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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

June 16, 2022

The Board of Trustees of the Texas Southmost College District convened in open session on June 16, 2022 at 5:32 p.m. Board Members present were Ms. Adela Garza, Chair; Mr. J.J. De Leon, Vice Chair; Ms. Alejandra Aldrete, Secretary; Ms. Eva Alejandro; Mr. Ruben Herrera; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Dr. Tony Zavaleta was absent.

**REGULAR MEETING
AGENDA**

1. Call to Order

The meeting was called to order by Chair Garza at 5:32 p.m. She called role and confirmed a quorum.

2. Pledges of Allegiance

Vice Chair De Leon 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. President's Report

Chair Garza called on President Rodríguez to give his report.

Summer 2022 Semester

The Summer I semester began on Monday, June 6, 2022. The semester kicks off the new counting year, which determines how the state legislature will determine funding for the next biennium. Registration rallies are scheduled for the summer to assist student with advising, testing, financial aid, and other services needed to enroll.

At the request of the Brownsville Independent School District, more of the district's dual credit students are attending face-to-face classes at TSC this summer.

CRLA Certification Approval

The TSC College Preparatory Studies (CPS) Learning Labs have been re-awarded certification as a Level 1, 2, and 3 certified tutor training program by the internationally recognized College Readiness and Learning Association (CRLA) through January 31, 2027. President Rodríguez recognized CPS Learning Lab Supervisors Mr. Reyes Maraboto and Mr. Michael Espinoza, who developed a tutor training program that meets CRLA's rigorous standards, as demonstrated through the organization's peer review process. Achieving certification means that TSC's tutoring services have met CRLA's high standards for tutor selection, training, direct service, and evaluation as an integral part of the college's overall tutoring program.

Texas Board of Nursing

The Texas Board of Nursing awarded TSC a Certificate of Approval for its Vocational Nursing Education Program, upgrading the program's status from initial approval to full approval. The certification is valid through May 31, 2024. President Rodríguez recognized Ms. Beth Kasprisin and all of the nursing program faculty, staff, and students for achieving this important milestone.

College Needs & Opportunities Workgroup

Texas Higher Education Coordinating Board Commissioner Harrison Keller appointed President Rodríguez to serve on a workgroup to review College Needs and Opportunities for Small and Medium Colleges, those comprised of an enrollment of 10,000 or less. At the request of the Coordinating Board, TSC was the designated host of the South Texas Region listening session on May 23, during which college presidents from across South Texas discussed common opportunities and challenges. Commissioner Keller will submit recommendations from participating colleges to the state legislature.

Texas Hispanic Serving Institutions Consortium Conference

President Rodríguez participated in the Texas Hispanic Serving Institutions Consortium Annual Conference, which was held on South Padre Island on May 31. He provided welcoming remarks to Hispanic Serving Higher Education Institutions from across the state, alongside representatives from the USDA, Department of Education, and Texas Higher Education Coordinating Board. President Rodríguez thanked Dr. Nora Garza, Vice President of Resource Development and External Affairs of Laredo College and Executive Director of the Texas Hispanic Serving Institutions Consortium, for inviting him to participate in the conference.

Active Attack Training

In light of the recent tragedy in Uvalde, Texas, TSC provided a mandatory refresher course on Active Attack Training to all employees on May 31 and June 1. Mr. Jaime Salazar, Associate Vice President of Operations, reviewed safety and security measures available on campus as well as strategies for dealing with an active attack. President Rodríguez thanked Mr. Salazar for preparing the training.

Economic and Community Development Breakfast

TSC hosted its first economic and community development breakfast meeting at ITECC on June 1, designed to enhance partnerships with economic development, chambers of commerce, and small businesses in the Rio Grande Valley. Business and economic leaders learned about TSC's workforce training programs, future programs, grants, and customized training. President Rodríguez thanked Chair Garza for attending the breakfast meeting and recognized Dr. Joseph Fleishman, Mr. Bervick Simon, and the entire Workforce Training team for organizing a great event.

National Chocolate Ice Cream Day

TSC celebrated National Chocolate Ice Cream Day on June 7, with the Student Life department providing free ice cream to students at the North and South Courtyard. President Rodríguez noted he served more ice cream than he ate. He thanked the Student Life department for putting together the sweet event.

Mental Health First Aid Training

TSC employees attended a Mental Health First Aid training led by two representatives from Tropical Texas Behavioral Health Center on June 8. Approximately 30 employees learned about Mental Health First Aid Training and were briefed on a wide variety of topics such as first aid for suicidal behavior, depression and anxiety, panic attacks, traumatic events, psychosis, overdose, and withdrawal. President Rodríguez thanked the Student Life department for organizing the event.

BISD Safety and Security Town Hall Meeting

President Rodríguez and Mr. Salazar attended a Brownsville Independent School District Safety and Security Town Hall Meeting at Hanna Early College High School on June 9, alongside local, state, and federal law enforcement organizations. This meeting was focused on maintaining strong partnerships and training, as well as keeping the community informed of mutual efforts to ensure the safety of the community and its educational institutions. President Rodríguez thanked the BISD Board and administration for organizing the meeting and including TSC in the discussions.

9-1-1 Street Addressing Map Project

TSC received confirmation from the Cameron County Emergency Communication District on June 9 that a project to display college building names and numbers within their 9-1-1 mapping system has been completed. Numbers have been prominently added to the college's building exteriors.

This project allows 9-1-1 callers to relay their location by stating the building number to the dispatcher in the event the caller does not know the name or address of the building. The dispatcher will be able to match the building number to its name and address on their dispatch map. In turn, the dispatcher will provide more accurate location information to emergency first responders, reducing the response time. President Rodríguez recognized Mr. Nathanael Flores, Emergency Management Coordinator, for leading the effort.

Scorpion Family Softball Tournament

TSC employees were invited to play in a recreational softball game on June 11, with two teams playing for bragging rights as Softball Champs: Facilities versus Student Services. Family members were on hand to cheer on their favorite team. It was a battle to the finish, and the Student Services team came out ahead. MVPs were Tiffany Hernandez and Stephen Cisneros. President Rodríguez thanked the Student Life department and Recreational staff for organizing the game.

Criminal Justice Institute Graduation

The Criminal Justice Institute held its summer graduation on June 11 at SETB Lecture Hall. Seventeen cadets graduated with their families in attendance. Speakers included Mr. Andy Harvey, City Manager of Pharr, Texas and former Chief of Police of Pharr Police Department, and Chair Garza, who provided heartfelt remarks to the graduates. President Rodríguez thanked Chair Garza for her participation in the event.

TSC Foundation

President Rodríguez asked the board for permission to delay the foundation report until the following month. Mr. David Tumlinson was at a mandatory training conference for student emergency funds awarded to TSC.

Video Presentation

President Rodríguez shared a video highlighting June 2022 college activities.

President Rodríguez thanked the Board of Trustees for their continued support, as well as the continued dedication of college employees to the students and the communities TSC serves.

5. Presentation of scholarship donation by**a. Brownsville Lion's Club**

Chair Garza called on Brownsville Lions Club President Jesús Gonzalez to make the presentation. Mr. Gonzalez and his fellow Lions Club members expressed their strong support for TSC's commitment to providing students with a high-quality education. They presented the college with a gift of \$2,000 for student scholarships.

6. Consideration and Possible Action on the Minutes of the following meetings:**a. Regular meeting--May 19, 2022**

Vice Chair De Leon a motion to approve the minutes of the Regular Meeting on May 19, 2022. Secretary Aldrete seconded the motion, which carried unanimously.

b. Special Meeting--May 23, 2022

Vice Chair De Leon made a motion to approve the minutes of the Regular Meeting on May 23, 2022. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

7. Finance Committee

Chair Garza called on Immediate Past Chair Herrera to present the report.

a. Consideration and possible action on award RFP 22-38 for "Temporary Staffing Services"

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mrs. Elizabeth Lara, Executive Director of Human Resources, were called on to present the agenda item. Dr. Figueroa reviewed the RFP timeline, scope of services, evaluation committee, pricing and scoring tabulation, example hourly costs, evaluation criteria, and the budget and financial impact. Nine vendors responded to the proposal with Laine Federal Solutions; BuzzClan, LLC; and Region Staffing receiving the highest scores from the committee.

The board engaged in a brief discussion of the types of temporary help typically needed by the college.

A motion was made by Immediate Past Chair Herrera to award RFP 22-38 for "Temporary Staffing Services" to Laine Federal Solutions, BuzzClan, LLC, and Region Staffing and authorize President Rodríguez to execute the contracts, as presented. Secretary Aldrete seconded the motion, which carried unanimously.

b. Monthly Financial Statement Report for the month ended April 30, 2022

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Carlos Pecero, Controller, were called upon to present the agenda item. Mr. Pecero presented the monthly financial statement report for the month ended April 30, 2022.

There were no questions from the board. The item was for information only. No action was taken.

c. Institutional CARES expenditures report

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported on new institutional CARES grant fund expenditures.

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

d. Fund Balance Operation Report

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. She reported funding for the current number of days of operation for the college.

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

e. Grants Report for May 2022

Dr. Angelica Fuentes, Associate Vice President of Instruction for Academic Success, was called on to present the item. Dr. Fuentes reported on the new grants received during the month of May 2022.

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

8. Academic Committee

Chair Garza called on Trustee Saenz to present the report.

a. Consideration and possible action on an Amendment to Memorandum of Understanding with Brownsville Independent School District for the Nita M. Lowey 21st Century Community Learning Centers Grant Program

Dr. Joanna Kile, Vice President of Instruction, and Dr. Angelica M. Fuentes, Associate Vice President of Instruction-Academic Success, were called upon to present the item. Dr. Fuentes said the proposal is to amend the original MOU to extend funding for the fifth year of the grant through July 2023.

A motion was made by Trustee Saenz to approve the Amendment to Memorandum of Understanding with the Brownsville Independent School District for the Nita M. Lowey 21st Century Community Learning Centers Grant Program. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

b. Consideration and possible action on approval of subscription renewal for the Learning Tool Interoperability platform for video engagement

Dr. Joanna Kile, Vice President of Instruction, and Dr. Angelica M. Fuentes, Associate Vice President of Instruction-Academic Success, were called upon to present the item. Dr. Fuentes said the proposed item would allow TSC to upgrade the current Play Posit subscription to include an additional module. The learning tool platform integrates with TSC's current learning management system that allows instructors to create course materials using interactive video player from different sources. In addition, the tool is used to collect data for the TSC Quality Enhancement Plan.

A motion was made by Trustee Saenz to approve subscription renewal payment for the learning tool interoperability platform from PlayPosit in the amount of \$30,060 through sole source purchasing method and authorize President Rodríguez to execute the purchase order contract, as presented. Vice Chair De Leon seconded the motion, which carried unanimously.

c. Consideration and possible action to approve an Annual Renewal of Affiliation Agreement with Doctors Hospital at Renaissance, Ltd

Dr. Joanna Kile, Vice President of Instruction, and Dr. David R. Pearse, Dean of Health Professions, were called upon to present the item. Dr. Kile said the proposal is for a one-year renewal of an affiliation agreement that provides a clinical site for students in order to meet their program-specific clinical competencies.

A motion was made by Trustee Saenz to approve the Annual Renewal of Clinical Affiliation agreement with Doctors Hospital at Renaissance for the Health Professions Programs and authorize President Rodríguez to sign the agreement. Secretary Aldrete seconded the motion, which carried unanimously.

d. Consideration and possible action on award of RFP 22-34 "Engine Diagnostic Equipment"

Dr. Joanna Kile, Vice President of Instruction, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, were called upon to present the item. Dr. Fleishman reviewed the RFP timeline, scope of work, evaluation committee, pricing and scoring, evaluation criteria, and budget and financial impact. Three vendors responded to the RFP, with Capital Acquisitions D.B.A. OEM Diagnostics receiving the highest score from the committee. Funding for the purchase will come from the TRUE grant.

The board engaged in a brief discussion of the quality and quantity of the equipment, as well as the start date for the diesel mechanics program.

A motion was made by Trustee Saenz to award RFP 22-34 for "Engine Diagnostic Equipment" to Capital Acquisitions D.B.A OEM Diagnostics in the amount of \$58,455 and authorize President Rodríguez to execute the purchase order contract, as presented. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

9. Facilities Committee

Chair Garza called on Secretary Aldrete to present the report.

a. Consideration and possible action on approval for campus security services annual contract through RFP 20-17 for FY 2022-2023

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Jaime Salazar, Associate Vice President of Operations, were called on to present the item. Mr. Salazar said the proposal is for the second contract renewal with Allied Universal Security Services. He reviewed the proposed hybrid security model for FY 22-23 and its financial impact.

The board engaged in a discussion of the hybrid model's staffing.

Secretary Aldrete made a motion to approve annual contract renewal for campus security services with Allied Universal Security Services through RFP 20-17 with hybrid model with Brownsville Police Department for FY 2022-2023. Vice Chair De Leon seconded the motion, which carried unanimously.

b. Consideration and possible action on award of RFP 22-36 "Fixed Asset Inventory Services"

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Jaime Salazar, Associate Vice President of Operations, were called on to present the item. Mr. Salazar reviewed the RFP timeline, scope of work, evaluation committee, pricing and scoring, evaluation criteria, and budget and financial impact. Three vendors responded to the RFP, with Records Consultants, Inc. receiving the highest score from the committee.

Secretary Aldrete made a motion to award RFP 22-36 for "Fixed Asset Inventory Services" to Records Consultants, Inc. in the amount of \$84,500 and authorize President Rodríguez to execute the contract, as presented. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

c. Consideration and possible action on contract approval for "Campus Parking Lot Improvements" project

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Jaime Salazar, Associate Vice President of Operations, were called on to present the item. Mr. Salazar reviewed the parking lot conditions, as well as the base and alternate proposals for repair.

Secretary Aldrete made a motion to approve contract with G & T Paving, LLC in the amount of \$1,800,000 for campus parking lot improvements and authorize President Rodríguez to execute

the contract and change orders, as presented. Vice Chair De Leon seconded the motion, which carried unanimously.

10. Policy Committee

Chair Garza called on Vice Chair De Leon to present the report.

a. Consideration and possible action on approval of the following LOCAL policies: CKD, DEC, and DMD

Mr. Ruben Pena, College Legal Counsel was called on to present the item. He reviewed changes to the following policies:

- CKD(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE
- DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES
- DMD(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Vice Chair De Leon made a motion to approve the LOCAL policies as presented. Trustee Alejandro seconded the motion, which carried unanimously.

b. TASB LEGAL policies Update #43

Mr. Frank Perez, Board of Trustees Legal Counsel was called on to present the item. He explained the legal policy updates are provided to the Board so they may familiarize themselves with the changes.

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

11. Criminal Justice Institute Report

Chair Garza called on President Rodríguez to present the report.

President Rodríguez reported that the program's advisory committee met in May. During the meeting they recommended new academic admissions requirements, which will take effect with the new cohort beginning in July.

The Board engaged in a discussion of the composition and responsibilities of the advisory committee.

12. Presentation on Faculty Contracts

Immediate Past Chair Herrera tabled the item, to be addressed at a later date.

13. Executive Session

The Board convened in Executive Session at 7:01 p.m.

The Board reconvened in Open Session at 8:22 p.m.

14. Action on Executive Session Matters

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

No action was taken.

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

No action was taken.

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

Vice Chair De Leon made a motion that the Texas Southmost College Board of Trustees approve the FY 2021-22 salary schedule as discussed in executive session. Secretary Aldrete seconded the motion, which passed unanimously.

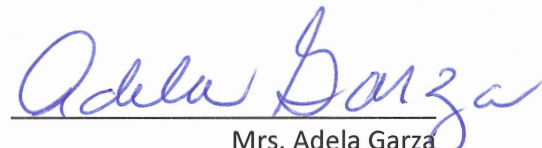
15. Announcement of Proposed Meeting Dates

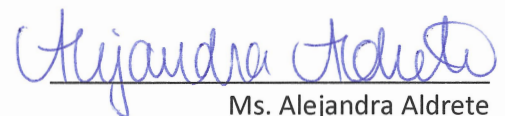
- a. **Regular Board Meeting – Thursday, August 18, 2022, 5:30 p.m.**

Immediate Past Chair Herrera requested that items 11 and 12 be brought to the August Board of Trustees meeting.

16. Adjournment

A motion to adjourn the meeting was made by Past Chair Herrera. The motion was seconded by Trustee Alejandro. The meeting was adjourned at 8:23 p.m.


Mrs. Adela Garza
Chair, Board of Trustees


Ms. Alejandra Aldrete
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on June 16, 2022 available on the TSC.EDU website. These minutes were taken and transcribed by Dr. Angela K. McCauley, Director of Special Instructional Projects. Videotaping of the Board of Trustees' meetings began on April 11, 1996.