthew read a statement from Sonia Cunningham to the Board, Mr. Randy Whittington, Ms. Dolly Zimmerman, Ms. Reba Cardenas McNair, Ms. Rose Gowen, Mr. Jorge Munoz, Dr. Romeo Montalvo, Mr. Bill Davis, and Mr. Fred Rusteberg.

Dr. Robles stated that for the purpose of not unduly delaying the finalized UTB/TSC Agreement, and for the reason that UT System will meet in November to discuss the finalized agreement and take their vote, that he would like to make a motion to finalize the partnership agreement within the next 30 days. He emphasized that the next legislative session begins in January and the importance of getting the new agreement to Senator Lucio, Senator Lucio III and Representative Oliveira so that they are able to be well versed on the document to move it forward in the legislative process.

Mr. Mendez expressed his concerns about having the document in "final form". He suggested that this vote be taken after Executive Session after the Board has had time to discuss.

Mr. Rendon expressed his concerns that the board has not had time to do the due diligence and get answers to the questions that have been asked before moving the document forward.

Mr. Torres stated that a side by side analysis should be created between the new partnership agreement and the current partnership agreement and presented to the public so that they can see the complexity of the agreements. He also requested an agenda for the next 30 days in order to finalize the document. Dr. Robles agreed that the community should be given access to both documents in preparation for the October 4<sup>th</sup> workshop that is currently being planned.

Mrs. Garza expressed her concerns that the committee that is working on the document be given enough time to complete their task. After some discussion, it was stated that if the committee is not ready to present the final document, then the 30 day deadline would be extended.

**A motion was made by Dr. Robles to finalize the new UTB/TSC partnership agreement at the next Board Meeting on October 21, 2010. The motion was seconded by Mr. Oliveira.**

**An amended motion was made by Mr. Mendez to resolve the Board's final intent with the agreement by the October 21, 2010 board meeting. The amendment failed for lack of second.**

**Dr. Robles re-affirmed his original motion as stated above. The motion was seconded by Mr. Oliveira and carried unanimously.**

### **3. Approval of Minutes of Previous Meeting**

#### **Consideration and Possible Action on Approval of Minutes of the Regular Meeting on August 26, 2010**

**A motion was made by Mr. Torres to approve the Minutes of the Regular Meeting August 26, 2010 as presented. The motion was seconded by Mr. Oliveira and carried unanimously.**

### **4. Tax Rate**

#### **Consideration and Possible Action on adoption of the 2010 TSC District Ad Valorem Tax Rate**

Chairman Rendon called on Dr. Wayne Moore, Special Assistant to the Provost to make the presentation. Dr. Moore stated that the District has taken the necessary steps toward adopting a tax rate for 2010 by calculating and publishing the effective and rollback tax rates and discussing the tax rate. In that process the District identified its needs for the upcoming fiscal year and has adopted a budget to meet those needs. The taxes necessary to cover those needs require the adoption of a tax rate of \$0.162423 per \$100 of valuation.

**A motion was made by Dr. Robles to adopt maintenance and operation tax rate of \$0.103871 and a dept tax rate of \$0.058552 for a total tax rate of \$0.162423 per \$100 of valuation as presented. The motion was seconded by Mr. Oliveira and carried unanimously. Exhibit "A"**

### **5. Bond Projects**

#### **Consideration and Possible Action on Substantial Completion to Skanska USA for the Renovation of the Oliveira Library**

Chairman Rendon called on Dr. Moore. Dr. Moore stated that the renovation of the Oliveira Library included the interior finish of approximately 20,000 sq. ft. of existing library space on the first floor, including mechanical, electrical, plumbing and other system upgrades. In addition, the renovation project included the HVAC upgrades to allowed connections to the central thermal plant for cooling of the renovated spaces. The renovated areas serve as an open computer lab to provide better service to students on the first floor. The renovation also included



space for growth for the special collections as well as an exhibit space. Dr. Moore said that he needs a motion for substantial completion to close the project.

**A motion was made by Mr. Oliveira to accept Substantial Completion of the Oliveira Library renovation and authorize the Associate Vice President for Facilities and Planning to close the project upon completion of the punch list items as presented. The motion was seconded by Ms. Garza and carried unanimously. *Exhibit "B"***

## **6. Executive Session**

as provided by Government Code, Chapter 551.071, 551.072 and 551.074.

**The Board convened in Executive Session at 7:12 p.m.**

**The Board reconvened in Regular Session at 8:35 p.m.**

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

**Contract and Resolution for purchase  
of Lot 12, Block 13, Paredes Track Addition,  
Brownsville, Texas**

**A motion was made by Ms. Garza to approve of the earnest money contract and resolution for the acquisition of Lot 12, Block 13, Paredes Track Addition in the amount of \$45,000 as presented. The motion was seconded by Dr. Robles and carried unanimously. *Exhibit "C"***

**Discussion regarding possible purchase  
of 9.4 acres of Land in River Center Plaza**

There was no action given for further research on this item. Mr. Mendez stated that he will be abstaining on this issue when it comes to a vote.

**Discussion with TSC District Counsel Regarding  
The University of Texas System and Texas Southmost College  
Educational Partnership Agreement**

Chairman Rendon mentioned that the current partnership agreement and the proposed partnership agreement will be available online.

**A motion was made by Dr. Lozano to place the working draft of the partnership agreement and the current partnership agreement out to the public for their information. The motion was seconded by Mr. Mendez and carried unanimously.**

**Discussion and possible action on search  
for Associate Vice President for Administration  
and Partnership Affairs**

Chairman Rendon requested Dr. García to give the Board recommendations for staffing the TSC District office and not necessarily the position mentioned above.

**8. Committees of the Board**

**Appointment of Trustees to Partnership Committees**

Chairman Rendon appointed the following Board members to the Partnership Committees:

**Academic Affairs Partnership Committee**

Dr. Robert A. Lozano  
Dr. Roberto Robles

**Business Affairs Partnership Committee**

Adela G. Garza  
David Oliveira

**Institutional Effectiveness Partnership Committee**

Dr. Roberto Robles  
René Torres

**Student Affairs Partnership Committee**

Trey Mendez  
Dr. Robert A. Lozano

**Physical Facilities Committee**

David Oliveira  
René Torres

**Partnership Advisory Committee**

Francisco G. Rendon  
Dr. Roberto Robles  
Trey Mendez

**Audit Committee**

René Torres  
Adela G. Garza

**9. 3<sup>rd</sup> Quarter Financial Statements and Investment Reports**

Chairman Rendon called on Dr. Moore. Dr. Moore provided a brief report on the third Quarter Financial Statements and Investment Report for FY 2010. Dr. Moore stated that the reports are provided for informational purposes only, and no action is required by the Board.

**10. Budget Amendment****Consideration and possible action on the  
Restriction of Budget Item 24 Library Development**

There was no action taken. This item was tabled.

**11. Revision of Audit Committee Policy**

Chairman Rendon called on Mr. Dan Rentfro, TSC Attorney. Mr. Rentfro stated that it was requested by the Chairman that an amendment to allow two community members not affiliated with UTB/TSC in addition with the three Board members to be on the Audit Committee. Mr. Rentfro mentioned that this was the first reading of the amendment to the Audit Committee Policy. Mr. Rentfro stated that the new revision is to add removal language as the other committees and the community member is required to be a resident of the TSC service area.

**12. President's Report**

*Dr. García reported the following:*

- The campus enrollment has increased by seven percent and there are 852 more students enrolled at UTB/TSC. It is the largest freshman class of 2, 500 students. Dual enrollment has decreased about half.
- Scorpion Endowed Scholarship dinner. It was the first annual dinner. It is connect the donors with the recipients of their scholarship. Board members present were Chairman Rendon, Dr. Robles, Ms. Garza, and Dr. Lozano. The event honored donors who have established the endowed scholarship. She thanked the staff of Institutional Advancement for their assistance with the event.

- The Distinguished Lecture Series will be in October. It will feature Blake Mycoskie, founder and chief shoe giver of TOMS shoes. She stated Mycoskie founded TOMS shoes four years ago after competing in the Amazing Race reality show. While in Argentina for the show, he took note of the numerous children without shoes so he founded his company. For each pair of shoes TOMS Shoe Company sells it donates a new pair of shoes for a child in need.
- The fall athletics programs are at midpoint. She encouraged the public to watch the games. She mentioned that October is Breast Cancer Awareness month and that the athletes will be wearing pink uniforms.
- UTB/TSC Distinguished Alumni recipients will be honored in Homecoming in November. UTB/TSC has selected the following Distinguished Alumni recipients Alma Cardenas-Rubio, the Del Castillo Band, Ruben Edelstein and Jose "J.J." Guajardo.

### 13. Proposed Meeting Dates

**Thursday, October 21, 2010**

**Thursday, November 18, 2010**

**Thursday, December 16, 2010**

### Adjournment

The meeting was adjourned by Chairman Rendon at 9:31 p.m.

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Mr. Francisco G. Rendon  
Chairman, Board of Trustees

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Ms. Adela G. Garza  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on September 23, 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. Video taping 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 of Facilities and Planning	<b>Board Meeting Date:</b> October 21, 2010
<b>Agenda Item:</b> Consideration and possible action on schematic design for Brownsville Early College High School building.	
<b>Rationale/Background:</b> On August 26, 2010 the Board of Trustees approved a Memorandum of Understanding to collaborate with the Brownsville Independent School District (BISD) for the construction of an Early College High School facility on the UTB/TSC campus. As part of the agreement, the TSC Board required that campus design standards be met for the proposed facility. UTB/TSC staff has met with BISD's staff and selected architects to develop a schematic design for consideration by the TSC Board of Trustees.  The proposed schematic design meets the design guidelines as stated on the 2020 Master plan. The item is planned to be presented to the Physical Facilities Committee on October 18, 2010	
<b>Recommended Action:</b> Motion to approve schematic design as presented.	
<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> - Schematic Design	

<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> _____

**B.I.S.D. NEW EARLY COLLEGE HIGH SCHOOL  
AT UTB-TSC CAMPUS**



**MAIN ENTRY ELEVATION  
(EAST SIDE)**



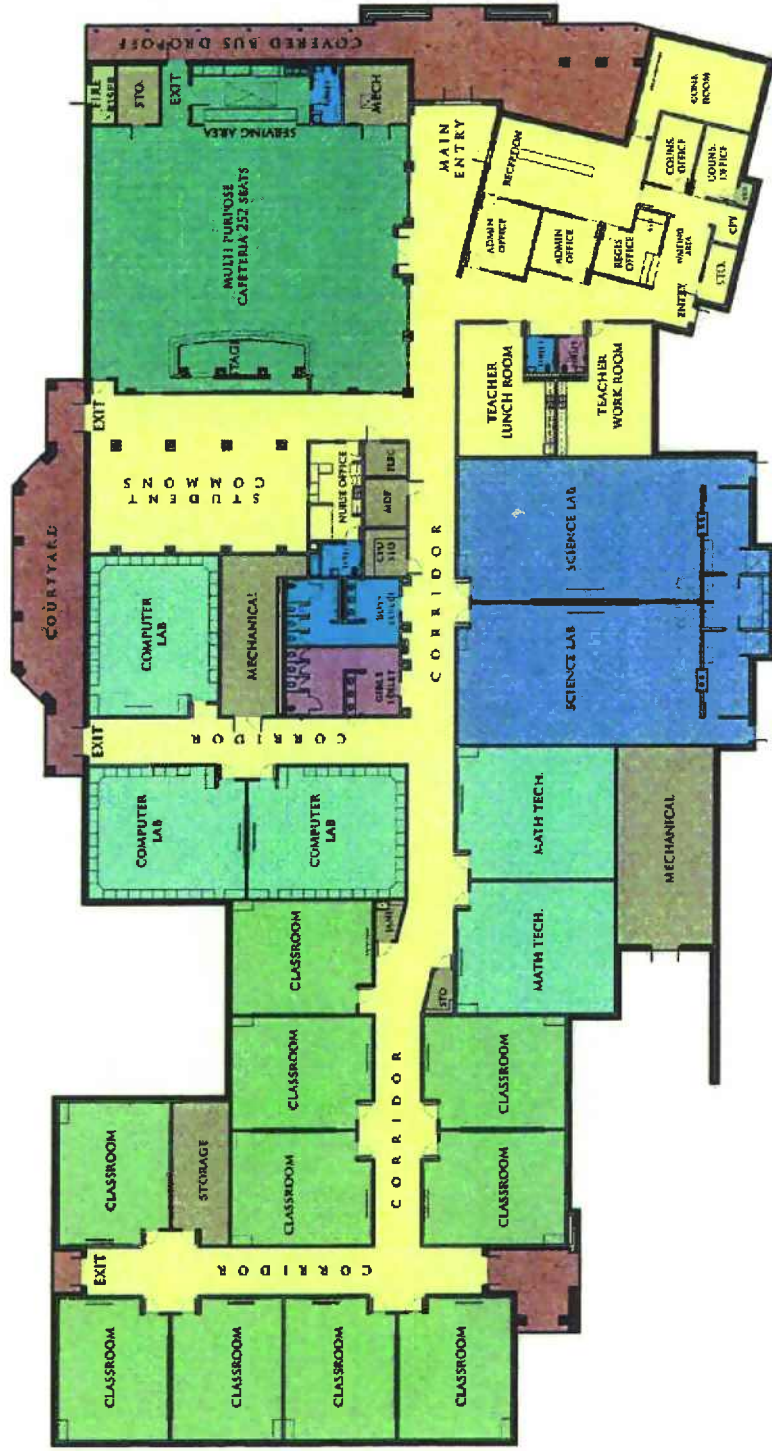
**GMS ARCHITECTS**

1156 paradisa line rd.  
brownsville tx 78528  
(958) 646-0110  
fax (958) 646-0196

## Brownsville Early College High School at UTB/TSC Project Timeline

- September, 2010 Schematic design development meetings with BISD and UTB/TSC representatives
- October 11, 2010 Internal review meeting
- October 13, 2010 Review meeting with Superintendent and Provost
- October 18, 2010 TSC Physical Facilities Committee to review schematic design
- October 19, 2010 BISD Board briefing on schematic design
- October 21, 2010 TSC Board for Schematic design approval
- November 18, 2010 TSC Board for land action (tentative)
- November 30, 2010 BISD bids project
- December 7, 2010 BISD awards contract for construction
- December 15, 2010 BISD deadline to execute contract for construction

# EARLY COLLEGE HIGH SCHOOL B.I.S.D. NEW AT UTB/TSC CAMPUS







GMS ARCHITECTS

1450 parades lane rd.  
 brownsville texas 77828  
 (956) 846-0110  
 fax (956) 546-0188

**B.I.S.D. NEW EARLY COLLEGE HIGH SCHOOL  
AT UTB-TSC CAMPUS**



**MAIN ENTRY ELEVATION  
(EAST SIDE)**



**GMS ARCHITECTS**

1150 Paredes Line Rd.  
Brownsville Texas 78526  
(361) 548-0140  
fax (361) 548-0188

**B.I.S.D. NEW EARLY COLLEGE HIGH SCHOOL  
AT UTB-TSC CAMPUS**



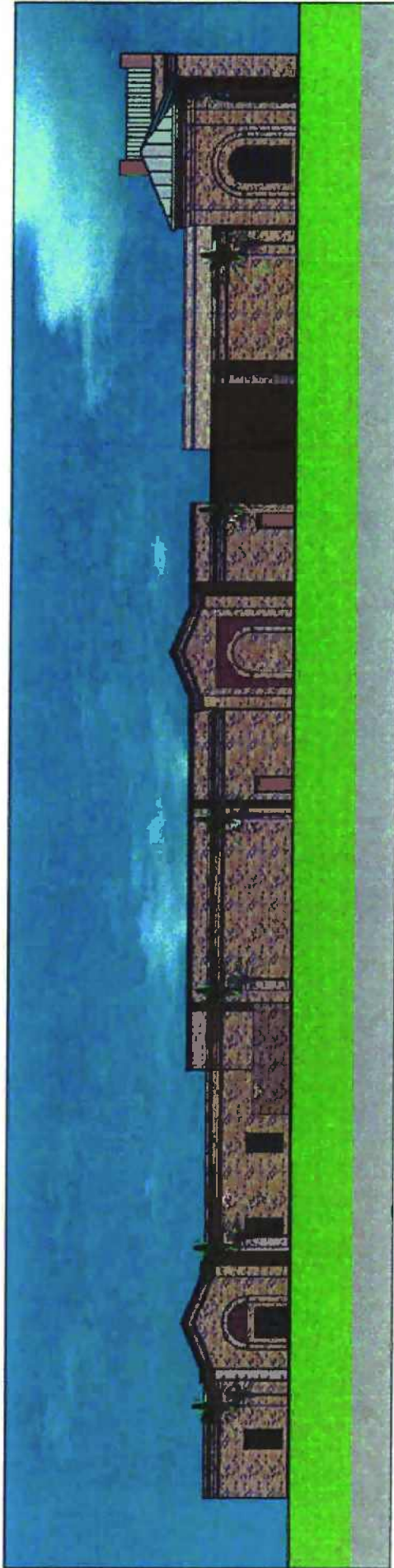
**NORTH SIDE ELEVATION  
(FACING RESACA)**



GMS ARCHITECTS

1150 marcos line rd.  
brownsville texas 78526  
(956) 646-0110  
fax (956) 546-0186

**B.I.S.D. NEW EARLY COLLEGE HIGH SCHOOL  
AT UTB-TSC CAMPUS**



**SOUTH ELEVATION  
(RINGGOLD RD.)**



**GMS ARCHITECTS**

1150 Mercedes Lane rd.  
Brownsville Texas, 78528  
(956) 546-0110  
fax (956) 546-0196

**B.I.S.D. NEW EARLY COLLEGE HIGH SCHOOL  
AT UTB-TSC CAMPUS**



**WEST SIDE ELEVATION  
( NEALE DRIVE RD.)**



**GMS ARCHITECTS**

1150 parades line rd.  
brownsville tx 78528  
(361) 546-0110  
fax (361) 546-0196



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Office of Facilities and Planning	<b>Board Meeting Date:</b> October 21, 2010
<b>Agenda Item:</b> Consideration and possible action on proposal for UTB/TSC Transportation Services	
<b>Rationale/Background:</b> <p>At the request of UTB/TSC, Brownsville Urban System (BUS) has developed a plan to provide transportation services for UTB/TSC students, faculty and staff. BUS has successfully applied for Job Access and Reverse Commute grants offered by the Federal Transit Administrator through TxDot for many of their existing routes. The grant funds transportation services within low income communities that assist the community in transportation to place of employment and job training activities for which the proposed Scorpion Metro would qualify. There are two major components to the Scorpion Metro: the extension of an existing route (#14) that would reach the ITECC and Fort Brown Campus and a circulator route within the Fort Brown Campus. The grant provides 50% contribution for operating costs and an 80% contribution for marketing and infrastructure improvements. UTB/TSC's contribution would be \$188,200 for the first year. The grant allows for multiyear award. In order for BUS to apply for the grant, an agreement, including a financial commitment, would need to be executed with UTB/TSC. Funds for transportation shuttle have been set aside in the FY 2011 TSC budget in the amount of \$225,000. Staff is seeking approval from the TSC Board of Trustees to authorize staff to enter into an agreement with BUS for transportation services and commit the funding allocated in the budget for this purpose.</p> <p>Upon the implementation of the route UTB/TSC students, faculty and staff would have free access to Scorpion Metro and to the entire Brownsville Metro system (all of BUS' routes within the City of Brownsville). The planned implementation date is January 2011. This item is planned to be presented to the Physical Facilities Committee on October 18, 2010.</p>	
<b>Recommended Action:</b> Motion to authorize staff to enter into an agreement with BUS for transportation services for UTB/TSC	
<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>	

<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> _____



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Office of Facilities and Planning	<b>Board Meeting Date:</b> October 21, 2010
<b>Agenda Item:</b> Review of the Deferred Maintenance and Capital Improvement Plan for FY 2011	
<b>Rationale/Background:</b> <p>The office of Facilities and Planning develops the deferred maintenance and capital improvement budget requests every year. The items on the deferred maintenance list and the budgeted amounts are gathered from various sources including Facilities Renewal Resource Model and internal estimates derived from visual inspections and reports from various crew members maintaining the various campus systems.</p> <p>In addition, throughout the year an assortment of requests for office renovations, repurposing of buildings and new construction needs are compiled for consideration in the budget cycle. The Deferred Maintenance and Capital Improvement list is reviewed with the Provost to determine priorities as the needs usually exceed the funds available.</p> <p>The enclosed list represents the recommendation for allocation of funds from the Capital Improvement item in the Fiscal Year 2011 budget. The list is being presented for approval as requested by the Board of Trustees. This item is planned to be presented to the Physical Facilities Committee on October 18, 2010.</p>	
<b>Recommended Action:</b> Motion to authorize the Deferred Maintenance and Capital Improvement list for the Fiscal Year 2011 as presented.	
<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> 1. Recommendation List	

<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> _____	Title: _____ Date: _____



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Partnership Affairs Division	<b>Board Meeting Date:</b> October 21, 2010
<b>Agenda Item:</b> Consideration and possible action on approval of a Resolution Regarding the United Brownsville Coordinating Board.	
<b>Rationale/Background:</b> <p>The United Brownsville Comprehensive Plan was approved by the TSC Board of Trustees in December 2009. The Bylaws of that Corporation require that one of the voting members be a member of the Board of Trustees, and the other voting Director be the chief administrative officer. Since Dr. Juliet Garcia is the Chief Administrative Officer and a Tri-Chair of the Corporation, she may not also serve as a voting director. The TSC Board needs to appoint a Board Member and an alternate, as well as an Administrator and an alternate.</p>	
<b>Recommended Action:</b> Motion to approve the Resolution regarding the United Brownsville Coordinating Board Directors as presented.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input type="checkbox"/> No    × N/A    If no, explain:	
<b>Attachments (List):</b> 1. Resolution	

<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 DISTRICT

RESOLUTION

REGARDING THE UNITED BROWNSVILLE COORDINATING BOARD

BOARD OF DIRECTORS

WHEREAS, TEXAS SOUTHMOST COLLEGE DISTRICT (“TSC”) is a member of “The United Brownsville Coordinating Board, Inc,” (“the Corporation”); and

WHEREAS, under Article III, Section 1(a) of the Corporation’s Bylaws, TSC has the right to appoint two voting Directors to the Board of the Corporation; and

WHEREAS, the Bylaws of the Corporation require that one of the voting Directors be a member of the Board of Trustees, and the other voting Director be the chief administrative officer, or designee of the chief administrative officer; and

WHEREAS, Dr. Juliet Garcia, the chief administrative officer of UTB/TSC, is a Tri-Chair of the Corporation; and

WHEREAS, the Bylaws of the Corporation provide that a Tri-Chair of the Corporation, being an ex officio member of the Board of the Corporation, may not also serve as a Voting Director; and

WHEREAS, the Bylaws of the Corporation also allow each member to name one or more alternates to attend a meeting in the place of a Voting Director.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board hereby names Chairman, Francisco G. Rendon and Provost, Dr. Alan Artibise as Voting Directors of the Board of the Corporation;
2. The Board authorizes each Voting Director to name his or her alternate for any meeting that the Voting Director is unable to attend, provided that the alternate for the Voting Director that is a member of the Board of Trustees shall be another member of the Board of Trustees, and the alternate for the Voting Director that is an administrator of UTB/TSC shall be a Vice-President, Associate Vice-President, or Dean, or Special Assistant to the President, Provost, or any Vice-President; [
3. A Voting Director naming an alternate shall communicate that information in writing to the Chairman and Secretary of the Corporation, or otherwise as required by the Bylaws of the Corporation.
4. This resolution shall be effective until repealed or amended by resolution of the Board of Trustees.

**Comment [d1]:** There is nothing in the Bylaws that requires this, but I would think you would want to put some restrictions on whom could be named an alternate.

**Comment [d2]:** Likewise

ADOPTED this 21<sup>st</sup> DAY of OCTOBER, 2010.

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Francisco G. Rendon  
Chair, Board of Trustees

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Adela G. Garza  
Secretary, Board of Trustees



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> TSC District Office	<b>Board Meeting Date:</b> October 21, 2010
<b>Agenda Item:</b> Consideration and possible action on Second Reading Board Policy III.F – Committees of the Board.	
<b>Rationale/Background:</b>  Several Changes: <ol style="list-style-type: none"><li>1. To add language regarding removal of community members appointed to a committee for the Board Policies.</li><li>2. To add language requiring the public members reside in the TSC District.</li><li>3. Specifically to the Audit Committee By-Laws, it was requested to add that the composition of the committee should be three members of the Board and two persons not affiliated with Texas Southmost College District.</li><li>4. To add language that one community member be appointed by the Board Chair and the other by the Committee Chair.</li></ol>	
<b>Recommended Action:</b> To approve the Second Reading Board Policy III.F – Committees of the Board as presented.	
<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> TSC Policy III.F – Committees of the Board	

**FOR OFFICE USE ONLY:**

**Board Action:** Approved:  Yes     No     Tabled for action on: \_\_\_\_\_

**Certified by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEXAS SOUTHMOST COLLEGE  
POLICY STATEMENT**

TITLE	Committees of the Board	NUMBER III.F
AUTHORITY	By Authority of the Board of Trustees	PAGE 1 OF 3

APPROVED BY BOARD OF TRUSTEES: August 31, 1992

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LAST AMENDED BY BOARD: November 1, 2001 April 22, 2010

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POLICY:

**1. Partnership Committees**

These committees are joint committees with The University of Texas at Brownsville.

- a. Business Affairs
- b. Academic Affairs and Research
- c. Student Affairs
- d. Institutional Effectiveness

**2. Partnership Committee By-Laws**

ARTICLE I: DESCRIPTION

The Board Partnership Committees are joint standing committees of The University of Texas at Brownsville and the Board of Trustees of Texas Southmost College.

ARTICLE II. SANCTION

Board Partnership Committees are established by the Board of Trustees of Texas Southmost College and the President of UTB/TSC. Committee recommendations are made to the respective establishing authority.

ARTICLE III: PURPOSE

Partnership Committees are established to collect information, determine if a consensus exists on a matter, and to make recommendations.

If a community member designated to a Partnership Committee is absent for three (3) consecutive regular meetings, the community member's spot shall be considered vacant unless the community member is sick or has first obtained a leave of absence from a regular meeting. Additionally, a community member designated to a Partnership Committee shall be a resident of the District and shall maintain such residency throughout the duration of his/her designation. Failure to

fulfill this residency requirement shall result in said community member's spot being considered vacant. Any vacancy so created shall be resolved pursuant to the procedures set forth herein for filling vacancies.

#### ARTICLE IV: MEMBERSHIP

##### A. Classification

Members will be representative of students, staff, faculty, TSC Board of Trustees, UTB/TSC administration and the community. No alternates for any class of membership are allowed.

##### B. Composition and Selection

The membership of each committee is as follows:

- One student member designated by Student Government body
- One faculty member designated by Faculty Government body
- One staff member designated by Staff Government body
- One community member designated by TSC Trustee Co-Chair
- One community member designated by UTB/TSC President
- Two TSC Trustee members designated by TSC Board Chair
- One UTB/TSC Administrator designated by UTB/TSC President
- President of UTB/TSC as Ex-Officio
- TSC Board Chair as Ex-Officio

##### C. Terms

1. The term of office for the student, staff and faculty members will coincide with the terms set forth in their respective governing constitutions.
2. The term for the TSC Trustee members and community members is two years and coincides with the organizational meeting of the TSC Board of Trustees.
3. The UTB/TSC administrator serves at the pleasure of the UTB/TSC President.

##### D. Vacancies

Recommendations for vacancies will be submitted in writing by the respective designating body to the Co-Chair of the Committee. The Co-Chair receives the recommendation from the respective designating body and officially affirms the appointment to fill the vacancy at the subsequent Committee meeting.

##### E. SPECIAL CONDITIONS

1. All Partnership Committee meetings shall be open to the public.
2. All appointed Committee and Ex-Officio members can vote.
3. Quorum is established when a majority of the members are present.
4. The UTB/TSC administrator for each Committee is responsible for taking and maintaining minutes of all meetings and posting the agenda at Gorgas

Hall no less than seventy-two (72) hours before each meeting is to begin. Such posting shall include the date, time, place and agenda.

5. Any member of the Committee may request an item be placed on the agenda through the UTB/TSC President, or the UTB/TSC Co-Chair, at least three (3) working days before the notice of the meeting is posted.
6. Clerical support for Committee meetings will be provided by the office of the UTB/TSC administrator serving as Co-Chair.

#### ARTICLE V: OFFICERS

All Partnership Committees shall each have two (2) Co-Chairs; one appointed by the UTB/TSC President and one appointed by the Chair of the TSC Board of Trustees. The Co-Chairs will alternate annually.

#### ARTICLE VI: MEETINGS

Meetings shall be held at least quarterly. Meetings may be called by either Co-Chair with five working days notice to the other Co-Chair. Committee meetings shall be conducted according to Robert's Rules of Order.

#### ARTICLE VII: DUTIES AND POWERS

Board Partnership Committees serve in an advisory capacity to the UTB/TSC President and to the TSC Board of Trustees.

### 3. Standing Committee

**The Board may establish standing committees.**

#### a. Audit Committee

### 4. Audit Committee By-laws

#### **Article I: Description**

The Audit Committee ("Committee") is a standing committee of the Texas Southmost College District Board of Trustees ("Board").

#### **Article II: Sanction**

The Committee shall be composed of three members of the Board and two persons not affiliated with Texas Southmost College District, and is charged with developing and monitoring the audit processes of the Board. The Committee shall recommend audit policies and procedures to the Board for its review and consideration, including:

- Pre-approving audit scope and permitted non-audit services performed by the Texas Southmost College District's ("District") external audit firm

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- Appointing and overseeing the work of any registered public accounting firm employed by the District
- Appointing and overseeing independent advisors as deemed necessary to carry out the Board's audit duties

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**Article III: Purpose**

The Committee assists the Board in fulfilling its oversight responsibilities relating to the integrity of the District financial statements, the systems of internal control, the independence and performance of the external and internal audit functions, and the District's compliance with legal and regulatory requirements. The Committee shall take all appropriate actions to set the overall District tone for quality financial reporting, sound business risk practices, and ethical behavior.

**Article IV: Membership**

A. Classification

Membership shall consist of **three** members of the Board, **and two persons not affiliated with the District.**

B. Composition and Selection

~~The~~ **Three** members of the **Committee that are** Board **members** shall be appointed by the Board Chair. ~~to serve on the Committee.~~ **The two members of the Committee that are not affiliated with the District shall be appointed one by the Board Chair, and one by the Committee Chair.**

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C. Terms

The term for members is two years and coincides with the organizational meeting of the Board.

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D. Vacancies

In the event of a vacancy, the Board Chair will appoint a replacement. Vacancy shall occur if a member:

1. Resigns from the Committee;
2. **In the case of a member of the Committee who is a member of the Board of Trustees, Ceases to be a member of the Board of Trustees for any reason;**

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E. Special Conditions

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1. Members, to the extent permissible under general law, must be independent of management of the District, including its component units and related organizations, and be free of any financial or personal relationship that would impair such independence.
2. Appropriate orientation should be provided to new members by staff with direction from the Committee Chair.

#### **Article V: Officers**

The Committee will have one Chair appointed by the Board Chair.

#### **Article VI: Meetings**

The Committee should meet as often as deemed necessary, but preferably at least four times annually. Meetings shall be posted according to and subject to the provisions of the Texas Open Meetings Act. Committee meetings shall be conducted according to Roberts Rules of Order.

#### **Article VII: Duties and Powers**

The following shall be the principal responsibilities of the Committee. These are set forth as a guide that the Committee may modify or supplement as appropriate.

##### **A. External Audit**

1. The Committee shall evaluate independent audit firms to perform the annual audit and recommend the selection of a firm to the Board of Trustees.
2. The Committee shall review and make an appropriate recommendation to the Board for the approval in advance of any non-audit services.
3. The Committee may meet with the external auditor before commencing the annual audit of the financial statements to review the general scope and procedures of the audit and to discuss areas where the Board may desire special emphasis.
4. Upon completion of the audit, the Committee shall meet with the external auditor to review the financial statements and independent auditor's reports and discuss the adequacy of internal controls and other findings that may include:
  - Discussion with the external auditor on the quality of the District's accounting practices, the consistency in the application of

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accounting policies, the degree of aggressiveness or conservatism in applying the accounting principles, the reasonableness of significant judgments and estimates, fraudulent and illegal acts, audit adjustments, audit difficulties, and the clarity and completeness of the financial statements and related disclosures.

- Inquiries regarding the effectiveness of the District’s system of internal controls.
  - Reviews of the external auditor’s management letter, including management’s responses and proposed actions. At a future meeting, determine whether the proposed actions have occurred and whether the external auditor agrees that its recommendations have been implemented.
5. The Committee shall present the results of the post-audit review to the Board and make a recommendation regarding the approval of the audited financial statements.

**B. Internal Audit**

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1. A member of the Audit Committee who is a member of the Board of Trustees shall be appointed to the UTB/TSC Internal Audit Committee.
2. The member shall review the results of significant audit activities, audit reports, and management responses as they relate to the District.

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**C. Administrative Functions**

1. Meeting agendas, including relevant background information, will be prepared by staff and reviewed by the Committee Chair and distributed to members prior to scheduled meetings.
2. The Committee shall report to the Board about its activities, issues, and related recommendations.
3. The Committee shall inquire of management and the independent auditor about significant risks or exposures facing the District; assess the steps management has taken or proposes to take to minimize such risks to the District; and periodically review compliance with such steps.
4. The Committee shall review with the general counsel and management legal on regulatory matters that may have a material impact on the financial statements, related organization compliance policies, and programs and reports received from regulators.

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5. The Committee shall review and assess the adequacy of the Committee charter periodically and request Board approval for proposed changes.

**5. Special Committees**

The Board may request that the Chairperson establish special committees from time to time to deal with specific needs. Where practicable, the Chairperson shall appoint special committee members from each of these groups: administration, faculty, staff, students and the community.

**6. Ex-Officio Members**

The Chairperson of the Board and the President of The University of Texas at Brownsville and Texas Southmost College are Ex-Officio members of all Committees. Any Trustee shall have the right to participate as a non-voting member of any Committee.

TEXAS SOUTHMOST COLLEGE	BOARD OF TRUSTEES	
_____	CHAIRMAN	DATE
UTB/TSC President      DATE	SECRETARY	DATE