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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

January 23, 2020

The Board of Trustees of the Texas Southmost College District convened in open session on January 23, 2020 at 5:31 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; Ms. Eva Alejandro; Mr. J.J. De Leon; Mrs. Delia Saenz; and Mr. Arturo Rendon. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Ms. Garza, at 5:31 p.m.

2. Pledges of Allegiance

Secretary Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment

There were no speakers.

*Note: Vice Chair Herrera and Mr. De Leon made a special request to hold a moment of silence for fallen soldier, Specialist Miguel A. Villalon. A moment of silence was held to honor his memory and sacrifice.

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

a. Consideration and possible action on the Minutes of the Regular Meeting of the Board of Trustees held on December 5, 2019

A motion was made by Mr. Art Rendon to approve the Minutes of the Regular Meeting of December 5, 2019, as presented. The motion was seconded by Vice Chair Herrera and carried unanimously.

b. Consideration and possible action on the Minutes of the Special Meeting of the Board of Trustees held on December 12, 2019

A motion was made by Ms. Saenz to approve the Minutes of the Special Meeting of December 12, 2019, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

5. President's Report

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

- **Spring Enrollment**

Preliminary enrollment numbers for Spring 2020 show the current total enrollment is at 9,420 students. This represents a 24.8% increase over last year's Spring enrollment of 7,550 students. President Rodriguez reported that on campus enrollment is 4,101 which is a 19% increase over Spring 2019. Dual Credit enrollment is 3,161 which is a 47.9% increase over Spring 2019. Early College High School enrollment is 2,158 which is a 9.8% increase over Spring 2019. He stated that TSC's continued enrollment growth over the past several semesters is reflected in the Spring 2020 semester as the college recorded its highest enrollment record since it re-opened in the Fall of 2013 with 3,673 students. TSC's current enrollment represents 5,747 additional students or a 156.5% increase since re-opening. President Rodriguez did emphasize that it is worth mentioning that these are preliminary totals as enrollment is not certified until the 12th class date, which is February 4th.

President Rodriguez expressed that he was truly thankful for the Board of Trustees, faculty, staff, administration, and community partners for their hard work, dedication, and continuous support in helping to grow this college.

Ms. Garza commented that she wished the numbers had been displayed and requested this for the next time. President Rodriguez elaborated that Texas Southmost College continues to be one of the fastest growing community colleges in the state of Texas. While the national trends reflect most enrollments as flat or decreasing, TSC continues to project an upward increase in enrollment. He added that TSC continues to grow in the double digits.

- **Readers' Choice Award**

Texas Southmost College was once again voted Favorite College/University by the Brownsville Herald's Readers' Choice Award. This is the third consecutive award for TSC, and the winners will be announced on January 31st in the Brownsville Herald. President Rodriguez once again conveyed his gratitude to the Board of Trustees, faculty, staff, and administration for their leadership in helping the college to better serve students and the community.

- **Angel Tree Toy Drive**
Prior to the winter break, TSC helped spread the holiday cheer on December 13th at Cromack Elementary School as part of the college's annual Angel Tree Toy Drive distribution. TSC Trustee, Ms. Delia Saenz and President Rodriguez attended the toy drive distribution along with Student Life, Student Government Association, and the Criminal Justice Club headed by Dr. Chris Alves. Toys were distributed to 260 pre-k through first grade students. The toys were donated by TSC students, faculty, staff, administration, and community members during the month-long drive that began in November.
- **Dual Enrollment Graduates**
TSC graduated the first group of Dual Enrollment students since re-opening in the Fall of 2013. The four Dual Enrollment students were from Los Fresnos High School. The Los Fresnos Consolidated Independent School District's Career and Technical Education Office held a special reception to honor the four residential electrician students on December 13th. President Rodriguez attended the reception along with TSC Dean of STEM/CTE, Dr. Abusalim. These dual enrollment students graduated from TSC before completing high school. They walked the stage in the Fall commencement and earned a residential electrician certificate of proficiency level one.
- **CNA Pinning Ceremony**
TSC celebrated the latest cohort of Certified Nursing Assistant students with a pinning ceremony on December 13th for ten new graduates from Los Fresnos Consolidated Independent School District. TSC Trustee, Ms. Eva Alejandro and President Rodriguez attended the ceremony at the ITEC Center.
- **Fall Commencement**
TSC held a lively Fall commencement ceremony on December 14th at the Jacob Brown Auditorium. There were 234 total students who graduated during the Fall semester. TSC's former Vice Chair and current Mayor of Brownsville, Mr. Trey Mendez, was the keynote speaker and provided a wonderful and motivational speech.
- **Partnership with Mexican Consulate**
TSC and the Mexican Consulate in Brownsville celebrated an MOU signing ceremony on December 17th at the ITEC Center. The MOU establishes a partnership with the *Ventanilla de Orientación Educativa* program between TSC and the Mexican Consulate. The *Ventanilla* will be staffed by TSC personnel to provide information regarding local educational opportunities, services, and resources to the communities both institutions serve. This will be the 39th program of its kind across the country.
- **Spring 2020 Convocation**
TSC's Spring 2020 Convocation was held on January 13th at the TSC Performing Arts Center and the Jacob Brown Auditorium. Faculty and staff received T-Shirts with the Spring Convocation theme, "Scorpion Rhythm at TSC". The state of the college was provided to faculty and staff along with the updates on TSC's new learning spaces,

LinkedIn Learning, and safety and security and how they all come together to help accomplish goals and setting the strategic vision of 2023. Spring Convocation concluded with a special presentation by the Drum Café. The purpose of the program was designed to spark unity and engagement; enhancing a sense of one team, reigniting common values, boosting inspiration, and enhancing motivation.

- **Mr. Amigo Announcement**

TSC hosted the unveiling of the official announcement of the 2019 Mr. Amigo honoree, Mexican boxing great and six-time world champion, Julio Cesar Chavez at the ITEC Center on January 15th. The President was accompanied by Madam Chair and Trustee, Ms. Delia Saenz, at the event.

- **Leadership Class**

The Brownsville Leadership 35th class attended the Education Session on January 16th at Texas Southmost College. The class learned about the comprehensive mission of a community college, the programs offered at TSC, the college recruiters and their activities at the ISDs, and student life that TSC has at the college. The 24 students of the Brownsville Leadership class were in attendance along with two of their Board of Directors. TSC provided them with vital information so they can assist by advocating for what TSC has to offer in the Brownsville community.

- **Spring 2020 Faculty Convocation**

TSC held the Spring 2020 Faculty Convocation on January 17th at the Jacob Brown Auditorium and January 18th at the TSC Performing Arts Center. A combined 311 full time faculty and instructional staff and dual credit and adjunct faculty attended on January 17th and 72 adjuncts, faculty, and staff attended on January 18th.

- **Scorpion Success Orientation**

TSC held a Scorpion Success Orientation on January 18th at the Set B Lecture Hall to welcome new students and their loved ones to the TSC Family. There were 161 students and guests that attended the orientation and they had the opportunity to learn about the resources available to them at TSC, hear a motivational speaker, and speak with various representatives around the college.

- **Criminal Justice Program**

TSC's Criminal Justice Program is collaborating with the Division of Humanities and the Office of Student Life to host the third annual Texas Southmost College Law Enforcement Expo on February 18th from 9am to noon at the Jacob Brown Auditorium. This is the Criminal Justice Program's signature event and this year's law enforcement expo will feature approximately thirty law enforcement agencies from the local, state, and federal levels. Presenters will provide current literature on their respective agencies, recruitment materials, and visual displays. This event is free and open to the public.

- **Video Presentation**

President Rodriguez concluded his report by sharing a video which highlighted several activities and events that occurred since the last Board Meeting. He expressed his thanks for everyone's efforts and commitment to TSC leadership as we continue to move forward in creating an environment that is welcoming and provides a sense of belonging to our students and to our community. President Rodriguez exclaimed, "We will always keep saying, 'This is your community college. Nuestra casa es su casa'. We thank you for helping us develop the TSC family spirit and it's a reflection of this collective success that we have".

6. **Budget and Finance Committee Report**

Chair Garza called on Vice Chair Herrera to make the report.

a. **Consideration and possible action on authorization to approve contract with Cameron County Elections Administrator for Elections Services**

Vice Chair Herrera called on Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations and College Elections Agent, to present the item.

A motion was made by Vice Chair Herrera to approve the contract with the Cameron County Elections Administrator to conduct election services for the May 2, 2020 election in the amount of \$83,820 and authorize President Rodriguez to execute the contract. The motion was seconded by Secretary Zavaleta and carried unanimously.

b. **Consideration and possible action on setting date and time for drawing for place on the Ballot**

Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations and College Elections Agent, was called on to present the item. He stated that the recommendation for the date and time for the drawing for place on the ballot is Monday, February 24, 2020 at 5:30 p.m. at the Gorgas Hall Board Room.

A motion was made by Vice Chair Herrera to set a date and a time as presented by Mr. Chrnko-Salas for the drawing of the place on the ballot as presented by staff. The motion was seconded by Secretary Zavaleta and carried unanimously.

c. **Consideration and possible action on adoption of a resolution to hold joint elections**

Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations and College Elections Agent, presented the item. He explained that TSC will hold early voting for the Texas Southmost College District positions one, two, and four from April 20th through April 28th. Regular voting will take place on May 2, 2020. He added that cost

containment continues to be a concern for the college and by entering into a contract with the Cameron County Elections Administration for early and regular voting for the common precincts, each entity will enjoy reduced costs.

Vice Chair Herrera asked Mr. Chrnko-Salas to clarify who the entities are. Mr. Chrnko-Salas responded that the entities are the Brownsville Navigation District and Texas Southmost College. Vice Chair Herrera further inquired if there were any other entities. Mr. Chrnko-Salas stated that there were no other entities at the moment, but it is possible that a third entity could enter, which would be Los Fresnos. However, their participation is contingent on whether they will hold an election.

A motion was made by Vice Chair Herrera to adopt a resolution to hold joint elections as presented by Mr. Chrnko-Salas. The motion was seconded by Mr. Rendon and carried unanimously.

d. Consideration and possible action on Notice and Order of General Election

Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations and College Elections Agent, presented the item. He explained that as per the election code, political subdivisions such as TSC are required to order a general election on or before the seventy-eighth day before the election. For the May 2, 2020 election the date would be on or before February 14, 2020.

A motion was made by Vice Chair Herrera to approve the Notice and Order of General Election as presented by administration. The motion was seconded by Ms. Alejandro and carried unanimously.

e. Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2019

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa introduced Mr. Carlos Arizpe and Mr. Amado Sanchez as representatives of the auditing firm, Cascos and Associates. She explained that they would be giving the Board an overview of the audit.

Mr. Arizpe began by thanking the Board for allowing Cascos and Associates to be the CPA of their choice and thanked the TSC Business and Finance department for working diligently throughout the year to ensure that the firm could have the audit completed on time.

Mr. Arizpe began the Independent Auditors Report presentation by explaining the responsibility of the college in the process and stated that their responsibility as auditors is to provide an independent opinion based on the financial statements provided by the college. He referred to the report and cited the independent opinion of

the firm to give the college an unmodified opinion. He elaborated that an unmodified opinion is a clean opinion and is the best opinion an entity can receive.

Next, Mr. Arizpe reviewed the Income Statement, also known as the Profit and Loss Statement, for 2019 in some detail.

Mr. Arizpe stated that the audit was conducted on financial statements only and not on internal controls or compliance on loss and regulations. However, the firm did look at internal controls and compliance in order to get a better understanding of how the college operates. While reviewing these, the firm did not find any deficiencies on internal controls or instances of non-compliance.

In closing, Mr. Arizpe pointed to a section of the report which provided detailed information regarding grants received and another section of the report which provided a recap of all the information he presented.

Ms. Garza continued by thanking Dr. Figueroa and her department for doing a great job as always. Vice Chair Herrera also thanked Mr. Pecero for his contribution in carrying the responsibility before Dr. Figueroa was hired. Dr. Figueroa recognized her department for their part in the process.

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

f. Annual Investment Report for Fiscal Year Ended 2019

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item.

Dr. Figueroa stated that the Public Fund Investment Act requires the college to bring this report before the Board on an annual basis. She referenced the Annual Investment Report which reflected a recap of investments and proceeded to provide a detailed overview of the information. During the presentation, Mr. Rendon inquired whether all the work done on these reports was internal or with the help of financial advisors. Dr. Figueroa explained that the college does employ financial advisory services from Valley View Consulting as they were chosen and awarded via RFP in February 2019. She added that this was also when the college switched bank depositories.

Vice Chair Herrera continued the discussion by reiterating a request that was made during the Budget and Finance Committee meeting. Dr. Figueroa responded that her team is working on searching for independent entities that can advise the Board as to how the college can best invest and what course of investment is the right one for the college. Once a list of suitable options is compiled, Dr. Figueroa will provide this information to the committee for consideration.

Secretary Zavaleta further questioned if Dr. Figueroa had identified how much profit was made from the investments. Dr. Figueroa explained that this report only outlines investments but the Fourth Quarter Investment Report which was presented earlier in the year included that information. Dr. Figueroa cited the fourth quarter report and stated the profit received in interest from the first quarter was \$171,108, the second quarter was \$261,604, the third quarter was \$271,739, and the fourth quarter was \$288,840. Secretary Zavaleta commented that these figures seemed low for an investment of \$78 million. Dr. Figueroa explained that although the first quarter only yielded \$171,000, the college received \$288,000 in the fourth quarter because it employed the services of the investment firm, began investing in CDs, and changed banks. The result of adopting those changes was a gain of over \$110,000 more within three months. Secretary Zavaleta thanked Dr. Figueroa and she thanked the Board for their support in employing the investment company services.

Mr. Rendon commented that it was good news that the college was moving forward with these endeavors and inquired whether TSC is continuing to work with Estrada & Hinojosa. Dr. Figueroa responded that Estrada & Hinojosa provide bond counsel to the college which is a different kind of advice.

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

g. Consideration and possible action on award RFP 20-06 for "Welding Simulator"

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, to present the item.

Dr. Figueroa began the presentation by providing details regarding the process and logistics of the RFP for the Welding Simulator which began October 26, 2019. She explained that this equipment would be used in the welding program. She introduced Dr. Fleishman to provide further detail on the equipment and to answer any questions the Board had.

Dr. Fleishman explained that this equipment can simulate MIG, TIG, and STIG welding and is highly portable. These features are extremely valuable because it will be utilized during every outreach and recruitment event the college has. This equipment will allow the college to teach students who have never held a welding rod in their life and bring them up to speed quickly. Dr. Fleishman continued his presentation by describing some of the virtual simulation features the equipment offers and invited the Trustees to come and experience it when it is put into place. He added that the college will also inevitably save money by purchasing this machine because the virtual welding rods will take the place of actual welding rods until the instructors can measure the student's success and know they are ready to use one.

Mr. Rendon asked Dr. Fleishman if this is the type of state-of-the-art training equipment that would be found at places like AmFELS. Dr. Fleishman responded affirmatively and elaborated that the advantage of this piece of equipment is that it will support everything that needs to be done for shipfitting and pipefitting.

Secretary Zavaleta inquired whether Dr. Fleishman foresaw a need for a second machine. Dr. Fleishman responded that they do not anticipate that need at the moment; however, if the welding program grows the way administration thinks it will, then there may be a need. He stated it is possible to one day need more machines, but when that need arises, he will bring it to the Board for consideration.

A motion was made by Vice Chair Herrera to approve RFP 20-06 for "Welding Simulator" to Matheson for the purchase of a VRTEX360 - single user by Lincoln Electric in the amount of \$41,610 and authorize President Rodriguez to execute the purchase order contract as presented. The motion was seconded by Mr. De Leon and carried unanimously.

h. Consideration and possible action to engage Ellucian, Inc. for a new Work Order to provide secure and update Content Management System, Web Site Design and Data Migration for the TSC Website

Mr. Luis Villarreal, Vice President of Information Technology, presented the item. He stated that Ellucian, Inc. is currently engaged in supporting TSC's IT operations and administration is requesting to further engage the company to build the college a new website using a new content management system and migrate all data from the current website to the new one. Mr. Villarreal stated that Ellucian had submitted a proposal which represents about half the cost of what would be charged by a third-party provider.

A motion was made by Vice Chair Herrera to approve the proposal from Ellucian, Incorporated to provide secure and updated Content Management System, Web Site Design and Data Migration for the TSC Website in the amount of \$71,299 and authorize President Rodriguez to execute the contract. The motion was seconded by Mr. Rendon and carried unanimously.

i. Monthly Financial Statement Report for the Month Ending November 30, 2019

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She provided an overview of the financial statement for the month ending November 30, 2019.

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

7. Facilities Committee Report

Chair Garza called on Vice Chair Herrera to present the report.

a. Facilities Project Updates

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the updates.

Dr. Figueroa began the updates presentation with the work that was being done at the ITEC Center Workforce Labs project.

Moving forward in the presentation, Dr. Figueroa provided an update on the Roofing Renovations project. Currently work had begun on the Bookstore, Calvary, Garza Gym, Guerra Child Care Center, and Cortez Hall. Pending buildings included the Music Building, Jacob Brown, Oliveira, and Set-B. She stated that the project is moving along as scheduled and completion date is projected for April of this year.

The next update was the progress on the Furniture and Flooring for Instructional Spaces project. Dr. Figueroa presented images of the new flooring which had been installed as well as the new furniture and paint in the designated spaces. She expressed excitement at the transformation and seeing students come back to a completely different learning space than what they left in December. Dr. Figueroa stated that North, South, and Set-B buildings had already been furnished.

Dr. Figueroa continued her update with the Oliveira Renovation Project and concluded her report by giving updates on some smaller projects that had been worked on. She announced that the Oliveira Clock is now in working order. Also, several portable water fountains that filter water had been installed throughout the buildings and have been very popular. Dr. Figueroa also displayed an aerial image of the tennis courts which are being buffed and stated that the basketball poles have been placed.

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

8. Academic Committee Report

Ms. Garza. Called on Secretary Zavaleta to give the report.

a. Consideration and possible action to accept the modified Memorandum of Understanding, partnering with BrandSafway in the delivery of a non-credit, industry-based Insulation training program

Secretary Zavaleta called on Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, to present the item.

Dr. Fuentes stated that this MOU had been brought before the Board for consideration before, but the BrandSafway legal team requested some changes to the document. As a reminder TSC is partnering with BrandSafway to build an 80-hour insulation program. The track changes to the MOU were provided to the Board for review. Secretary Zavaleta asked if there were any questions from the Board on this item and Chair Garza added that this item did go through the Academic Committee for review and consideration.

A motion was made by Secretary Zavaleta for President Rodriguez to execute the modified Memorandum of Understanding between BrandSafway and Texas Southmost College as presented. The motion was seconded by De Leon and carried unanimously.

- b. Consideration and possible action on a Memorandum of Understanding with Keppel AmFELS for the development and delivery of a non-credit, industry-driven Shipfitting training program under the direction of the TSC Office of Workforce Training and Continuing Education**

Secretary Zavaleta recommended to the Board that this item be tabled because the amendments had not been received.

A motion was made by Secretary Zavaleta to table the Consideration and possible action on a Memorandum of Understanding with Keppel AmFELS for the development and delivery of a non-credit, industry-driven Shipfitting training program under the direction of the TSC Office of Workforce Training and Continuing Education. The motion was seconded by Mr. Rendon and carried unanimously.

- c. Consideration and possible action on closing the computer Web Development Program**

Secretary Zavaleta called on Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, to present the item.

Dr. Fuentes introduced the item as a proposal to close the Computer Web Development Associate of Applied Science (AAS) and the Computer Web Development Certificate Level one proficiency. She then introduced Dr. Murad Abusalim, Dean of STEM/CTE, to provide a presentation for the Board.

Dr. Abusalim provided an in-depth presentation that outlined the factors and information used by administration to reach the proposal of closing the program. He provided enrollment totals from Fall 2013 to Fall of 2019 which reflected a healthy increase in enrollment for the Computer Information Systems and Computer Science

programs; however, enrollment for the Computer Web Development program remained mostly flat and even decreased at times throughout the years. Another factor was the graduation rate from 2014 to 2018. Only two students graduated with the Certificate Level One and seven students graduated with the Associates. Once again, the other programs reflected healthy graduate numbers in contrast to the Web Development program. Additionally, data gathered from the Texas Higher Education Coordinating Board (THECB) official website was unable to identify any TSC students who had a job related to computer web development within one year of their graduation. He stated that students may have found other jobs but not one had officially been recorded as having a job specifically related to web design or web development. Furthermore, administration pulled a report in September 2019 to identify job openings available for web development and web design and found that unfortunately, none of the openings were in the area. Moreover, meetings with the advisory committee identified part of the problem is that there are not many openings for web development or web design specifically. Employers in our region are looking for employees with more comprehensive skills such as computer technician, maintenance technician, network technician, and web design, etc. The committee agreed that it would be better for the institution to close the program. Lastly, administration identified seven courses from the Computer Information program and Web Development program align and are redundant.

Dr. Abusalim added further that if approved, the program would not be closed right away. As a solution, administration has developed a three year Teach Out Plan to help students who have currently declared this their major to progress through the program and graduate. Dr. Abusalim stated that there are seven students who had declared this their major. Three of them are near graduation and the other four students are taking courses that are not related to the program. He explained that the current course of action has been to collaborate with admissions and keep in communication with those students. If the students want to continue, the college will keep working with them and continue to offer the courses for up to three years or until they graduate.

Vice Chair Herrera asked Dr. Abusalim how many other programs from the STEM/CTE area were in the same boat, how many programs are being taught to serve the community and not to make a profit, and why this particular program was being targeted. Dr. Abusalim reiterated that the Computer Information Science program and Computer Web Design program have seven courses that are exactly the same; therefore, the college is basically teaching computer web design skills within the Computer Information Science program. Vice Chair Herrera asked when these programs were created. Dr. Abusalim explained that these programs were adopted by TSC from the partnership and were not created by TSC.

Further discussion ensued as Ms. Alejandro asked Dr. Abusalim if the college was losing money. Dr. Abusalim stated that the college is not losing money and explained that the programs are taught at ITECC where three existing labs are utilized and added that the college does not currently have a full-time faculty member specifically teaching web

design so the college will keep a pool of adjuncts to help teach the web design courses until the students graduate. Ms. Alejandro restated her question and asked if the program were to stay open, would the college lose money. Dr. Fuentes stated that keeping the program would mean that the college would have to continue offering redundant and in essence would lose money by having to pay the instructor to teach those same courses for one or two students as well as lose out on educational space that could be used for more successful programs.

Chair Garza asked what the advantages were to closing the program. Dr. Abusalim echoed Dr. Fuentes' point that closing the program would help to consolidate the departments resources and efforts to increase enrollment in healthy programs and shift energy into building more successful programs that are more relevant to the area and that will provide students with job opportunities.

Mr. De Leon continued the discussion by asking if those seven students are being accommodated to complete the program. Dr. Abusalim reiterated the Teach Out Plan that has been developed for this purpose. Ms. Saenz asked for clarification on the students that are graduating with the Web Development degree. Dr. Abusalim again explained that three will be graduating soon with a degree from the program and four other students have declared this their major but are taking other courses not related to the program. Ms. Saenz questioned if administration would be following these students and making sure they would get this degree. Dr. Abusalim again reiterated that administration and admissions are in close contact with those students and will help them to graduate with this degree if they choose to pursue it.

Secretary Zavaleta advised the Board that he spoke with representatives from the Workforce Commission and was told that this program is expected to be one of the high demand programs in the years to come. Additionally, Secretary Zavaleta spoke with the Coordinating Board and was informed that the program does not have to be closed, but can be made dormant for a certain period of time. He also commented at the irony that the college just approved an item to hire a company to build a new website for the college and yet the college administration is proposing to close the program. He added that the administration had not provided a plan to develop the program and was told that instructors do not encourage students into this program but instead encourage them into the other programs. He requested the development of a strategy to advertise the program to the local community and if there is no response after these efforts, then close it.

Ms. Alejandro asked what type of promotion or advertising had been done for this program. Dr. Fuentes responded that marketing has and continues to be done through the offices, the parent round table meetings, the career information sessions presented at all the local schools, and stated that this program has been presented alongside the other programs. Dr. Fuentes expressed the importance of considering the job outlook because the college wants to make sure that its graduates have a job if they choose to stay here. She then took the opportunity to respond to Secretary Zavaleta's remarks

concerning the Coordinating Board. She stated that at the committee meeting, she did mention that the Coordinating Board no longer makes the college close programs, but instead leaves it to the college's discretion which is why the proposal is being brought before the Board.

Mr. Rendon stated that he accepted the recommendation to close the program by administration because of the data and asked if this program is offered at TSTC or any other schools. Dr. Fuentes responded that it is not offered at TSTC and the list of schools that do offer it is dwindling because of the comprehensive Computer Information programs.

Mr. De Leon asked what the difference was between closing the program and making it dormant. Dr. Fuentes explained that closing the program would require going through a process with the Coordinating Board and SACSCOC. If the college puts it in a dormant state, the Coordinating Board will continue reporting the low enrollment and graduate numbers to the state.

Ms. Saenz expressed concern that the information provided in the Trustee's packet did not coordinate with the information that Secretary Zavaleta was given. Secretary Zavaleta added that the administration failed to speak with the Texas Workforce Commission. Dr. Abusalim clarified that he did not say there was not a high demand for this skill but unfortunately there is no specific high demand for it here in our area. The positions listed on the job outlook report are outside of our region in Austin, Houston, Dallas, and in the other cities. Dr. Abusalim stated that administration also looked into education trends and to be a Master Web Designer or Master Web Developer, students need to have a higher level of education. Less than 24% of employers in this field have Associates. The majority of them have a Bachelor or higher. He stated that TSC's degree of applied science is geared towards workforce so there is very minimal chance for our students to transfer the courses to a higher level.

President Rodriguez addressed the Board and explained that the portable core competencies in web development are being transferred to the additional degree that the college has. Workforce programs are developed and created based on the industry needs of our region or the state or the nation. Once it's no longer needed, the workforce program can be terminated. Those core competencies of web development are being transferred into the Computer Science Information Systems program. What local industry is currently telling us is that they don't need a specific singular web developer. They need a person that can use web development, programming, networking, etc. The industry need is for a more comprehensive degree. Dallas or Houston may have certain needs but the Rio Grande Valley has a different need and that is why we have the advisory committees. The companies know what the need is and what's coming. Ultimately, those web development components and core competencies are not being lost. That transferrable skill is still being taught in the Computer Information System program and it will make our students more marketable because of the variety of skill sets they will have. He added that as a community

college, we have to track students with workforce degrees and report to the state whether our graduates are working in their industry or not. Unfortunately, our web developers are working in the IT field but not specifically in web development. This tells us that we need to come back and re-package our degree to address the need.

Secretary Zavaleta acknowledged the President's statements were accurate but stated that his issue with the item is that it does not need to be done now. He added that the institutions in place give the college the opportunity to re-evaluate and re-examine and promote the program.

A motion was made by Secretary Zavaleta to approve the proposed closure of the Computer Web Development Program. The motion was seconded by Mr. De Leon and carried with six votes in favor. Secretary Zavaleta abstained.

d. Consideration and possible action on approval of Memorandum of Understanding between Western Governors University, Texas and Texas Southmost College

A motion was made by Secretary Zavaleta to authorize President Rodriguez to execute the MOU between Western Governors University, Texas and Texas Southmost College. The motion was seconded by Vice Chair Herrera and carried unanimously.

9. Policies Committee Report

Chair Garza called Ms. Alejandro to present the report.

a. Consideration and possible action on approval of local policies

Ms. Alejandro stated that some of the proposed policy updates are recommendations from administration and others come directly from TASB's local policy update #37 as indicated in the notes column.

Mr. Rendon raised a question about a policy for Special Education students that transition to the college. He further inquired if it was a legal policy that came from TASB and if it was common in most institutions. Mr. Frank Perez, the Board's attorney, responded that legal policies are written by the Texas Legislature. He elaborated that TASB will summarize those and put them into what the college calls, "Legal Policies". He added that the introduction to the policies booklet indicates that local Boards do not adopt the legal policies, but they do review them. Vice Chair Herrera asked who in administration is responsible for keeping up with the policies and procedures. President Rodriguez explained that the previous Chief of Staff was coordinating everything. Currently, he stated, we are dividing this task and delegating to the VPs to stay in tune on what policies affect each of the units. President Rodriguez stated that he is responsible for them but looks to the support of the VPs and legal counsel to keep him posted.

Chair Garza asked on the manner in which this item was presented at the committee meeting. President Rodriguez interjected and described the process beginning from when the updates are received from TASB. The updates are then distributed to the VPs. The VPs then work with their individual units and staff. Once the updates have been vetted with their staff and units, the updates are brought to the Executive Cabinet meeting for the VPs to have a healthy discussion from the administration's perspective. The next step is to meet with legal counsel. Whatever changes, revisions, additions, omissions, etc. that are agreed to is what is then brought before the committee for consideration. Any policies that require further review from TASB are set aside to get a recommendation from TASB with respect to recommended changes. Once TASB sends us the feedback, we get together again with Executive Cabinet and Legal Counsel and once we are in agreement, then the policies are brought back to the committee for review. Mr. Rendon added that the administration has been catching up with the policies for the last couple of years and large public-school systems do have a person identified to handle policies and works close with legal counsel but Mr. Rendon commented that he knows that President Rodriguez is working on this. He mentioned that he had not seen this policy before and was glad that it was there.

Chair Garza stated that perhaps the person in charge of the policies should be the college's legal counsel. Since there are so many departments that affect the policies, it would be better to have TSC's legal counsel as the point of contact for any questions regarding policies.

Ms. Alejandro added that the committee felt comfortable approving the updates because President Rodriguez explained the process and how the updates had been vetted by the departments and legal counsel.

A motion was made by Ms. Alejandro to approve the updates to local policies as presented. The motion was seconded by Vice Chair Herrera and carried unanimously.

10. Executive Session

The Board convened in Executive Session at 7:13 p.m.

The Board reconvened in Open Session at 7:56 p.m.

11. Action on Executive Session 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

- **Consideration and possible action on FY 2019-2020 Salary Schedule**

A motion was made by Mr. Rendon to accept the salary schedule as discussed in executive session. The motion was seconded by Vice Chair Herrera and carried unanimously.

12. Announcement of Proposed Meeting Dates

- Regular Board Meeting – Thursday, February 20, 2020 at 5:30 p.m.
- Regular Board Meeting – Thursday, March 12, 2020 at 5:30 p.m.

13. Adjournment

A motion to adjourn the meeting was made by Vice Chair Herrera. The motion was seconded by Ms. Saenz and carried unanimously. The meeting was adjourned at 7:58 p.m.


Ms. Adela G. Garza
Chair, Board of Trustees


Tony Zavaleta, Ph.D.
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on January 23, 2020, is available on the TSC.EDU website. These minutes were taken and transcribed by Claudia L. Cortina, Interim Chief of Staff and Board Liaison. Videotaping of the Board of Trustees' meetings began on April 11, 1996.