



Board of Trustees

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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

August 23, 2018

The Board of Trustees of the Texas Southmost College District convened in open session on August 23, 2018, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair, Mr. Trey Mendez; Vice Chair, Mr. Ruben Herrera; Secretary, Dr. Antonio Zavaleta, Mr. Art Rendon, Ms. Eva Alejandro, and Mr. J.J. De Leon, Jr. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Vice Chair Mr. Trey Mendez at 5:30 p.m.

2. Pledge of Allegiance

Dr. Tony Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment. No presentation will exceed three minutes.

There were no speakers.

4. Consideration and possible action on the Minutes of the:

**a. Consideration and possible action on the
Minutes of the Regular Meeting of July 19, 2018**

A motion was made by Mr. Herrera to approve the Minutes of the Regular Meeting of July 19, 2018, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

**b. Consideration and possible action on the
Minutes of the Special Meeting of August 2, 2018**

A motion was made by Mr. Herrera to approve the Minutes of the Special Meeting of August 2, 2018, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

**c. Consideration and possible action on the
Minutes of the 1st Public Hearing of August 13, 2018**

A motion was made by Mr. Herrera to approve the Minutes of the 1st Public Hearing of August 13, 2018, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

**d. Consideration and possible action on the
Minutes of the 2nd Public Hearing of August 16, 2018**

A motion was made by Mr. Herrera to approve the Minutes of the 2nd Public Hearing of August 16, 2018, as presented. The motion was seconded by Ms. Alejandro and carried unanimously.

**e. Consideration and possible action on the
Minutes of the Special Meeting of August 16, 2018**

A motion was made by Dr. Zavaleta to approve the Minutes of the Special Meeting of August 16, 2018, as presented. The motion was seconded by Mr. Herrera and carried unanimously.

Note: Ms. Garza had not yet arrived to the Board Meeting when the minutes were approved.

5. President's Report

Mr. Mendez called on President Rodriguez to give his report. Dr. Rodriguez reported on the following items.

- **Introduction of New VP of Student Services**
Dr. Larry Rideaux was introduced as the new Vice President of Student Services. His official first day will be September 1st. He comes to TSC from Tarrant County College District – South Campus, where he most recently served as Vice President for Student Development Services.
- **Trustee Honored**
Dr. Tony Zavaleta was recognized as being honored with the title of Professor Emeritus by The University of Texas Board of Regents during their August board meeting. He has dedicated over 40 years of service to education and is regarded as one of the top experts on the U.S.-Mexico border. Dr. Rodriguez noted that Dr. Zavaleta was recently featured in a Pulitzer Prize-winning series by the USA Today about the Border Wall project, and asked the audience and fellow Trustees to join him in a round of applause to celebrate Dr. Zavaleta's achievements.

- **Texas Higher Education Coordinating Board Grant Award**

Dr. Rodriguez informed the Board that Texas Southmost College was awarded \$141,075 from the Texas Higher Education Coordinating Board. The award will be used to support co-requisite concurrent and sequential models. Dr. Rodriguez congratulated Dr. Angelica Fuentes, Associate Vice President of Academic Success, who will serve as program director; Abraham Jimenez, College Preparatory Studies Mathematics Department Chair and co-director of the grant program; Angela McCauley and Dr. Prisci Tipton, from Grants Development and Administration, who supported the proposal submission.
- **Fall 2018 Enrollment Update**

Dr. Rodriguez reported the preliminary enrollment numbers for fall 2018. He stated that as of Thursday, August 23rd, TSC has registered 3,827 on-campus students. The President elaborated on the efforts made towards registration and explained that the college has continued to hold special registration events and extended hours on Tuesdays and Saturdays to better serve our students by providing additional opportunities to register. The fall semester begins this coming Monday, August 27th; however, enrollment is not certified until the 12th class date, which is September 12. Dr. Rodriguez noted the upward trend in enrollment and mentioned that he would continue to provide the Board with updates as completion of the fall registration draws near.
- **Soccer Club**

This fall, TSC will bring back the soccer tradition with the Men's Soccer Club. The Scorpions Soccer Club will participate in the Men's Developmental Conference of the Texas Collegiate Soccer League. All home games will be played at 3 p.m. on Saturdays at Scorpion Field behind the Recreation Center. The team will be coached by Jose Luis Espitia, who coached the Brownsville Porter High School team to the state championship in 2016. Dr. Rodriguez invited the team to come up and take a picture with the Board Members.
- **Food Trucks**

The Student Life Department, in collaboration with the City of Brownsville, will launch a 10-week pilot program to provide mobile food truck services at the TSC main campus. The food trucks will be located in the parking lot, behind the Camille Lightner Center and will offer a variety of cuisine at affordable prices. The initiative is scheduled to launch on September 10 and continue through November 15. Services will be provided Monday through Thursday from 11 a.m. to 2 p.m.
- **First Year Experience Announcement**

Recently, TSC launched its First Year Experience, which provides students with a welcoming, exciting, and supportive environment that will engage students and give them a sense of belonging; as well as, to connect students to opportunities and resources available to them that will help them achieve their academic goals. Dr. Angelica Fuentes, Associate Vice President for Student Success, spoke more in detail about the First Year Experience and the common reader. She shared that the students,

faculty, and staff will read *The Kite Runner* by Khaled Hosseini, and stated that selected instructional activities will revolve around this best-selling novel.

- **Upcoming Events**

Dr. Rodriguez provided a list of upcoming events for the trustees, and encouraged everyone to support our soccer team.

- **Video Presentation –Year in Review**

Dr. Rodriguez announced that the college had a very active and productive academic year. TSC hosted and participated in hundreds of events in an effort to create a college environment that is welcoming and that provides a sense of belonging to our students and community. He presented a video of the highlights for the year in review. Afterward, Dr. Rodriguez thanked everyone for their contribution and continued support throughout this past year and noted that he is looking forward to another successful year.

6. Academic Subcommittee Report

Mrs. Garza called on Mr. Herrera, to present the items. He stated that the Academic Subcommittee met on August 16th and discussed the following items:

**a. Consideration and possible action on
approval of Clinical Affiliation Agreement with
South Texas Emergency Care Foundation for the EMS and RSPT Programs**

A motion was made by Mr. Herrera to approve the Clinical Affiliation Agreement with South Texas Emergency Care Foundation and authorize President Rodriguez to sign the agreement, as presented. The motion was seconded by Mr. De Leon and carried unanimously

**b. Consideration and possible action on
approval of Clinical Affiliation Agreement with Valley Baptist Medical Center
for the DMS, EMS, MLT, LVN, ADN, RADR, and RSPT Programs**

A motion was made by Mr. Herrera to approve the Clinical Affiliation Agreement with Valley Baptist Medical Center and authorize President Rodriguez to sign the agreement, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

**c. Consideration and possible action on
approval of Clinical Affiliation Agreement with Valley Regional Medical
Center for the DMS, EMS, MLT, LVN, ADN, RADR, and RSPT Programs**

A motion was made by Mr. Herrera to approve the Clinical Affiliation Agreement with Valley Regional Medical Center and authorize President Rodriguez to sign the

agreement, as presented. The motion was seconded by Mr. Mendez and carried unanimously.

**d. Consideration and possible action on
Memorandum of Agreement with Council for Aid to Education
for the fall 2018 administration of the CLA+ assessment**

Clarification was requested with regard to whether students will be charged for the assessment and if TSC had previously done business with this company. Dr. Joanna Kile, Vice President of Instruction, clarified that students will not be charged for these assessments and that, to her knowledge, the college has never implemented these assessments in the past.

A motion was made by Mr. Herrera to approve the Memorandum of Agreement with the Council for Aid to Education for the purchase of 440 CLA+ online assessments in the amount of \$15,400 and authorize President Rodriguez to execute the contract, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

7. Budget / Finance Subcommittee Report

Mrs. Garza called on Dr. Zavaleta, to present the items. He stated that the Budget/Finance Subcommittee met on August 16th and discussed the following items:

**a. Consideration and possible action on
approval of professional development training from
Ellucian, Inc. for Texas Southmost College Employees**

Ms. Alejandro asked if TSC employees would receive 26 hours of training or whether 26 employees would receive one hour of training. Mr. Steven Lang, IT Consultant with Precision Task Group, stated that Ellucian will be providing 26 hours of training with each class ranging from 20 -25 people in attendance.

A follow up question was posed as to whether TSC employees have been attending the trainings. Mr. Lang stated that employees have been attending the core basic overview training this year; however, due to schedule conflicts for some employees, Ellucian is allowing our IT department to record the trainings free of charge.

Mr. Mendez asked if the training was a budgeted expense. Dr. Gisela Figueroa, Vice President of Finance and Administration, stated that the funding for this training was allocated through the Budget Amendment approved by the Board at the July Board Meeting.

A motion was made by Dr. Zavaleta to approve the professional development training from Ellucian, Inc. in the amount of \$150,000 and authorize President Rodriguez to execute the contract. The motion was seconded by Mr. Rendon and carried unanimously.

b. Consideration a possible action on approval of the Texas Southmost College District Budget for Fiscal Year 2018-2019

Dr. Zavaleta called on Dr. Figueroa, Vice President of Finance and Administration, to make the presentation on the Budget for Fiscal Year 2018-2019. Dr. Figueroa presented the proposed budget and tax rates for the District.

A motion was made by Dr. Zavaleta to approve:

- **the FY2018-2019 Operating Budget with a 2% salary increase for faculty and staff;**
- **the FY 2018-2019 Salary Schedule and authorize the President to set individual salaries and sign contracts;**
- **the Tuition and Fees and Non-Mandatory Waivers Schedule; and**
- **the Budget Resolution as follows:**

Be it resolved by the Board of Trustees of the Texas Southmost College District that the Budget for Fiscal Year 2018-2019 in the amount of \$42,291,006 comprised of the following amounts:

- \$ 33,768,534 – Education and General Fund*
- \$ 6,804,325 – Debt Service Fund*
- \$ 1,718,147 – Auxiliary Fund*

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

The motion was seconded by Mr. Mendez and carried unanimously.

Tax Exemptions for Certain Disabled and Senior Citizens

Be it so ordered by the Board of Trustees of the Texas Southmost College District that all ad valorem tax exemptions comply with state law and are as noted below:

<i>Disabled Veterans</i>	<i>30%</i>	<i>\$ 5,000</i>
	<i>50%</i>	<i>7,500</i>
	<i>70%</i>	<i>10,000</i>
	<i>100%</i>	<i>12,000</i>
<i>Other Disabled Persons</i>		<i>Tax Freeze</i>
<i>Persons over Age 65</i>		<i>Tax Freeze</i>

A motion was made by Dr. Zavaleta to approve the Fiscal Year 2017-2018 Exemptions Resolution, as presented. The motion was seconded by Mr. Herrera and carried unanimously.

**c. Consideration and possible action on
adoption of the 2018 TSC District Ad Valorem Tax Rates**

A motion was made by Dr. Zavaleta to adopt a resolution of the Maintenance and Operations Tax Rate of \$0.115248 and a Debt Tax Rate of \$0.047159 for a total tax rate of \$0.162407 per \$100 of valuation. The motion was seconded by Mr. Herrera and carried unanimously.

**d. Consideration and possible action on
award of RFP 18-02 "Time and Attendance Management System"**

Mr. Mendez asked if the annual license fee of \$15,557 is included in the vendor proposal. Dr. Figueroa affirmed that the annual license fee is included in the vendor proposal amount of \$35,250.

A motion was made by Dr. Zavaleta to award the RFP 18-02 for the purchase of a time and attendance management system to Data Management, Inc./Time ClockPlus in the amount of \$35,250, as presented. The motion was seconded by Mr. Deleon and carried unanimously.

**e. Report on the Monthly Financial Statement
for the Month Ending June 30, 2018**

Dr. Zavaleta called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to give an overview of the Financial Statements for the month ending June 30, 2018.

This item was for information purposes only. No action was taken.

8. Consideration and possible action on Standing Committees of the Board: Academic, Budget/ Finance, Facilities, Student Services, and Policies Committees

Chair Garza stated that the proposed Standing committees of the Board are as follows: Academic, Budget/Finance, Facilities, Student Services, and Policies committee.

Ms. Garza will appoint Trustees to each committee.

A motion was made by Mr. Herrera to approve the standing committees of the Board as presented. The motion was seconded by Mr. Mendez and carried unanimously.

9. Executive Session

The Board convened in Executive Session at 6:18 p.m.

The Board reconvened in Regular Session at 7:25 p.m.

Note: Mr. Rendon did not return from Executive Session.

10. Action on Executive Matters

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

No action was taken.

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

No action was taken.

**c. Deliberation on Personnel Matters,
Section 551.074, Texas Government Code**

i. Evaluation of the President

A motion was made by Mr. Herrera to extend Dr. Jesus Roberto Rodriguez's contract for one year, to have a three year rolling contract, and the pay raise as discussed in Executive Session along with the other expenses and purchases that come with the office. The motion was seconded by Mr. Mendez and carried unanimously.

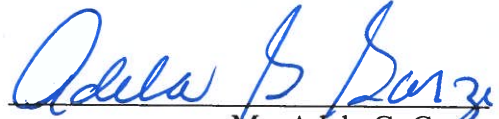
11. Announcement of Proposed Meeting Dates

Thursday, September 20, 2018
Regular Board Meeting

Thursday, October 18, 2018
Regular Board Meeting

12. Adjournment

A motion to adjourn the meeting was made by Mr. Herrera. The motion was seconded by Mr. Mendez and carried unanimously. The meeting was adjourned at 7:26 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Ruben Herrera, J.D.
Secretary, Board of Trustees

The video recording of the Special Board of Trustees meeting held on August 23, 2018, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Senior Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996.