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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

November 15, 2018

The Board of Trustees of the Texas Southmost College District convened in open session on November 15, 2018, at 5:31 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, Ms. Eva Alejandro, Mr. J.J. De Leon, Jr., Mr. Art Rendon, and Dr. Antonio Zavaleta. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chair Adela Garza at 5:31 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.

Chair Garza announced that there would be a change to the order of the items on the agenda.

A motion was made by Mr. Herrera to change to the order in which the agenda items would be taken up by the Board with the remaining agenda items presented as follows: Item #5, #6, #10, #11, #4, #7, #8, #9, #12, and #13. The motion was seconded by Dr. Zavaleta. The motion carried with six votes in favor and one absence. Mr. Mendez arrived after the vote had been taken.

5. President's Report

Chair Garza called on President Rodriguez to give his report. Dr. Rodriguez reported on the following items.

- **Bicycle Friendly Honorable Mention**
Texas Southmost College received an Honorable Mention designation as a Bicycle Friendly campus by the League of American Bicyclists. Dr. Rodriguez gave a special thanks to Mr. Armando Ponce, Dr. Prisci Roca-Tipton and Ms. Angela McCauley for putting together a great application.
- **Education Foundation Makeover Grant**
The Auto Body Repair Program was awarded a \$25,000 grant from the Education Foundation Makeover Grant for auto body repair tools. This is the second year in a row that the Auto Body Repair program has received a grant from this foundation. The first year, the grant award was for \$5,000. Dr. Rodriguez congratulated the Auto Body faculty members, Dr. Murad Abusalim and the grants department for making this happen.
- **Registration Improvements**
Enhancements to the registration process have been implemented for spring 2019, which began priority registration on November 5th. Among these improvements was the implementation of appointment-based advising and registration for all TSC students. Each student is assigned an advisor in order to strengthen the student-advisor relationship. Records indicate that over 1,000 students took advantage of Academic Advising Month in October and sought support from their assigned advisor. Furthermore, 20 percent of TSC's 3,900 on-campus students were registered within the first nine days of Priority Registration.
- **National César Chávez Blood Drive Challenge**
Texas Southmost College participated in the National César Chávez Blood Drive Challenge in March 2018 and placed 3rd out of 68 colleges and universities across the nation and 1st in the State of Texas. Dr. Rodriguez thanked Dr. Catalina Amaral, Biology Instructor, and the Student Life Team, including Mr. Armando Ponce, Ms. Virginia Sandoval, Ms. Leslie Flores, Ms. Eva Reyes and Mr. Stephen Cisneros, for leading the effort for this great cause.

Dr. Rodriguez invited Vitalant Donor Recruitment Manager, Heather Jex, to the podium to say a few words. She gave thanks to the group and the college and presented TSC with a plaque. A group photo was taken to commemorate the award.
- **History Instructor Recognition**
Dr. Rodriguez recognized Mr. Brian McCormack for his recent appointment to the Texas Higher Education Coordinating Board's Teaching Certification Track Subcommittee of the History Field of Study Advisory Committee. Dr. McCormack is the Acting Dean of the Division of Humanities and Chair of the Government and History Department. Dr. Rodriguez congratulated De. McCormack on his appointment.

- **Respiratory Care Program Update**

Dr. Rodriguez reported that after months of hard work that included review sessions several days per week with the Respiratory Program Faculty and the assistance of Mr. Daniel Perez from CPS, our graduates have met the 80% passing rate for reporting years 2014-2016 *as well as* for reporting years of 2015-2017. This puts TSC back in good standing with the accreditation board.

- **ADN Program Update**

TSC is in the final phase prior to the presentation to the Texas Board of Nursing. The college will have a very short and focused site visit in early December to verify that the proper equipment and resources are available in order to open the ADN program. After the visit, TSC is set to present at the Texas Board of Nursing meeting in Austin on January 24th. Chair Garza and President Rodriguez, along with Dr. Joanna Kile, Mr. Scott Nelson and the Director of the ADN Program, Ms. Mary Beth Kasprisin, will represent the College at the meeting. The Texas Board of Nursing approval will allow TSC to open the ADN program in August 2019.

- **SGA Members Introduction**

TSC's Student Government Association (SGA) is the representative organization for the student body at Texas Southmost College, and it provides a platform for open and free discussion of issues affecting students at the college. The SGA serves as an advocate for student issues. Dr. Rodriguez introduced the following members:

SGA Officers:

President Itzel Martinez, Vice President Paola Lugo, Parliamentarian Cassie Chavez, Secretary Jonathan Osorio, Treasurer Diana Rodriguez, Historian Lorena Rivera, Sergeant at Arms Saul Hernandez

SGA Senators:

Keven Martinez, Alondra Gonzalez, Victor Hernandez, Noel Rangel, Crystal Reynaga, Erica Garcia, Joseph Rene Garza, America Garcia

The group was congratulated and commended on the good job they have done representing their classmates, as well as TSC. Dr. Rodriguez thanked them for their service and support, and for being an advocate of our students and of Texas Southmost College. Several of the Trustees shared their gratitude and words of encouragement to the SGA members and a group photo was taken.

- **Video Presentation**

Dr. Rodriguez introduced this month's video highlighting the activities that have occurred since the Board last met.

Video Events

- Living History Day
- RGV Super Saturday
- Forum on U.S.-Mexico-Canada Agreement

- TSC Counselor Update
- Brownsville Historical Half Marathon
- Safety Awareness Week
- Production of “The Invisible Woman” Video
- Día de los Muertos Flower Workshop
- Guest Authors Dr. Christopher Carmona & Dr. David Bowles
- RGV Focus Leadership Meeting
- DA’s Domestic Violence Awareness Expo
- TSC’s Haunted House Tour
- South Texas Portfolio Day
- Pumpkin Challenge
- Parade of Characters
- Día de los Muertos Altars
- Halloween Costume Contest
- Intoxilyzer Training
- Scorpion Alumni Stinger
- TSC Día de los Muertos
- Walk to End Alzheimer’s

President Rodriguez thanked everyone for their efforts and commitment as the fall 2018 semester continues, and before he concluded the report, he took the opportunity to wish the Board of Trustees, faculty, staff, students and our community a happy and safe Thanksgiving Day.

Chair Garza commented on the events and encouraged her fellow Trustees to visit and participate at future events. Further discussion ensued to thank the staff and faculty for their commitment and participation, which makes every event possible.

6. Recognition of TSC Employees who assisted with the District Attorney’s Domestic Violence Awareness Expo on October 25, 2018.

Chair Garza called on Dr. Rodriguez to make the introduction. Dr. Rodriguez stated that TSC hosted the District Attorney’s Domestic Violence Awareness Expo on our campus on October 25th. He introduced Mr. Edward Sandoval, Mr. Jason Campos, and Ms. Victoria Cisneros representing the District Attorney’s Office. Mr. Sandoval stated that the Expo was very successful and had over 500 people in attendance. On behalf of the District Attorney’s Office, he thanked TSC for collaborating with them on this project. Special recognition was given to the following employees who were helpful and instrumental in making the event successful, including: Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, Mr. Frank Morris and his team, Ms. Christina Lopez and her team, and Dr. Christopher Alves and the Criminal Justice Club.

10. Executive Session

The Board convened in Executive Session at 6:05 p.m.

The Board reconvened in Regular Session at 7:45 p.m.

11. Action on Executive Matters

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

No action was taken in open session.

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

No action was taken in open session.

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

i. Board Self-Evaluation Results.

The Board reviewed the results of their self-evaluation in Executive Session.

Mr. Herrera made a motion to direct the President to set a Board Retreat during the spring. The motion was seconded by Mr. Mendez and carried unanimously.

4. Consideration and possible action on the Minutes of the Regular Board Meeting of October 18, 2018

**Consideration and possible action on the
Minutes of the Regular Meeting of October 18, 2018**

A motion was made by Mr. Rendon to approve the Minutes of the Regular Meeting of October 18, 2018. The motion was seconded by Mr. De Leon and carried unanimously.

7. Budget and Finance Committee Report

Chair Garza called on Mr. Herrera to present the items. He stated that the Budget and Finance Committee met and discussed several items.

**a. Consideration and possible action on
Award of RFP 18-13 for “Investment Advisor Services”**

Dr. Figueroa stated that the Public Fund Investment Act limits the type of investments in which the college can engage.

Clarification was requested regarding the role and process of the investment advisor and services. Dr. Figueroa stated that the investment advisor will conduct research, prepare detailed recommendations, and offer advice to the college about what investments are most profitable and can be made within the confines of the Public Fund Investments Act. The Board would then decide what investments to pursue and how much of the college’s funds are allocated towards the selected investments. The advisors will never take possession of college funds and will not make investments on the college’s behalf without Board approval.

In further discussion, Dr. Figueroa stated that as the College’s Chief Financial Officer, she is required to and has received her certification on the Texas Public Fund Investment Act.

Further discussion identified that although Valley View Consulting is based out of Virginia, they have four dedicated employees in the state of Texas to service their clients statewide. It was noted that this firm also services Alamo Community College.

A motion was made by Mr. Herrera to award RFP 18-13 “Investment Advisor Services” to Valley View Consulting. The motion was seconded by Mr. Mendez. Dr. Zavaleta voted Nay. The motion carried with six votes in favor and one vote against.

**b. Consideration and possible action on
Award of RFP 18-11 for “Depository Bank Services”**

A question was posed regarding the Fee Analysis and calculation of Net Income to TSC. Dr. Figueroa explained that the difference in calculation is due to the inclusion of a projected compensated balance that was provided by two of the bidders and not provided by the other two bidders. Dr. Figueroa expanded on the data provided for each bidder and further explained the offset due to the compensated balance.

An inquiry was made about who the college currently uses for depository bank services, and whether or not any of the banks offered incentives for educational organizations or programs that give back to the community. Dr. Figueroa stated that TSC currently uses BBVA Compass for depository services, and that the incentives or community involvement was not part of the RFP response requirement.

A motion was made by Mr. De Leon to award RFP 18-11 “Depository Bank Services” to Lone Star National Bank. The motion was seconded by Dr. Zavaleta. Mr. Mendez voted Nay. The motion carried with six votes in favor and one vote against.

**c. Report on Monthly Financial Statement
For the month ending September 30, 2018**

Dr. Figueroa gave an overview of the Financial Statements for the month ending September 30, 2018. This item was for information purposes only. No action was taken.

8. Facilities Committee Report

Chair Garza called on Mr. Mendez to present the item. He stated that the committee met on November 2nd and was provided an update on several facilities related items.

**Facilities update, including: building utilization, preliminary
deferred maintenance priority list, and other project updates**

Dr. Figueroa gave a report on the preliminary assessment of building condition and utilization, which was conducted by the Facilities Department. She explained that a similar assessment will also be conducted of ITECC and a report will be presented to the Board at a future meeting.

Dr. Figueroa presented information on the deferred maintenance priority list. A question was posed regarding the \$1.9 million in funding previously approved for repairs. Dr. Figueroa responded that the Board approved funds to replace one of the three chillers at the Jacob Brown Auditorium (JBA) and one from another area on campus approximately a year ago. However, the two remaining chillers at the JBA have since incurred wear and tear to the point that one was recently decommissioned and the other is operating at 50% capacity. In addition, the \$1.9 million in funding approved by the Board is for roof repairs and does not include funding for chiller replacement.

This item was for information purposes only. No action is required.

*Note: Mr. Mendez left the meeting and Mr. Herrera concluded the report.

9. Policies Committee Report

Chair Garza called on Ms. Alejandro to present the item. She stated that the Policies Committee met on Friday, November 2nd. Present at the meeting were present were, Ms. Kelly Grab, TASB Policy Consultant, who participated via telephone; Judge Felix Recio, Dr. Gene Connors, HR Consultant, TSC Legal Counsel Mr. Frank Perez, and members of the TSC administration.

**Consideration and possible action on
Approval of Local Policies**

Ms. Alejandro reminded the Board that at its August 2018 meeting, the Board approved updates to the current local policies. At that time, TASB informed the Board that additional

policies would need to be presented for approval in order to be in compliance. Ms. Alejandro stated that during the committee meeting, Ms. Grab covered section by section and explained the purpose of the policies and why TASB recommends their approval. The committee also had an opportunity to ask specific questions about individual policies.

It was noted that at any point, if the Board feels revisions should be made, the policies can be brought back before the Board for consideration and approval.

A motion was made by Ms. Alejandro to approve the policies as presented. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

12. Announcement of Proposed Meeting Dates

Chair Garza announced the following proposed meeting dates:

Thursday, December 13, 2018, 5:30 p.m.


Regular Board Meeting

Thursday, January 31, 2019, 5:30 p.m.

Regular Board Meeting

13. Adjournment

A motion to adjourn the meeting was made by Mr. Herrera. The motion was seconded by Ms. Alejandro and carried with six votes and one absence. The meeting was adjourned at 8:24 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



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

The video recording of the Regular Board of Trustees meeting held on November 15, 2018, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Coordinator of Administrative Services. Videotaping of the Board of Trustees' meetings began on April 11, 1996.