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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

August 22, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on August 22, 2013, at 6:00 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela G. Garza, Vice Chair; Trey Mendez, Secretary; René Torres; Dr. Reynaldo García and Dr. Robert Lozano. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Absent was Mr. Ramon Hinojosa.

1. Call to Order

The meeting was called to order by Chairman Rendon at 6:05 p.m.

2. Announcements

Chairman Rendon called on Dr. Tercero to make the announcements. Dr. Tercero announced that the First Annual TSC Employee Appreciation luncheon for the faculty and staff will be held, Friday, August 23, 2013 at 11:00 a.m. in the TSC Arts Center.

3. Speakers to Agenda Items and Public Discussion

There were no speakers.

4. Mission Statement

Chairman Rendon read the existing mission for Texas Southmost College District as follows:

“Transforming our communities through innovative learning opportunities”

5. Approval of Minutes of Previous Meetings

Consideration and Approval of Minutes of the Regular Meeting on June 27, 2013, and the Special Meetings of July 25, 2013 and August 8, 2013

A motion was made by Mr. Torres to approve the Minutes of the Regular Meeting on June 27, 2013, and the Special Meeting of July 25, 2013 as presented. The motion was seconded by Dr. Lozano and carried unanimously.

A motion was made by Mr. Torres to approve the Minutes of the Special Meeting of August 8, 2013 as presented. The motion was seconded by Dr. García and carried. Mrs. Garza abstained from the vote.

6. Approval of Contract for Property Management Services for TSC Fort Brown Villas I & II

Consideration and Approval of Contract for Property Services for TSC Fort Brown Villas I & II Condominiums

Chairman Rendon called on Mr. Chet Lewis, Vice President for Administration and Finance to present the item. Mr. Lewis reported that TSC has requested proposals for Property Management Services for the condominiums owned at the Fort Brown Villas I & II according to TSC purchasing policies and procedures.

The Request for Proposals called for a list of general requirements and qualifications, including the ability to provide services to TSC, qualifications, past performance, management expertise and references. Proposals were received from Border Properties, Inc., RE/MAX Sun Valley Realtors and Ms. June Treviño.

The final evaluation results identified Border Properties, Inc. as the best qualified respondent for the requested services. Border Properties has proposed a 6.75 % percentage commission as management fees on the gross monthly rents collected from tenants of the units assigned.

The proposal's scope of work includes but is not limited to executing lease agreements, collecting rent, taking and reporting all maintenance calls among other duties. The initial contract term is two (2) years with the option to renew for two (2) additional years. If contract terms are not met, negotiations and award should then be made with the second highest ranked respondent, Ms. June Treviño at the same rate, terms, and conditions.

A motion was made by Mrs. Garza to table the contract from Border Property Services, Inc. to provide Property Management Services for the Condominiums owned at the Fort Brown Villas I & II and authorize the President to execute the contract as presented. The motion was seconded by Mr. Mendez and carried unanimously.

Exhibit "A"

7. Budget Amendment for Fiscal Year 2013

**Consideration and Approval of
Budget Amendment for Fiscal Year 2013**

Chairman Rendon called on Chet Lewis, Vice President of Finance and Administration. Mr. Lewis stated that the budget amendment will adjust the general institution consulting fees in the general fund and the campus technology expense lines in the campus facilities fund.

A motion was made by Mr. Mendez to approve the Budget Amendment #13-004 for Fiscal Year 2013 as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "B"*

8. First Reading of Texas Southmost College District Budget for Fiscal Year 2013-2014

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero presented the first reading of the TSC budget for fiscal year 2013-2014. She called on Mr. Lewis to make the presentation. Mr. Lewis reported that this will be the first year that TSC will receive the tuition and fees and will not be transferred to University of Texas at Brownsville (UTB).

Mr. Lewis stated that the major revenue sources are tuition and fees, local taxes, state appropriations, and other revenue from auxiliary, grants, interest income, and revenue bonds.

Mr. Lewis explained the functional categories and related budgets for expenses, which include faculty, instructional support, student services, learning resources, general administration, public service, campus security, general institutional, plant operations and maintenance, child care center, debt service (Non-GO Bonds), and auxiliary.

No action was taken.

9. Proposed Meeting Dates

Thursday, August 29, 2013
Special Board Meeting (Adoption of the Budget)
Thursday, September 5, 2013
Special Board Meeting (Adoption of the Tax Rate)

Adjournment

The meeting was adjourned by Chairman Rendon at 7:26 p.m.



Mr. Francisco G. Rendon
Chairman, Board of Trustees



Trey Mendez, J. D.
Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on August 22, 2013, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.