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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

June 21, 2018

The Board of Trustees of the Texas Southmost College District convened in open session on June 21, 2018, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Trey Mendez, Vice Chair; Mr. Ruben Herrera, Secretary; Ms. Eva Alejandro, Dr. Reynaldo García, and Dr. Tony Zavaleta. Absent was Mr. Art Rendon. Also present was Dr. Jesus Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chair, Ms. Adela Garza, at 5:30 p.m.

2. Pledges of Allegiance

Dr. Tony Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment

No public comments

*Note: Mr. Trey Mendez arrived at 5:32 p.m.

4. Consideration and Approval of the Minutes of the Regular Meeting of May 16, 2018.

Consideration and possible action on the Minutes of the Regular Meeting of May 16, 2018

A motion was made by Mr. Herrera to Approve the Minutes of the Regular Meeting of May 16, 2018. The motion was seconded by Dr. Zavaleta and carried unanimously.

5. **Presentation of the Charro Days, Inc. Scholarship**

Mrs. Garza called on Mrs. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, to present the item. Mrs. Rodriguez introduced Ms. Lulu Lieck, President of the 2019 Charro Days Fiesta. Ms. Lieck presented a \$5,000 scholarship check on behalf of the Charro Days Fiesta Officers and Board of Directors. Ms. Lieck also conveyed gratitude to TSC for allowing the Charro Days Fiesta Carnival event to be hosted on the ITECC property, as well as for the use of the Jacob Brown Auditorium during Charro Day events. Finally, she extended an invitation to the TSC community to participate in the upcoming 2019 Charro Day Events.

Ms. Garza commended Ms. Lieck and the Charro Days Fiesta Board of Directors on bringing the community together through the annual Charro Days festivities.

6. **President's Report**

Mrs. Garza called on President Rodriguez to give the report. Dr. Rodriguez reported on the following items:

- **Introduction of New Vice President of Finance and Administration**

Dr. Rodriguez announced that Dr. Gisela Figueroa has been selected as the new Vice President of Finance and Administration. Her first day is Monday, June 25th. Dr. Figueroa joins TSC from Texas State Technical College in Harlingen, where she served over 15 years in multiple leadership positions. Most recently, she served as Associate Vice Chancellor for Financial Services. Dr. Figueroa is a TSC alumni and a long-time resident of Brownsville.

- **NSF Grant Update**

Texas Southmost College was awarded its first National Science Foundation grant in the amount of \$225,000, which will fund the Biotechnology Unified Education Network of Opportunities Project. The goal of this grant is to develop the first biotechnology program in the region to enhance the employability of technicians in biotechnology-related fields.

- **Summer and Fall Enrollment Update**

To date, 2,067 students have registered for the three summer semesters. Of that total, 1,330 are on-campus students, 157 are dual enrollment students, and 580 are Early College High School students. For the fall semester, a total of 2,246 on-campus students are registered.

In addition to our Marketing and Student Services activities, we have held two enrollment events thus far to facilitate summer and fall enrollment. We held a Scorpion Registration Rally in May and a Scorpion Saturday last weekend. Additional Registration Rallies and Scorpion Saturdays will be scheduled over the course of the summer.

- **ADN Program Proposal**

The Associate Degree Nursing program proposal was mailed to the Texas Board of Nursing in Austin this past Monday, June 18. TSC anticipates hearing back from TSC's Texas Board of Nursing education consultant by the next regular board meeting in July with preliminary review notes. We will then have approximately 12 weeks to respond to their feedback. Once that process is completed, a site visit will be scheduled.

- **Respiratory Program Update**

TSC needs one more student to pass the Certified Respiratory Therapy exam in order for our most recent three-year passing rate to meet the minimum passing requirement of 80 percent.

The Respiratory Therapy program faculty have been working with five graduates of the program who have not yet passed the exam, but have all committed to sitting for the exam during the first two weeks in July. Tutoring and scholarship funds have been provided to pay for taking the exam. Two of the five students recently took the exam and, although they improved their scores, they were unsuccessful in passing the exam. The faculty are working with these students to review and focus on the subjects in which they were deficient on the test.

Most recently, 13 students completed the program and graduated in spring 2018. Of the 13, three sat for the exam and passed it. Efforts are underway to contact the other ten graduates to identify when they are planning to test.

Mr. Herrera asked for a detailed report at the next Academic Subcommittee Meeting.

- **Hurricane Preparedness**

Hurricane season began on June 1st and ends on November 30th. As part of TSC's annual hurricane preparedness and awareness campaign, a web banner was created and is located on the home page of the TSC website. It is linked to TSC's Hurricane Preparedness landing page that was also updated to reflect new and current TSC Emergency Operations contacts, general information, and links for additional hurricane preparedness information. A Hurricane Preparedness flyer was also updated and distributed around campus in hardcopy and digital formats, and disseminated via TSC's social media channels.

- **Runoff Election Update**

Early Voting for the Texas Southmost College District Runoff Election ended on Tuesday, June 19th. There were 6 early voting locations, including TSC, and a total of 1,240 registered voters took advantage of Early Voting. The Runoff Election Day is this coming Saturday, June 23rd.

- **Rio Hondo Summer Camps**

Texas Southmost College hosted the Rio Hondo Summer Camps for its third consecutive year. The first week we hosted 120 middle school students from June 11th

through 14th, and we hosted 100 high school students on Monday and Tuesday of this week. However, the camp was canceled for the remainder of the week due to the inclement weather.

The students who attended the camp participated in a wide variety of STEM/STAMP educational programs that fostered engaging hands-on learning and provided TSC the opportunity to engage the next generation of Scorpions as early as possible.

- **Learning to Lead**

The Office of Student Life will host the Learning to Lead Kick-off at the SETB Lecture Hall on, Friday, June 22nd. High school students throughout the Rio Grande Valley will have the opportunity to enroll in this five-week leadership program. Students will attend a series of workshops and participate in a service-learning project. The program is geared towards improving leadership and interpersonal skills.

Upon successful completion of the series of workshops, the high school students will participate in a graduation ceremony at the Performing Arts Center on Friday, July 27th, from 6:30 p.m. to 8:30 p.m.

- **VITA Program**

The Volunteer Income Tax Assistant project, better known as VITA, helps families who are struggling financially to file tax returns free of charge. VITA community tax preparers volunteering at the ITEC Center helped Brownsville families electronically file 2,197 federal tax returns. TSC is proud to be part of this effort in support of the community.

- **Update on Endowments**

TSC disbursed 18 scholarships to qualified applicants for spring 2018 totaling \$10,750. Of the 38 TSC private endowment scholarships, nineteen private endowment scholarships are currently being advertised with an available disbursement value of up to \$309,713.98, depending on donor criteria. As of June 18, twenty-seven scholarship applications have been submitted.

- **Video**

Dr. Rodriguez next presented a video highlighting the following activities:

- Pre-Kindergarten Commencement
- Scorpion Registration Rally
- IME Becas MOU signing ceremony & check presentation
- Industrial Scaffolding program press conference
- Universidad de Seguridad y Justicia de Tamaulipas Site Visit
- Rio Hondo Summer Camps & awards ceremony
- CNA pinning ceremony (BISD)
- CJI Breakfast with the President
- CJI Banquet
- CJI Graduation ceremony

- **Upcoming Events**

A Budget Workshop is scheduled for Thursday, June 28th, at the Gorgas Board Room, from 11:00 a.m. to 1 p.m. A Board Policies Workshop is also being scheduled for August. A date and time is to be determined.

A Community College Policy Summit hosted by the Texas Association of Community Colleges is scheduled for Tuesday, July 17th, from 9 a.m. to 2 p.m. at South Texas College in McAllen. This summit will provide an opportunity to discuss key community college policy priorities for the upcoming 86th Legislative Session. Other representative colleges in attendance will include: Coastal Bend College, Laredo Community College, Del Mar College, and Southwest Texas Junior College.

7. Academic Subcommittee Report

Mrs. Garza called on Mr. Herrera, to present the items.

**Consideration and possible action on
extension of Clinical Affiliation agreements with
Harlingen Medical Center for the Diagnostic Medical Sonography Program,
the Medical Laboratory Technology Program, the Radiology Program,
and the Respiratory Therapy Programs**

Mr. Herrera made a motion to approve the extension to the Clinical Affiliation agreements with Harlingen Medical Center for DMSO, MLT, RADR, and RSPT programs for an additional one (1) year term beginning September 1, 2018 and ending August 31, 2019 and authorize President Rodriguez to sign the extensions. The motion was seconded by Dr. Zavaleta and carried unanimously.

**Consideration and possible action on
extension of Clinical Affiliation agreement with
Benchmark Pulmonary Center for the Respiratory Therapy Program**

Mr. Herrera made a motion to approve the extension to the Clinical Affiliation agreement with Benchmark Pulmonary Center for the Respiratory Therapy Program and authorize President Rodriguez to sign the extension. The motion was seconded by Mr. Mendez and carried unanimously.

**Consideration and possible action on
in-kind support for Region One for the GEARUP Program focusing
on early college high schools and their feeder schools**

Mr. Herrera made a motion to approve the in-kind support in the amount of \$10,000 for Region One for the GEAR UP Program (focusing on early college high schools) and

authorize President Rodriguez to execute the related documents. The motion was seconded by Ms. Alejandro and carried unanimously.

**Consideration and possible action on
in-kind support for Region One for the GEARUP Program focusing
on large comprehensive high schools and their feeder schools**

Mr. Herrera made a motion to approve the in-kind support in the amount of \$15,000 for Region One for the GEAR UP Program (focusing on large comprehensive high schools) and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. Mendez and carried unanimously.

**Consideration and possible action on
Agreement for Federal (Adult Education and Family Literacy Act) Program
Instructional Services with Brownsville Independent School District**

Mr. Herrera made a motion to approve the Agreement for Federal (Adult Education and Family Literacy Act) Program Instructional Services with Brownsville Independent School District and authorize President Rodriguez to execute the agreement. The motion was seconded by Ms. Alejandro and carried unanimously.

8. Budget/Finance Subcommittee Report

Mrs. Garza called on Dr. Zavaleta, to present the items.

**Consideration and possible action on
purchase of computer equipment for the
Apple's iOS app development training**

Dr. Zavaleta made a motion to approve the purchase of computer equipment from Apple, Inc. Education in the amount of \$36,193. The motion was seconded by Mr. Herrera and carried unanimously

**Consideration and possible action on
contract with American Surveillance, Inc.
to provide campus security services for Fiscal Year 2018-2019**

There was some discussion regarding the selection process for the vendor. Mr. Pecero clarified that the vendor was selected through the Region 19 co-op and not through an RFP process.

Dr. Zavaleta made a motion to approve the contract with American Surveillance, Inc. to provide campus security services for the period of September 1, 2018 to August 31,

2019 through an interlocal agreement with Education Service Center Region 19 and authorize President Rodriguez to execute the related contract documents. The motion was seconded by Mr. Herrera and carried unanimously.

**Consideration and possible action on
selection of a vendor to provide Governmental and Public
Affairs Consulting Services under RFP 18-01**

Dr. Zavaleta made a motion to approve the selection of The Garcia Group as the vendor to provide Governmental and Public Affairs Consulting Services and authorize President Rodriguez to execute the agreement. The motion was seconded by Mr. Herrera and carried unanimously.

**Consideration and possible action on
PC Replacement Plan**

Dr. Zavaleta called on Mr. Steven Lang, IT Consultant with Precision Task Group, to present the PC Replacement Plan. Mr. Lang discussed the current status of all TSC computer and laptop units, the benefit and importance of updating those units, and the estimated overall cost breakdown based on two possible replacement plan timeframes.

There was discussion among the board regarding price, timeframe, software, and ultimately a need for clarification and more information.

Mr. Herrera made a motion to table the PC Replacement Plan for further review. The motion was seconded by Dr. Zavaleta and carried unanimously.

**Report on the Monthly Financial Statement
for the Month Ending April 30, 2018**

Dr. Zavaleta called on Mr. Pecero, Controller, to make the report. Mr. Pecero provided an overview of the budget to actuals report for the month ending April 30, 2018. This item was for information purposes only. No action was taken.

Report on 2nd Quarter Investments for Fiscal Year 2018

Dr. Zavaleta called on Mr. Pecero, Controller, to make the report. Mr. Pecero provided a report on the 2nd Quarter Financial Statements and Investment Report for Fiscal Year 2018. This item was for information purposes only. No action was taken.

9. Executive Session

The Board convened in Executive Session at 6:43 p.m.

The Board reconvened in Regular Session at 7:51 p.m.

10. Action on Executive Session Matters

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

No action was taken.

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

No action was taken.

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

- i. Non-Renewals**
- ii. Instrument for Evaluation of the President**

No action was taken.

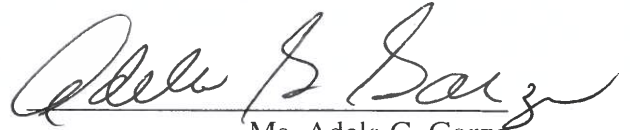
11. Proposed Meeting Dates

Monday, July 2, 2018
Special Board Meeting

Thursday, July 19, 2018
Regular Board Meeting

Adjournment

The meeting was adjourned by Mrs. Garza at 7:53 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Ruben Herrera, J.D.
Secretary, Board of Trustees