



Board of Trustees

Francisco G. Rendon
Chair

Trey Mendez, J.D.
Vice Chair

Ed Rivera
Secretary

Adela G. Garza

Reynaldo García, DDS

Art Rendon

Ramon Champion Hinojosa

TSC President

Lily F. Tercero, Ph.D.

Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

January 21, 2016

The Board of Trustees of the Texas Southmost College District convened in open session on January 21, 2016, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Trey Mendez, Vice Chair; Dr. Reynaldo García; Adela G. Garza; and Art Rendon. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Absent was Ed Rivera, Secretary.

1. Call to Order

The meeting was called to order by Chairman Rendon at 5:38 p.m.

2. Speakers to Agenda Items and Public Discussion

There were no speakers.

3. Mission Statement

Chairman Rendon read the mission and role and scope for Texas Southmost College District as follows:

Mission:

Transforming our communities through innovative learning opportunities.

Role and Scope:

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing

education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.

- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-informed decision making, change, and an unending pursuit of excellence.

4. President's Report

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero announced new employees: Cristina Aldape, Academic Advisor, Student Services; David Dadanlar, Adjunct Instructor, Computer Information Systems; Patricia Garcia, Administrative Assistant, Facilities and Physical Plant; Allen Gustavson, Instructor, Computer-Aided Drafting Technology; Ronilda Henson, Instructor, Child Care and Development; Melba Lucio, Instructor, English; Sherry McCullough, Adjunct Instructor, Sociology; Ntiense Otu, Instructor, Associate Degree Nursing; Melanie Page, Instructor, CPS English/INRW; Andrew Sebok, Instructor, CPS Mathematics; Jason Shafer, Adjunct Instructor, Criminal Justice; Aleksandra Shchelkunova, Adjunct Instructor, Mathematics; Jose Martin Vela, Adjunct Instructor, Computer Web Development and Juan Ybarra, Adjunct Instructor, Biology.

Update on TSC Accreditation Process. Dr. Tercero stated that Texas Southmost College was awarded separate accreditation by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) on December 8, 2015. TSC will be receiving a formal letter within the next weeks regarding this announcement.

Dr. Tercero also noted that staff is working on submitting a Substantive Change Proposal to SACSCOC, which will allow TSC to offer more than 50 percent of its educational programs through the Dual Credit and Early College High School programs. The College will also begin work on the development of a Quality Enhancement Plan (QEP), as defined by SACSCOC. This effort, which will engage the academic community of the College along with other institutional groups, is a

comprehensive process focused on improving the effectiveness of the learning environment with detailed student learning outcomes linked to established institutional needs.

Dr. Tercero announced that earlier in the day she had made a presentation to the Leadership Brownsville participants and welcomed those who had remained to observe the TSC Board of Trustees meeting.

5. Consideration and Approval of Minutes of Previous Meetings

Consideration and Approval of Minutes of the Regular Meeting of November 18, 2015

A motion was made by Mr. A. Rendon to approve the Minutes of the Regular Meeting of November 18, 2015, as presented. The motion was seconded by Mr. Mendez and carried unanimously.

6. Consideration and Approval on Adopting a Resolution Granting Certain Tax Exemptions to Certain Historic Sites Under the 2016 Heritage Plan

Consideration and Approval on Adopting a Resolution Granting Certain Tax Exemptions to Certain Historic Sites Under the 2016 Heritage

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated this is an annual request from the City and introduced Mr. Roman McAllen, City of Brownsville Heritage Officer, and Mr. Peter Goodman, City of Brownsville. Mr. McAllen made a presentation regarding the granting of certain tax exemptions to certain historic sites under the 2016 Heritage Plan. He stated that this is the 29th year of continued commitment to the restoration and preservation of historic properties in Brownsville. The financial implications to the District will be a total of \$15,001.04 in tax forgone for the 77 properties, as included in the 2016 Heritage Plan.

A motion was made by Mrs. Garza to adopt the resolution granting certain tax exemptions to certain historic sites under the 2016 Heritage Plan, as presented. The motion was seconded by Mr. Hinojosa and carried. Mr. Mendez abstained from the vote. Motion passed. *Exhibit "A"*

7. Consideration and Approval of the Comprehensive Annual Financial Report and Audit for Texas Southmost College District for FY Ending August 31, 2015

**Consideration and Approval of the
Comprehensive Annual Financial Report and
Audit for Texas Southmost College District
for FY Ending August 31, 2015**

Chairman Rendon called on Dr. Tercero to make the introduction. Dr. Tercero noted that this is an annual process that the College undertakes and this year's results are very positive. Dr. Tercero introduced Carlos Pecero, Controller, to provide additional information. Mr. Pecero stated that the Report has been completed and that the required federal changes are included in this document. He introduced Mr. Victor Barron, who is from the independent auditing firm of Pattillo, Brown, & Hill.

Mr. Barron reported that the District has completed the process for Board approval and for submission to the Government Finance Officers Association (GFOA). The College has received the award on its last seven submissions.

Mr. Barron reported that Pattillo, Brown & Hill has completed this year's audit and is pleased to report that the District has once again earned an unmodified opinion. Dr. Tercero thanked the TSC Finance Office and College Staff for all their time and assistance.

A motion was made by Mr. Mendez to Approve the Comprehensive Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2015, as presented. The motion was seconded by Mr. A. Rendon and carried unanimously. Exhibit "B"

8. Consideration and Approval to Temporarily Transfer the John H. Hunter Collection to the Brownsville Historical Association

**Consideration and Approval to Temporarily
Transfer the John H. Hunter Collection to the
Brownsville Historical Association**

Chairman Rendon called on Dr. Tercero to present the item. She stated that the Brownsville Historical Association has requested temporarily transfer of the John H. Hunter Collection by the Texas Southmost College Board of Trustees. As part of this request, the Brownsville Historical Association has offered to inventory the John H. Hunter Collection and safeguard the items by taking responsibility for the exhibit and care of the Collection. She stated that staff has been informed that the Hunter family is aware of and supports this request.

Dr. Tercero introduced Eugene Fernandez and Tara Putegnat of the Brownsville Historical Association. Mr. Fernandez gave an overview of the Association's mission and efforts.

Dr. Tercero stated this will be a temporary transfer without transfer of ownership, for a period of time satisfactory to the Texas Southmost College Board of Trustees.

Dr. Tercero stated that staff is recommending to temporarily transfer the John H. Hunter Collection to the Brownsville Historical Association for an initial period of five (5) years, through January 31, 2021, with automatic annual renewal based on a one year notice.

A motion was made by Mr. A. Rendon to approve the request to temporarily transfer the TSC John H. Hunter Collection to the Brownsville Historical Association through January 31, 2021, with automatic annual renewal based on a one year notice. The motion was seconded by Dr. García and carried unanimously. Exhibit "C"

9. Consideration and Approval of Appointment of Election Agent for TSC District Elections

**Consideration and Approval of Appointment
of the Election Agent for TSC District Elections**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that Trustees are elected to the Board on even numbered years. Positions 3, 4, and 5 of the TSC Board of Trustees are up for election in May 2016.

She stated that according to the Election Code, Chapter 31.123, the Board must appoint a member of the staff to perform the duties of the Secretary of the Board in matters related to an election if the Secretary does not keep office hours at the District. The duties of the Agent include: receiving applications for place on the ballot, campaign finance reports, and election results.

Dr. Tercero stated that staff recommends appointing Mr. Edgar Chrnko Salas, Director of Marketing & Community Relations, as the District's Agent for the May 2016 election.

A motion was made by Dr. García to adopt a resolution appointing Edgar Chrnko Salas as the District's agent for the May 2016 Trustee election. The motion was seconded by Mr. Mendez and carried unanimously. Exhibit "D"

10. Consideration and Approval on Authorization to Enter into Contract Negotiations with the Cameron County Elections Administrator to Conduct Election Services

Consideration and Approval on Authorization to Enter into Contract Negotiations with the Cameron County Elections Administrator to Conduct Election Services

Chairman Rendon called on Mr. Chrnko Salas to present the item. He stated that the District will have an election on May 7, 2016 for Positions 3, 4, and 5 on the Board of Trustees. He noted that staff requests authorization to enter into contract negotiations with the Cameron County Elections Administrator to conduct the District's election. The estimated cost for the May 7, 2016 election is \$74,601.37.

A motion was made by Mr. Hinojosa to Authorize Staff to Enter into Negotiation to Contract with Cameron County Elections Administrator to Conduct Election Services for the May 7, 2016 election, as presented. The motion was seconded by Dr. García and carried unanimously. *Exhibit "E"*

11. Consideration and Approval of Resolution to Hold Joint Elections

Consideration and Approval of the Resolution to Hold Joint Elections

Chairman Rendon called on Mr. Chrnko Salas to present the item. He stated that TSC will be holding early voting for Texas Southmost College District Trustee Positions 3, 4, and 5 from April 25th through May 3, 2016 and regular voting on May 7, 2016. He noted that staff recommends that the election be held jointly with other entities that are holding an election on the same day, to assist with cost containment.

A motion was made by Mr. Hinojosa to adopt the resolution to hold joint elections, as presented. The motion was seconded by Mr. A. Rendon and carried unanimously. *Exhibit "F"*

12. Consideration and Approval of Setting Date and Time for Drawing for Place on Ballot

Consideration and Approval of Setting Date and Time for Drawing for Place on Ballot

Chairman Rendon called on Mr. Chrnko Salas to present the item. He stated as required by Texas Election Code Chapter 52. Ballot Form, Content, and

Preparation, Sec. 52.094. Name of Candidates, the order of a candidate name on a ballot shall be determined by a drawing. The District must set a time and date for the drawing to take place. Staff recommends holding a drawing on March 1st at 5:30 p.m. at the Gorgas Board Room.

A motion was made by Mr. Mendez to set date and time for drawing for Place on the Ballot, on March 1st, 5:30 p.m., at the Gorgas Board Room, as presented. The motion was seconded by Mr. A. Rendon and carried unanimously. Exhibit "G"

13. Consideration and Approval of the Proposal for Preventive Maintenance Services of TSC Campus Thermal Plants

Consideration and Approval of the Proposal for Preventive Maintenance Services of TSC Campus Thermal Plants

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero noted that Staff is seeking approval for preventive maintenance services and introduced Mr. Antonio Guevara, Director of Facilities and Physical Plant, to provide an overview. Mr. Guevara stated that Texas Southmost College (TSC) has requested proposals for maintenance services of the TSC campus thermal plants located in the main Fort Brown campus and ITEC Center.

He stated that two proposals were received for the same scope of work and specifications. Fox Mechanical in the amount of \$39,750 and Johnson Controls in the amount of \$61,000. Pricing escalation for subsequent years was also included in the proposals. In addition to this, hourly pricing for non-preventive maintenance and emergency repairs was provided from Fox Mechanical (hourly rate: \$70/hr. and OT rate: \$105/hr.) and Johnson Controls (hourly rate: \$75/hr. and OT rate: \$110/hr.)

He stated that staff recommendation is to award Fox Mechanical the contract to provide preventive maintenance services to the campus thermal plants.

A motion was made by Mr. A. Rendon to Approve the Proposal from Fox Mechanical to Provide Preventive Maintenance Services of TSC Campus Thermal Plants in the amount of \$39,750 and Authorize the President to Execute the Contract and to Exercise Renewal options if deemed necessary. The motion was seconded by Dr. García and carried unanimously. Exhibit "H"

14. Consideration and Approval of the Selection of a Company to provide Consulting Services for the Salary Compensation Study**Consideration and Approval of the Selection of a Company to provide Consulting Services for the Salary Compensation Study**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero noted that these services will assist the college in remaining competitive and introduced Mrs. Lissa Frausto, Director of Human Resources. Mrs. Frausto stated that TSC conducted a RFP process seeking qualified companies to provide Consulting Services for the Salary Compensation Study.

Proposals were received from five companies: Arthur J. Gallagher & Co. from Austin, Texas; Evergreen Solutions, LLC from Tallahassee, Florida; MGT of America from Austin, Texas; Segal Waters Consulting from Dallas, Texas; and Ulibarri-Mason Global HR from Dallas, Texas.

The scope of services includes assisting with the review of the existing College salary compensation system for all faculty and staff. Evaluation committee members have reviewed technical aspects of mentioned proposals and criteria required for these services. Staff recommendation is to select MGT of America to provide consulting services for the salary compensation study.

A motion was made by Mr. A. Rendon to Select MGT of America to provide Consulting Services for the Salary Compensation Study and Authorize the President to enter into a contract with the selected company as presented. The motion was seconded by Dr. García and carried unanimously. *Exhibit "I"*

15. Consideration and Approval of the Contract Renewal with Modern Stewardship to Provide Governmental and Public Affairs Consulting Services**Consideration and Approval of the Contract Renewal with Modern Stewardship to Provide Governmental and Public Affairs Consulting Services**

Chairman Rendon called on Dr. Tercero to present the item. She stated that as requested by the Board of Trustees, TSC conducted a RFP process seeking qualified firms to provide Governmental and Public Affairs Consulting Services. At the special board meeting held on February 16, 2015, Modern Stewardship and Pathfinder Public Affairs were selected to provide governmental and public affairs consulting services. The approved fees in the RFP included a \$5,000 per month rate for months during the legislative session and \$2,500 per month during the non-legislative session months. Pathfinder Public Affairs withdrew from

consideration. A contract was established with Modern Stewardship. Staff recommendation is to renew the contract for Governmental and Public Affairs Consulting Services.

A motion was made by Mr. A. Rendon to Approve the Request for a Contract Renewal for Governmental and Public Affairs Consulting Services and Authorize the President to Enter into a Contract with Modern Stewardship. The motion was seconded by Mr. Mendez and carried. Dr. García abstained. Exhibit "J"

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

The Board convened in Executive Session at 6:55 p.m.

The Board reconvened in Regular Session at 7:11 p.m.

17. Consideration and possible action on matters discussed in Executive Session

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

No action was taken.

**Consultation with Attorney on
Pending Real Estate Issues, Section
551.072, Texas Government Code.**

No action was taken.

18. Proposed Meeting Dates

**Thursday, February 18, 2016
Regular Board Meeting
Thursday, March 31, 2016
Regular Board Meeting**

Adjournment

The meeting was adjourned by Chairman Rendon at 7:12 p.m.



Mr. Francisco G. Rendon
Chairman, Board of Trustees



Mr. Ed Rivera
Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on January 21, 2016, is on file at the District Office of the Texas Southmost College District. The master tape is on file at TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Senior Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.