



Texas Southmost College

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TEXAS SOUTHMOST COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

November 20, 2025

The Board of Trustees of the Texas Southmost College District convened in open session on November 20, 2025 at 5:30 p.m. Board Members present were Ms. Adela Garza, Chair; Ms. Delia Saenz, Vice Chair; Dr. Norma Lopez Harris, Secretary; Dr. Tony Zavaleta; Mr. Edward Camarillo; and Mr. Edgar Garcia. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent was Ms. Alejandra Aldrete.

REGULAR MEETING MINUTES

1. Call to Order

The meeting was called to order by Chair Garza at 5:30 p.m. She called roll and confirmed a quorum.

2. Pledges of Allegiance

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

3. Public Comment

Chair Garza asked if there were any speakers signed up for public comment. There were no public speakers.

4. Chairwoman's Report

Garcia Middle School pink event

On October 23rd, Chair Garza participated in the Garcia Middle School Mother-Daughter Breast Cancer Awareness Day. She said she enjoyed the experience, during which several breast cancer survivors gave their testimonies, and deemed it a very informative event for Breast Cancer Awareness month.

BP National Night out

Chair Garza and Trustee Garcia attended the annual Brownsville Police National Night Out, also held on October 23rd. National Night Out events are held all over the country, designed to strengthen police-community partnerships and make neighborhoods safer places to live. Chair Garza said it was a very enjoyable event and it was well-attended by the community. Thank you Chair Garza and Trustee Garcia for attending the event.

Trustee cybersecurity training confirmation

Chair Garza requested that the meeting minutes reflect that all TSC Board of Trustee members have completed all Cybersecurity and other training required of them for the 2025 calendar year. This is in accordance with TSC Board Policy BBD LEGAL—Board Members: Orientation and Training.

Remembering two members of the Scorpion Community

Chair Garza shared that the college, unfortunately, lost two employees, who passed away recently: Mr. Jesus Loera, Construction Foreman, and Dr. Kevin O'Malley, Program Coordinator for the Paralegal Studies program. She asked that a moment of silence be observed in their honor.

5. President's Report**National University MOU signing**

TSC hosted representatives from National University to celebrate the signing of a new memorandum of understanding. The MOU creates seamless pathways for TSC graduates and advances TSC's strategic priority of increasing partnerships with universities to support successful student transfers. In addition, current TSC students, recent alumni, and employees who have graduated with a transferable associate degree, will benefit from a 25% tuition discount at National University for most bachelor's and master's degrees. President Rodríguez thanked Chair Garza for participating in the ceremony.

Allied Health Pinning Ceremony

TSC's November 17th Allied Health Pinning Ceremony celebrated students graduating from the Patient Care Technician, Medical Records Specialist, and Certified Nurse Assistant programs. President Rodríguez thanked Dr. Stella Garcia, Dr. Angelica Fuentes, and the entire WTCE team for all of the planning that went into making it a special night, and he thanked Trustee Camarillo for participating in the event.

Veteran's Day Ceremony

TSC honored veterans on November 11th during its annual Veterans Day Ceremony. The event brought together a number of community participants, including the Rivera Early College High School Air Force JROTC; TSC student Daniel Perez, who performed the national anthem; and keynote speaker from Veterans Female United, Ms. Oralia Z. Fernandez. President Rodríguez thanked the Student Services team, including Dr. David Plummer and Mr. Francisco Quezada, for their leadership in planning the event, as well as Chair Garza and Vice Chair Saenz for participating in the ceremony.

Student Master Copy Exhibition

The Instruction Division hosted a student Master Copy art exhibit, which gave fine arts students the opportunity to explore new techniques and processes while building confidence in their artistic abilities. President Rodríguez thanked Interim Dean Dr. Chris Alves and Fine Arts Program Coordinator Robert Andes for supporting the students and nurturing their talent.

Student Services Events

With the approach of the holiday season, the hard-working Student Services team—led by Dr. David Plummer, Dr. Prisci Tipton, and Ms. Vanessa Vasquez—held a number of events to enhance the Scorpion community and foster student success. These included:

- Registration Round Up
- Domestic Violence Awareness event
- Registration Spooktacular

- Haunted grounds tour
- Día de los Muertos
- Student Government Association swearing in
- Veterans Day ceremony
- Graduation fair

Video Presentation

President Rodríguez shared a video, which highlighted college activities that have occurred since the board last met.

President Rodríguez thanked the Board of Trustees for their continued commitment to the college and the communities it serves. He noted that, during the season of Thanksgiving, he is grateful for the dedication that the Scorpion Community has to TSC's vision of transforming lives and uplifting families.

Chair Garza noted that it was a busy month, with several big events, including Día de los Muertos and the Haunted Grounds Tour. She thanked the Student Services team for their hard work in implementing the events.

6. **Consideration and possible action on approval of the minutes of the following meeting:**
a. **Regular Meeting – October 16, 2025**

Vice Chair Saenz made a motion to approve the minutes of the Regular Meeting of October 16, 2025. Trustee Camarillo seconded the motion, which passed unanimously.

7. **Consideration and possible action to approve a resolution for the Cameron Appraisal District election**

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He noted that last month the Board approved placing Trustee Aldrete onto the ballot for the Cameron Appraisal District election.

Chair Garza made a motion to approve the resolution casting 92 votes for Trustee Aldrete to serve on the Board of Directors of the Cameron Appraisal District. Trustee Camarillo seconded the motion, which passed unanimously.

8. **Consideration and possible action on approval of the Texas Southmost College District Board of Trustees order of Election**

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He reviewed the policy related to ordering an election and named the three Trustee places up for election: Place 1 for a 6-year term, Place 2 for a 6-year term, and Place 5 for a 2-year term.

Chair Garza made a motion to approve Texas Southmost College District Board of Trustees Order of Election for Places 1, 2, and 5. Vice Chair Saenz seconded the motion, which passed unanimously.

9. Consideration and possible action on approval of the Texas Southmost College District Board of Trustees Notice of Election

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He reviewed the policy related to providing a notice of election and the proposed venues for posting the notice.

Chair Garza made a motion to approve the Notice of Election of the Texas Southmost College District Board of Trustees for Places 1, 2, and 5. Dr. Lopez Harris seconded the motion, which passed unanimously.

10. Consideration and possible action on the designation of an elections agent

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He reviewed the policy related to designating an elections agent and referenced the resolution designating Dr. Stella Garcia as the Elections Agent.

Chair Garza made a motion to approve the resolution designating Dr. Garcia as the elections agent. Dr. Lopez Harris seconded the motion, which passed unanimously.

11. Consideration and possible action on approval of the election services contract with the Cameron County Elections Department

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He reviewed the policy related to approving an elections services contract. He said the proposed contract is almost identical to the previous year's contract.

Chair Garza made a motion to approve the agreement for election services with the Cameron County Elections Department and authorize President Rodríguez to execute a contract. Trustee Camarillo seconded the motion, which passed unanimously.

12. Finance Committee

Chair Garza called upon Secretary Lopez Harris to present the report.

a. Consideration and possible action on award RFP 26-02 for Information Technology (IT) Outsourcing and Staffing Services

Mr. Luis Villarreal, Vice President of Information Technology, was called upon to present the item. Mr. Villarreal reviewed the RFP timeline, schedule of events, scope of work, evaluation committee, scoring tabulation, evaluation criteria, and budget and financial impact. Sixty-one proposals were submitted in response to the RFP, however, only the 43 proposals that provided the requested information were deemed qualified and evaluated. After careful review, the committee proposes to award RFP 26-02 to 13 vendors for the remainder of the academic year, December 1, 2025 through August 31, 2026 and with the option to renew for three additional one-year terms.

A specific cost amount is not provided, as commission, prices, salaries, and rates vary among vendors depending on different job descriptions offered and recruitment efforts to be engaged, as requested.

Secretary Lopez Harris made a motion award RFP 26-02 for Information Technology (IT) Outsourcing and Staffing Services to ALINEDS, App Maisters Inc., CampusWorks Inc., Cynosure Technologies, Ferrilli, Franklin Fitch INC., IntegrateUs LLC, Net2source, PMCS Services, PRICESENZ LLC, Rex Black, Inc., Software Professionals, Inc. Specialist Staffing Solutions, Inc. and authorize President Rodríguez to execute the contract, as presented. Vice Chair Saenz seconded the motion, which passed unanimously.

b. Consideration and possible action on approval of Newline On-Board Computers purchase

Mr. Luis Villarreal, Vice President of Information Technology, was called upon to present the item. He reviewed the scope of work and said the proposed purchase is in accordance with the authorized co-op purchasing program.

Secretary Lopez Harris made a motion to approve the purchase of 110 Newline On-Board Computers in the amount of \$116,270 from Howard Technology Solutions through TIPS contract and authorize President Rodríguez to execute the purchase order contract, as presented. Vice Chair Saenz seconded the motion, which passed unanimously.

c. Consideration and possible action on approval of matching grant support for the Brownsville Community Improvement Corporation (BCIC) Quality of Life Grant

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, and Ms. Monica Gonzalez, Grant Writer, were called upon to present the item. Dr. Garcia noted that a portion of the required grant match has already been secured. Ms. Gonzalez stated the proposed grant application would support the establishment of the TSC Fort Brown Heritage Walk, which would include three major components: informational signage of historic sites, renovating the Old Morgue to serve as a welcome center, and enhancing the exiting online virtual campus tour to include the heritage walk.

The board engaged in a brief discussion of how Heritage Tour signage would complement new campus directional signage, as well as the potential for additional historic building restoration.

Secretary Lopez Harris made a motion to approve the allocation of matching grant support in the amount of \$255,483.60, contingent on the Notice of Grant Award from BCIC and to authorize President Rodríguez to execute related documents. Vice Chair Saenz seconded the motion, which passed unanimously.

d. Consideration and possible action on approval of matching grant support for the Texas Workforce Commission's Jobs and Education for Texans (JET) grant program

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, and Ms. Monica Gonzalez, Grant Writer, were called upon to present the item. Dr. Garcia said the proposed grant application would support required matching funds for the JET program, which provides funding to purchase and install equipment necessary for the development of workforce training programs that lead to an industry license or certificate in a high-demand occupation.

Secretary Lopez Harris made a motion to approve the allocation of matching grant support up to \$18,750.00, contingent on the Notice of Grant Award from the Texas Workforce Commission and to authorize President Rodríguez to execute related documents. Vice Chair Saenz seconded the motion, which passed unanimously.

- e. Consideration and possible action on approval of Budget Amendment 26-002 to recognize excess revenue in the amount of \$1,054,305**

Mr. Carlos Pecero, Interim Vice President of Finance and Administration, was called upon to present the item. He said the proposed budget amendment is to recognize excess revenue from fall tuition and fees, with a proposed use to fund new positions and supplement the adjunct faculty pool.

Secretary Lopez Harris made a motion to approve Budget Amendment 26-002 for Fiscal Year 2026, as presented. Vice Chair Saenz seconded the motion, which passed unanimously.

- f. Consideration and possible action on approval of the amended Tuition and Fee Schedule for Fiscal Year 2026**

Mr. Carlos Pecero, Interim Vice President of Finance and Administration, was called upon to present the item. He said the proposed updates to fees are not increasing, but are being applied to the correct courses in the Commercial and Residential Electrician program.

Secretary Lopez Harris made a motion to approve the amended Tuition and Fee Schedule for Fiscal Year 2026, as presented. Vice Chair Saenz seconded the motion, which passed unanimously.

- g. Monthly Financial Statement Report for the month ended September 30, 2025**

Mr. Carlos Pecero, Interim Vice President of Finance and Administration, was called upon to present the item. He presented the Monthly Financial Statement Report for the month ending September 30, 2025.

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

- h. Fourth Quarter Investment Report for Fiscal Year 2025**

Mr. Carlos Pecero, Interim Vice President of Finance and Administration, were called upon to present the item. Mr. Pecero presented the Fourth Quarter Investment Report for Fiscal Year 2025.

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

- i. Grants awarded to Texas Southmost College for the month of September**

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, was called upon to present the report on grants awarded to Texas Southmost College for the month of September.

The item was for information only. No action was taken

13. Academic Committee

Chair Garza called upon Trustee Zavaleta to present the report.

a. Update and information on Texas Southmost College's third-party credentials

Mr. Oscar Hernandez, Interim Vice President of Instruction, was called upon to present the item. He said TSC has contracted with Coursera's Career Academy to offer 28 American Council on Education (ACE) professional certifications, which are offered free-of-charge and completely online. As part of House Bill 8, these credentials become a new eligible outcome for funding.

The Board engaged in a brief discussion of how the courses are promoted to students.

The item was for information only. No action was taken

14. Facilities Committee

Chair Garza called upon Trustee Camarillo to present the report.

a. Facilities Update

Mr. Carlos Pecero, Interim Vice President of Finance and Administration, Mr. Ronald Robles, Executive Director of Facilities & Physical Plant, and Mr. Gerardo Mascorro, HVAC Supervisor, were called upon to present the item. Mr. Robles provided an update on the following items: thermal plant cooling tower installation, hydronic line replacement, ITECC pipe fitting lab, rehab of the American Legion Building, furniture purchase project, and the PUB water tower demolition.

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

15. Student Services Committee

Chair Garza called upon Secretary Lopez Harris to present the report.

a. Student Services Update

Dr. David Plummer, Vice President of Student Development, and Mrs. Vanessa Vasquez, Associate Vice President of Student Services, were called upon to present the item. Ms. Vasquez provided an overview of the following Student Services areas: Financial Aid office, Veterans Success Center, Testing Center, Counseling and Student Accessibility Services, basic needs support (food pantry, community garden, and transportation assistance).

The Board engaged in a brief discussion of the most popular foods at the TSC Food Pantry, as well as the acceptance of donations year-round.

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

16. Policies Committee

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

a. Consideration and possible action to approve the revisions the following LOCAL policies:

CF (LOCAL) – Purchasing and Acquisition (revise policy)

DIAA (LOCAL) -Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence (revise policy)

DIAB (LOCAL) -Freedom from Discrimination, Harassment, and Retaliation Other Protected Characteristics (revise policy)

FFDA (LOCAL) -Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence (revise policy)

FFDB (LOCAL) — Freedom from Discrimination, Harassment, and Retaliation Others Protected Characteristics (revise policy)

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He provided an overview of the proposed revisions to the local policies:

- CF (LOCAL) -- Purchasing and Acquisition; adjust the threshold for requiring the formal solicitation process for purchases.
- DIAA (LOCAL) -- Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence; update the contact information
- DIAB (LOCAL) -- Freedom from Discrimination, Harassment, and Retaliation Others Protected Characteristics; update the contact information
- FFDA (LOCAL) -- Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence; update the contact information
- FFDB (LOCAL) -- Freedom from Discrimination, Harassment, and Retaliation Others Protected Characteristics; update the contact information

Vice Chair Saenz made a motion to approve LOCAL policies: CF, DIAA, DIAB, FFDA, and FFDB. Trustee Camarillo seconded the motion, which passed unanimously.

b. Acknowledgement of TASP Legal Update 50

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. He noted that the LEGAL policies are presented for the Board's acknowledgement; the Board does not take action on the policies.

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

The Board convened in Executive Session at 7:02 p.m.

17. Executive Session

- 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**
- c. **Deliberation on Personnel Matters, Section 551.074 Texas Government Code**
- d. **Deliberation on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter, Section 551.071 Texas Government Code**

The Board reconvened in Open Session at 8:11 p.m.

18. Action on Executive Session Matters

- a. **Consideration and possible action on award of RFP 26-01**

Trustee Camarillo made a motion that the Board award RFP 26-01 and authorize President Rodríguez to approve the contract, as presented and discussed in executive session. Vice Chair Saenz seconded the motion, which passed unanimously.

- b. **Consideration and possible action on the FY25-26 Salary Schedule**

Trustee Garcia made a motion to approve the FY 2025-2026 Salary Schedule, as presented and discussed in executive session. Trustee Camarillo seconded the motion, which passed unanimously.

19. Announcement of Proposed Meeting Dates

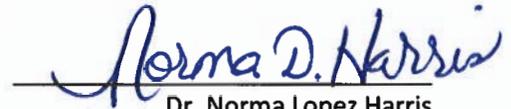
- a. **Regular Board Meeting – Thursday January 22, 2026, 5:30 p.m.**
- b. **Regular Board Meeting – Thursday, February 19, 2026, 5:30 p.m.**

20. Adjournment

Trustee Camarillo made a motion to adjourn. Secretary Lopez Harris seconded the motion, which passed unanimously. The meeting was adjourned at 8:11 p.m.



Ms. Adela Garza
Chair, Board of Trustees



Dr. Norma Lopez Harris
Secretary, Board of Trustees

The video recording of the Public Hearing and Regular Board of Trustees meeting held on November 20, 2025 is available on the TSC.EDU website. These minutes were prepared by Dr. Angela K. McCauley, Chief Institutional Editor and Special Projects. Videotaping of the Board of Trustees' meetings began on April 11, 1996.