



Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

September 19, 2019

The Board of Trustees of the Texas Southmost College District convened in open session on September 19, 2019, at 5:32 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair, Mr. Ruben Herrera, Vice Chair, Dr. Tony Zavaleta, Secretary, Mr. J.J. De Leon, Jr., Mr. Art Rendon, Ms. Eva Alejandro. Absent was Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

Board of Trustees

Adela G. Garza
Chair

Ruben Herrera, J.D.
Vice Chair

Tony Zavaleta, Ph.D.
Secretary

J.J. De Leon, M.Ed.

Art Rendon, M.Ed.

Eva Alejandro

Delia Saenz

TSC President

Jesus Roberto Rodriguez, Ph.D.

1. Call to Order

Madam Chair, Adela Garza, called the meeting to order at 5:32 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.

There were no speakers.

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

- a. Special Meeting – August 1, 2019
- b. 1st Public Hearing – August 12, 2019
- c. 2nd Public Hearing – August 22, 2019
- d. Regular Board Meeting – August 22, 2019
- e. Special Meeting – August 27, 2019

Mr. Rendon made a motion to approve the minutes of the Special Meeting of August 1, 2019; 1st Public Hearing on Aug 12, 2019; 2nd Public Hearing on August 22, 2019; Regular Board Meeting on August 22, 2019; and the Special Meeting on August 27, 2019. Dr. Zavaleta seconded the motion and the motion carried with six votes and one absence.

5. President's Report

Fall 2019 Enrollment Update

President Rodriguez reported that there are 4,363 on-campus students registered for the fall 2019 semester, which represents an 11.6% increase over fall 2018. In addition, there are 2,467 dual enrollment students, a 51.5% increase over fall 2018; and 1,811 early college high school students, a 13.6% increase over fall 2018. Bringing a total enrollment to 8,641 students, a 21.2% increase over fall 2018. The total represents the largest fall semester enrollment since the College reopened in fall of 2013 and the largest total enrollment for any semester.

VBMC Signing Ceremony

Dr. Rodriguez reported that TSC held a signing ceremony on August 28th with Valley Baptist Medical Center Brownsville to add the Certified Nursing Assistant program to the affiliation agreement. Valley Baptist will provide TSC CNA students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in a general acute hospital.

Cameron County Emergency Preparedness

The President reported that TSC Hosted the Cameron County Emergency Preparedness monthly meeting on August 30th to inform and update key partner agencies and personnel on several topic related to hurricane season, emergency procedures and public assistance.

Industrial Scaffolding Graduation

The sixth cohort of TSC Industrial Scaffolding students graduated on August 30th and received job offers on-the-spot from BrandSafway. The next cohort of Industrial Scaffolding students will graduate on Friday, September 27th.

High School Senior Days

TSC held a Scorpion High School Senior Days on September 9th and 10th at the TSC Performing Arts Center. Four separate sessions were held over the two days and 1,150 students from the school districts of Brownsville, San Benito, Los Fresnos, and La Feria attended the event, including students from Jubilee, IDEA and First Baptist. TSC's Divisions of Humanities, STEM/CTE, and Health Professions exposed students to their programs and information about scholarships and TSC's college experience was shared through talks and videos. The students filled out contact cards so TSC can follow up with them on attending TSC next year.

Remembrance Day

The President reported that last week, TSC held its annual Remembrance Day Ceremony at the Oliveira Student Services Center in honor of the lives lost 18 years ago in the tragic events of September 11, 2001. The Brownsville Fire Department's Color Guard presented the colors during the ceremony, and Brownsville Fire Chief Jarrett Sheldon was our keynote speaker.

B-Metro Signing Ceremony

In addition, TSC held a signing ceremony with the City of Brownville and B-Metro to sign an agreement that offers free citywide bus transit service to all TSC students with a valid TSC student identification. TSC Board of Trustees, Brownsville Mayor, Trey Mendez, and B-Metro administration, as well as several media outlets attended the signing ceremony.

Soccer Team Home Opener

On Saturday, September 14th, the Scorpions Men's Soccer Club defeated Trinity University, 4-1, in the home opener of the fall 2019 Texas Collegiate Soccer League season. A great crowd of students, faculty, staff and families attended. The Scorpions soccer club will visit Incarnate Word University in San Antonio on Saturday Sept 21st. They will also play two away games against Texas A & M San Antonio on September 28th and Texas State on September 29th. Their next home games will be on Saturday, October 5th against Northwest Vista College and Sunday, October 6th against UTSA.

Mr. Rendon commented to ask if there had been interest by external universities or colleges in recruiting our student soccer players. Dr. Rodriguez replied that currently as the team is traveling to other universities, the TSC personnel is letting the coaches know we are coming so they can scout our students for potential recruitment to their universities.

Constitution Day

Dr. Rodriguez shared that the College celebrated Constitution Day with a daylong schedule of events that included Voter Registration, Constitution Day-related games, trivia, snacks, and three presentations from faculty that discussed the historical perspective of the Constitution and Constitutional issues. The day's events were highlighted by keynote speaker, Efrén C. Olivares of the Texas Civil Rights Project.

Career & Education Expo

The President continued informing TSC hosted the 17th Annual Education and Career Expo in collaboration with RGV Lead and Workforce Solutions Cameron for the third year which was previously held in Harlingen. Over 1,200 students from La Joya to Brownsville attended the Expo and over 75 local businesses and institutions of higher education participated in the event.

Upcoming Events

Dr. Rodriguez informed the trustees that a list of upcoming meeting and events was provided in their meeting binders.

Video Presentation –Year in Review

Dr. Rodriguez concluded by presenting the video of activities and outreach activities done throughout the summer and fall. Dr. Rodriguez thanked the Board of Trustees, faculty and staff for their efforts and continued support.

Following the President's Report, Madam Chair, Adela Garza, provided a brief summary of a meeting held in the morning with State Representative Eddie Lucio, in which Dr. Rodriguez informed him of the various activities TSC is doing. Representative Lucio was impressed and asked what he could do to help the college. He recognized TSC as the fastest growing community college. Dr. Rodriguez added TSC is showcasing the wonderful work done in a weekly page in the newspaper promoting TSC.

6. Rotary Club Brownsville – Sunrise Scholarship Check Presentation

Ms. Garza called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa introduced the Rotary Club Brownsville Sunrise members present: Mr. Raul Garcia, President; Mr. Lizandro Garcia, Treasurer; and Ms. Alma Ortiz, Member. Dr. Figueroa stated this is the third year in a row to present TSC a student gift of \$4,000.

Mr. Raul Garcia, Mr. Lizandro Garcia, and Ms. Alma Ortiz, presented the check and reinforced the commitment to continue to fund TSC and its local students, as education is top priority. He thanked everyone for the opportunity to serve the community.

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

7. Consideration and possible action on approval of the TSC Strategic Priorities for FY 2020

Ms. Garza asked to move this item to after the Executive Session. All board members present agreed.

8. Budget/Finance Committee Report

Ms. Garza called on Mr. Herrera to present the report. Mr. Herrera stated the committee met on Monday, September 9 to discuss several items. He then called Dr. Gisela Figueroa, Vice President of Finance and Administration to present the findings.

a. Consideration and possible action on award RFP 19-24 "Industrial Maintenance Training System"

Dr. Figueroa presented information regarding Request for Proposal (RFP) 19-24 Industrial Maintenance Training System, which went out on July 5th and was reviewed by committee on September 9th to make a recommendation to the Board. The equipment for this RFP is for the Industrial Mechanics and Maintenance Technology Program starting in January. The review committee reviewed the two proposals based on regular criteria. They are recommending the purchase of only 7 pieces of equipment within the allocated budget to start the program. Dr. Figueroa continued comparing costs, discounts, warranties and shorter lead-time for delivery of the items,

recommending awarding the RFP to Advanced Technologies Consultants, Inc. The expenses are part of Budget Amendment 19-003 previously approved by the Board in February to purchase this equipment.

Dr. Zavaleta inquired whether all of the pieces of equipment have been vetted and approved by faculty in each department and whether the equipment is what the faculty need for the program. Dr. Abusalim replied that there is currently no faculty for the industrial program since it is still being built, but the equipment was presented and discussed with the program advisory board, which recommended the equipment be purchased based on alignment with the course curriculum developed for the program.

Mr. Rendon asked if the company would provide training or orientation and the duration of such. Dr. Abusalim replied that the company will provide training as needed and unlimited use of their online resources.

Mr. Rendon inquired about the timeline for installation of the equipment, which Dr. Abusalim replied would be within 60 to 75 days after approval. Mr. De Leon asked when the rest of the equipment would come in, and Dr. Abusalim replied the program would be fully equipped by next fall.

A motion was made by Mr. Herrera to award RFP 19-24 for “Industrial Maintenance Training Systems” to Advanced Technologies Consultants, Inc. in the amount of \$361,157 and authorize the President to execute the purchase contract, as presented. The motion was seconded by Ms. Alejandro and carried with six votes and one absent.

b. Consideration and possible action on award RFP 19-25 for “Sport Utility Vehicles (SUV’s)”

Madam Chair called Mr. Herrera to present the item. Dr. Figueroa continued the presentation on the RFP 19-25 timeline, scope of work, and acceptable vehicle models, pricing tabulation. One hundred and thirty different agencies were invited to participate, and two proposals were received. The committee suggested the purchase of a Suburban and a Chevrolet Malibu from Caldwell Country Chevrolet and from Silsbee Fleet Group, a Ford Explorer.

Mr. Herrera asked if there were any local bids, and Dr. Figueroa replied there were no local bidders although invitations were sent out to the six local dealerships.

A motion was made by Mr. Herrera to award RFP 19-25 for "Sport Utility Vehicles (SUV's)" to Caldwell County Chevrolet for the purchase of the Chevrolet Suburban 2020 and Chevrolet Malibu 2020 in the total amount of \$57,200 and to Silsbee Fleet Group for the purchase of the Ford Explorer 2020 in the total amount of \$28, 814 and authorize the President for execute the Purchase Order contracts as presented. The motion was seconded by Dr. Zavaleta and opened for discussion.

Mr. De Leon raised a question on the number of people that can be seated in the Chevy Malibu and asked if it was more profitable to get two explorers to seat more people. Dr. Figueroa explained that on occasion, there is only one recruiter going to the high-schools and not a group of people. The purchase of a Malibu would provide the option for use of different sizes of vehicles to meet different needs.

After discussion, the motion carried with six votes and one absent.

c. TSC Procurement Card (PCard) internal audit conducted for the period of July 2018 to June 2019

Mr. Herrera called Dr. Figueroa to Dr. Figueroa to present the item for information purposes only.

Dr. Figueroa stated this is a Texas Southmost College Procurement Card internal audit. The objective of this audit was to determine whether the procurement card program is functioning in compliance with the TSC purchasing policy. The audit included a review of PCard purchases from July 2018 to June 2019. Dr. Figueroa concluded the internal audit produced no compliance findings; however, there were some concerns identified including, 1) consistency missing between procurement cards document submission, 2) defined user roles not present, and 3) one card for all types of purchases. Based on the results, it is recommended to implement a new procurement card program including the two types of cards (procurement and travel), introduce clear procurement card guidelines, and train staff on the roll-out of the new program.

Mr. Rendon inquired about the reason the audit was conducted. Mr. Herrera provided a brief history of the implementation of the procurement card program, which was implemented with the understanding that an audit would be done after a year or two to see how the program was working to ensure checks and balances.

The presentation was for information only. No action was taken.

9. Facilities Committee

a. **Facilities Update: Roofing Project, TSC Performing Art Center Flooring, Jacob Brown Chiller and Heating, Ventilation and Air Conditioning Program Relocation**

Dr. Figueroa presented an update, which included before and after photos of several facilities projects including Campus Roofing, TSC Performing Arts Center Flooring, Jacob Brown Chiller, and HVAC Program Relocation. Mr. Rendon suggested that the Facilities team carefully monitor the workmanship on all the work done and ensure that warranties are maintained for all projects.

The presentation was for information only. No action was taken.

b. **Presentation regarding lots adjacent to the College**

Dr. Figueroa provided a summary of TSC Lot properties and provided areal views showing location of the lots. After the presentation, Mr. Herrera added that the committee discussed maintenance and upkeep of the lots and suggested that at some time in the future there should be discussion in executive session about what to do with the lots.

The presentation was for information only. No action was taken.

10. Academic Committee

Ms. Garza called on Dr. Zavaleta to present the Academic Committee report. Dr. Zavaleta stated the committee met on Monday, September 9 to discuss several items. Present were Ms. Alejandro, President Rodriguez and members of the Administration. Items that were discussed are as follows:

a. **Consideration and possible action on the clinical affiliation agreement with Doctors Hospital at Renaissance for the Medical Laboratory Technology, Emergency Medical Services, and Radiologic Technology Programs**

A motion was made by Dr. Zavaleta to approve President Rodriguez to sign the affiliation agreement with Doctors Hospital at Renaissance as presented. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

- b. Consideration and possible action on approval on the clinical affiliation agreement with Rio Grande Regional Hospital for all TSC allied health programs**

A motion was made by Dr. Zavaleta to approve President Rodriguez to sign the affiliation agreement with Rio Grande Regional Hospital as presented. The motion was seconded by Mr. Herrera and carried with six votes and one absence.

- c. Consideration and possible action on approval of articulated transfer agreement between the University of Texas San Antonio and Texas Southmost College**

A motion was made by Dr. Zavaleta to approve President Rodriguez to execute articulated transfer agreement between the University of Texas San Antonio and Texas Southmost College. The motion was seconded by Mr. Herrera and carried with six votes and one absence.

- d. Consideration and possible action on approval of a Letter of Institutional Support and Commitment and Letter of Eligibility for a UTRGV grant application to the National Institutes of Health Bridges to Baccalaureate Research Training Program**

A motion was made by Dr. Zavaleta to approve for President Rodriguez to execute the Letter of Institutional Support and Commitment and the Letter of Eligibility and related documents for this project, as presented. The motion was seconded by Mr. Herrera and carried with six votes and one absence.

- e. Consideration and possible action on approval of matching grant support for the 18th annual Binational Literary conference Letras en el Estuario**

A motion was made by Dr. Zavaleta to approve the allocation of matching grant support in the amount of \$2,227 for marketing and \$2,379 in-kind cost sharing for facilities and AV support, contingent on the Notice of Grant Award from Humanities Texas for Notice of Grant Award from Humanities Texas for \$1,315, and to authorize President Rodriguez to execute the related documents, as presented. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

- f. Ratification of the extension letters for the clinical affiliation agreement with Harlingen Medical Center for the Diagnostic Medical Sonography Program, Medical Laboratory Technology Program, Radiologic Technology Program, and Respiratory Care Science program for the period of September 1, 2019 through August 31, 2020**

Mr. Herrera requested that President Rodriguez have a study conducted and present to the Board the amount of resources that would be required to make the 2nd floor of Oliveira an environment that benefits TSC students. Mr. Rendon and Mr. De Leon added that the space should include meeting rooms for large groups.

Dr. Zavaleta requested that the motion be restated for clarification.

Mr. Rendon made a motion to table the Cafeteria Project item. The motion was seconded by Mr. Herrera and carried with seven votes and one absence.

12. The Board convened in Executive Session at 6:43 p.m. and reconvened in Regular Session at 8:22 p.m.

13. Action on Executive Session Matters

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

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

i. Nomination for Cameron Appraisal District Director

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

i. Consideration and possible action on Salary Schedule

A motion was made by Mr. Rendon to adopt the salary schedule as discussed in Executive Committee. The motion was seconded by Mr. Herrera and carried with six votes and one absence.

ii. Evaluation of the President

Mr. Rendon made a motion to renew Dr. Rodriguez' contract as discussed in Executive Session. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

- iii. Consideration and possible action on approval of the TSC Strategic Priorities for FY 2020

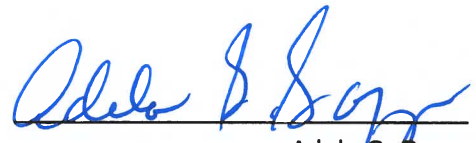
A motion was made by Mr. Rendon to approve the Strategic Priorities for FY 2020 as discussed in Executive Session. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

14. Announcement of Proposed Meeting Dates

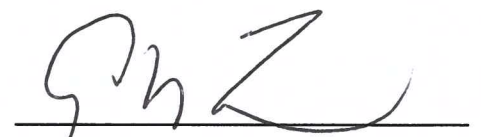
- a. Regular Board Meeting – Thursday, October 24, 2019, 5:30 p.m.
- b. Regular Board Meeting – Thursday, November 21, 2019, 5:30 p.m.

15. Adjournment

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



Adela G. Garza
Chair, Board of Trustees



Dr. Tony Zavaleta
Secretary, Board of Trustees