



**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.*

## **Texas Southmost College District**

### **Minutes of the Special Meeting of the Board of Trustees**

**August 01, 2019**

The Board of Trustees of the Texas Southmost College District convened in open session on August 1, 2019, at 5:30 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, and Mr. J.J. De Leon, Jr. Absent were Mr. Art Rendon and Ms. Eva Alejandro. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

#### **1. Call to Order**

Madam Chair Adela Garza called the meeting to order at 5:41 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 following the procedures to fill through a resolution the vacancy on Place 4 of the Board of Trustees**

A motion was made by Mr. Herrera that:

- 1) the TSC Board of Trustees fill the vacancy of Place 4 on the TSC Board of Trustees by Board Resolution of the Board of Trustees;**
- 2) the procedure to fill the vacancy of the Board of Trustees adhere to all Board Policies set forth in Policies BBA, BBB and BBC in regards to eligibility and qualifications, and vacancies of a position;**

- 3) the Board Chair open the floor for nominations, and once all nominations are received, she close the nominations process;
- 4) a position filled by appointment by the Board must be approved in the form of a resolution by a majority of the Board members of the remaining positions of the entire Board;
- 5) if there are multiple nominations, the Board resolves any voting rules according to Robert Rules of Order; and
- 6) the appointment becomes effective immediately upon the person appointed taking the appropriate and applicable oaths of office.

The motion was seconded by Mr. De Leon and carried with four votes in favor and two absences.

**5. Nominations, Consideration and Approval on a resolution for the appointment of a Trustee to fill the vacancy for Place 4 of the Board of Trustees**

A nomination and motion was made by Dr. Zavaleta to approve Mrs. Delia Saenz as the appointed Trustee to fill the vacancy for Place 4 of the Board of Trustees of Texas Southmost College. There were no further nominations and the floor was closed. The motion was seconded by Mr. Herrera and carried with four votes in favor and two absences.

**6. Administering the Oath of Office to Newly Appointed Trustee**

Chair Garza called Mrs. Delia Saenz and the Honorable Mr. Luis Saenz forward to administer the Oath of Office.

Chair Garza called for a recess at 5:44 p.m. for a reception in honor of Mrs. Saenz appointment.

Chair Garza reconvened the meeting at 6:34 p.m.

**7. Consideration and possible action on election of officer of the Board of Trustees to fill vacancy**

Madam Chair opened the floor for nominations to fill the vacancy of the Vice Chair position.

Mr. J. J. De Leon Jr. nominated Mr. Ruben Herrera for the Vice Chair position of the TSC Board of Trustees.

A motion was made by Mr. De Leon to nominate Mr. Ruben Herrera to fill the Vice Chair position of the TSC Board of Trustees. The motion was seconded by Dr. Zavaleta and carried with five votes in favor and two absences.

\*Note: A vacancy was now open for the Secretary position on the TSC Board of Trustees

Madam Chair opened the floor for nominations to fill the vacancy of the Secretary position.

**A motion was made by Mr. Herrera to nominate Dr. Anthony Zavaleta to fill the Secretary position of the TSC Board of Trustees. The motion was seconded by Mr. De Leon and carried with five votes in favor and two absences.**

#### **8. Review of Texas Southmost College District Proposed Budget for Fiscal Year 2020**

Dr. Gisela Figueroa, Vice President of Finance and Administration presented the item. Dr. Figueroa provided an in depth review of the budget at the board workshop prior to this Special Meeting; therefore, Mr. Herrera interjected and asked if the presentation would be the same information that was presented at the workshop. Dr. Figueroa confirmed that it was the same presentation and information that was provided to the Trustees at the workshop meeting prior to the Special Meeting. Mr. Herrera further asked if any of the Trustees had any questions pertaining to the Budget that had already been presented. A few comments were made that the presentation tied into the Tax Rate and Dr. Zavaleta added that he had a question. Dr. Figueroa was asked to continue with her presentation.

Dr. Zavaleta asked President Rodriguez if the SACSCOC accreditation visit was scheduled for this year. President Rodriguez confirmed that it is. Dr. Zavaleta continued by asking if any funds had been set aside for that purpose. Dr. Rodriguez confirmed that funds allocated for this purpose are part of the budget approval for next fiscal year. Dr. Figueroa interjected that \$95,000 have been allocated for this purpose. Further discussion ensued as Dr. Zavaleta asked if there was a plan for a salary increase for the staff. President Rodriguez stated that the proposal is to provide a 2% increase to staff and faculty, as well as a salary survey for next year. Dr. Zavaleta asked if the 2% increase was included in the purposed budget. Dr. Figueroa responded that this increase is already reflected in the expense portion of the budget that was reviewed.

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

#### **9. Consideration and possible action on proposed tax rate and schedule of public hearings**

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

Dr. Figueroa provided a thorough overview of the Tax Rate and explained that there are two key components to it. The components include the Maintenance & Operations which help pay for day to day operations and the Debt Service Request which can only be used to cover the interest and principal on bonds secured by property tax revenues. She further explained that although the total tax rate for FY2020 will be the same as last year, the allocation between the maintenance and operations and debt service have changed slightly, and concluded her presentation by stating the upcoming Public Hearing dates.

Dr. Zavaleta asked for clarification based on his understanding that there was no indication of an increase on the tax rate. Dr. Figueroa confirmed his understanding was correct. Dr. Zavaleta stated that there is however an increase in the valuation and asked what that increase represents in

dollars. Dr. Figueroa responded that this represents approximately \$440,000. Dr. Zavaleta followed this by asking if that was part of the budget or if it went into the fund balance. Dr. Figueroa replied that these funds are part of the budget.

A motion was made by Mr. Herrera to approve the proposed tax rate and schedule of public hearings as proposed by the administration. The proposed tax rate for Fiscal Year 2020 Maintenance & Operations is 0.118289 and the Debt Tax Rate of 0.044118 per \$100 valuation to be placed on the agenda for adoption at the August 27th Board Meeting. The motion was seconded by Mr. De Leon and carried with five votes in favor and two absences.

## **10. Executive Session**

The Board convened in Executive Session at 6:46 p.m.

The Board reconvened in Regular Session at 8:20 p.m.

## **11. Action on Executive 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.

A motion was made by Mr. Herrera to authorize Mr. Ruben Pena to file suit on the Port Mansfield Property on issues discussed in Executive Session. The motion was seconded by Dr. Zavaleta and carried with five votes in favor and two absences.

- c. Deliberation on Personnel Matters, Section 551.074 Texas Government Code
  - Consideration and possible action on Salary Schedule

A motion was made by Mr. De Leon to approve the salary schedule as recommended in Executive Session. The motion was seconded by Mr. Herrera and carried with five votes in favor and two absences.

**12. Announcement of Proposed Meeting Dates**

Chair Garza announced the following proposed meeting date:

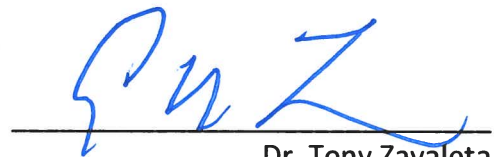
- a. 1st Public Hearing – Monday, August 12, 2019, 5:30 p.m.
- b. 2nd Public Hearing – Thursday, August 15, 2019, 5:30 p.m.
- c. Regular Board Meeting – Thursday, August 22, 2019, 5:30 p.m.
- d. Regular Board Meeting – Thursday, September 19, 2019, 5:30 p.m.

**13. Adjournment**

A motion to adjourn the meeting was made by Mr. Herrera. The motion was second by Mr. De Leon and carried with five votes in favor and two absences. The meeting was adjourned at 8:21 p.m.



Adela G. Garza  
Chair, Board of Trustees



Dr. Tony Zavaleta  
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on August 1, 2019, 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.