



## Board of Trustees

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*J.J. De Leon, M.Ed.*

## TSC President

*Jesús Roberto Rodríguez, Ph.D.*

## TEXAS SOUTHMOST COLLEGE DISTRICT

### Minutes of the Regular Meeting of the Board of Trustees

**January 20, 2022**

The Board of Trustees of the Texas Southmost College District convened in open session on January 20, 2022 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Ms. Eva Alejandro, Secretary; Mrs. Adela Garza; Ms. Alejandra Aldrete; Mrs. Delia Saenz; and Mr. J.J. De Leon. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

## REGULAR MEETING AGENDA

### 1. Call to Order

The meeting was called to order by Chair Herrera at 5:30 p.m. He called role and confirmed a quorum.

### 2. Pledges of Allegiance

Vice Chair Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

### 3. Public Comment

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

### 4. Presentations

#### a. Rotary Club of Brownsville Sunrise

Chair Herrera called upon Ana Putegnat Garcia, Sunrise Rotary Club President, and Lizandro Garcia, Sunrise Rotary Club Treasurer, to present the item. Ms. Putegnat Garcia presented TSC with a check for \$2,000 to be used for student scholarships. The Board of Trustees and Rotary Club members participated in the official check presentation.

## 5. President's Report

Chair Herrera called on President Rodríguez to give his report.

### **Faculty and Staff Recognition**

Oscar Hernandez, Executive Director of Institutional Research and Compliance and Interim Associate Vice President of Student Services, was invited by SACSCOC to serve on an Off-Site Reaffirmation Committee in April to review three colleges in Alabama and Georgia. Mr. Hernandez's primary role on the committee will be to review areas related to Institutional Effectiveness. President Rodríguez thanked Mr. Hernandez for his willingness to serve on the committee.

The Association for Advancement of Computing in Education recently published a paper by Mr. Jorge Garcia, Department Chair for Construction, Manufacturing and Transportation Technology, titled "CTE Pathways: Integration of College and Career Preparation Programs to Increase STEM Career Interest Among High School Students." Mr. Garcia originally presented the paper at the Society for Information Technology and Teacher Education Interactive Online Conference in October.

### **TASBO Award of Merit**

The TSC Procurement Team, under the leadership of Patricia Saldivar, was awarded the Texas Association of School Business Officials (TASBO) Award of Merit for Purchasing Operations. The Award recognizes institutions committed to following professional standards in the acquisition of goods and services. TSC is the first community college in Texas to be awarded this distinction, and the team will be recognized at the TASBO Annual Conference in March.

### **Angel Tree**

Prior to the winter break, TSC spread holiday cheer by visiting Bruce Aiken Elementary School as part of the college's annual Angel Tree toy drive distribution. Toys donated by TSC Trustees, students, faculty, staff, administration and community members were distributed to nearly 300 Pre-K through First Grade students. President Rodríguez thanked the TSC community for supporting the successful event and Trustees Aldrete and Saenz for participating in the toy drive.

### **TSC Superintendent's Council**

Last month President Rodríguez met with school district superintendents in the TSC service area to discuss how TSC can continue to enhance services for their students. He received valuable feedback for enhancing partnerships with the districts. Several districts shared their challenges in hiring substitute teachers. TSC was able to quickly respond, and a new short course for substitute teachers launched this month through the Workforce Training and Continuing Education division.

President Rodríguez has continued the collaboration with school districts, which has led to creating greater access to online dual credit courses for students from smaller school districts, where transportation is an issue. Most recently, Point Isabel ISD Superintendent Capistran and several of her faculty toured workforce training programs at the ITEC Center to explore new opportunities for Point Isabel students.

**EMT Program**

President Rodríguez congratulated students in the fall 2021 Emergency Medical Services Program (EMSP) cohort for achieving a first-time pass rate of 83%, which is 13 points higher than the required average of 70% for accreditation. He also congratulated the faculty for ensuring the students were well prepared for the exams.

**Child Care TRS Recertification**

The Raul J. Guerra Early Childhood Center was recertified as a Texas Rising Star (TRS) child care center in December, maintaining a 4-star rating—the highest rating a child care center can earn. The rating is determined by a variety of criteria, including director and staff qualifications and training, teacher-child interactions, program administration, and indoor and outdoor environments. President Rodríguez congratulated Mrs. Nava and the staff for their great work and for receiving a \$3,000 award to be used for equipment and materials.

**SACSCOC**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approved a new program of study at TSC, an Associate of Science in Engineering, which is expected to begin in the fall. The program, which has already been approved by the Texas Higher Education Coordinating Board, will provide students with the first two years of a four-year baccalaureate engineering program.

**Spring 2022 Convocation**

TSC held Spring Convocation virtually on Monday, January 10<sup>th</sup>, with 230 faculty and staff participating. Updates were provided on the following topics: counting year enrollment, campus renovations, information technology, safety, and the 95<sup>th</sup> anniversary event. President Rodríguez thanked Chair Herrera for opening the event with words of inspiration, and he thanked Vice Chair Zavaleta and Immediate Past-Chair Garza for their attendance and support.

**Registration Rally**

To help students complete the registration process for the spring semester, TSC held a Registration Rally on January 12<sup>th</sup> and maintained extended hours in the Student Services division through the first two weeks of January. The Registration Rally provided students with an opportunity to receive academic advising, apply for financial aid, register for classes, and become familiar with the college's programs, services, and resources.

**RGV Focus Check Presentation**

TSC received a \$30,000 Texas Mutual Workforce Grant from RGV Focus and President Rodriguez thanked Chair Herrera, Immediate Past-Chair Garza and Trustee Saenz for participating in this event. This grant will fund faculty and student certifications in credit and non-credit workforce training programs. In addition, the donation will fund pop-up food pantries for students. The check presentation ceremony took place on January 13<sup>th</sup> at the TSC Performing Arts Center Lobby.

**TRUE Grant**

TSC is leading a coastal community college workforce training consortium funded through a \$1.8 million grant from the Texas Higher Education Coordinating Board. The Texas Reskilling and

Upskilling for Education (TRUE) grant program is designed to accelerate workforce training credential opportunities urgently needed for economic recovery due to the COVID-19 pandemic in order to build a future competitive workforce in Texas. TSC, Houston Community College, and San Jacinto College will develop and provide training for nine industry-aligned college credentials in transportation, distribution, logistics and information technology that support our seaports and aerospace industry. TSC will develop a pathway for forklift operators to earn a certified logistics associate and logistics technician certification as well as a diesel engine mechanics credential. HCC and SJCC will focus on credentials in truck driving, merchant mariner, cybersecurity, and networking technology.

#### **TSC Foundation Update**

President Rodríguez called on David Tumlinson, Director of Foundation and Community Outreach, to provide an update on TSC Foundation activities. Mr. Tumlinson reported out on foundation activities that have taken place since the previous board meeting, including new donations made. He also reported on actions taken during the January 19 TSC Foundation Board meeting, as well as scholarships awarded through the Student Services and Workforce Training divisions. Upcoming 95<sup>th</sup> anniversary events include the Del Castillo concert scheduled for February 12 and the Ruby Gala scheduled for April 2.

Immediate Past-Chair Garza thanked Mr. Tumlinson for his work and praised the expertise of the TSC Foundation Board members who have been reappointed. The board engaged in a brief discussion of the history of the establishment and oversight of the TSC Foundation.

#### **Video Presentation**

President Rodríguez shared a video highlighting the December 2021 college activities.

President Rodríguez thanked the Trustees for their unwavering commitment in finishing a successful 2021 and he looks forward to the new year.

#### **6. Consideration and possible action on the minutes of the following meetings:**

##### **a. Regular Meeting – December 16, 2021**

**Vice Chair Zavaleta made a motion to approve the minutes of the Regular Meeting on December 16, 2021. Trustee Aldrete seconded the motion, which carried unanimously.**

#### **7. Academic Committee**

Chair Herrera called on Trustee De Leon to present the report.

##### **a. Consideration and possible action on approval of Cisco equipment purchase for the new Cybersecurity program**

Dr. Joanna Kile, Vice President of Instruction, Dr. Angelica Fuentes, Associate Vice President of Academic Success, and Dr. Murad Abusalim, Dean of Science, Technology, Engineering, and Mathematics, were called upon to present the item.

Dr. Kile said the proposed equipment is for the new Cybersecurity program to be offered at TSC and noted the equipment would be purchased through the DIR purchasing cooperative, if approved by the Board of Trustees, using Carl Perkins grant funds.

**A motion was made by Trustee De Leon to approve purchase of Cisco equipment in the total amount of \$31,000 from CDW-G through DIR-TSO-4167 contract and authorize President Rodriguez to execute the purchase order contract, as presented. Immediate Past-Chair Garza seconded the motion, which carried unanimously.**

**b. Consideration and possible action on approval of tools and supplies purchase for the new Diesel Engine Technology program**

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. Kile said the proposed tools and supplies are needed for the new Diesel Engine Technology program TSC will offer through the Continuing Education department. She said the purchase would be funded through the TRUE grant awarded to TSC by the Texas Higher Education Coordinating Board.

**A motion was made by Trustee De Leon to approve purchase of tools and supplies in the total amount of \$55,700 from MSC Industrial Supply Co. through The Local Government Purchasing Cooperative (Buyboard) contract and authorize President Rodríguez to execute the purchase order contract, as presented. Vice Chair Zavaleta seconded the motion, which carried unanimously.**

**8. Finance Committee**

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

**a. Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Carlos Pecero, Controller, were called on to present the item. Dr. Figueroa introduced Mr. Albert Vera, Cascos & Associates, PC Audit Manager, to present the report. She noted that each year a different lead auditor leads the external audit.

Mr. Vera congratulated the college for earning an unmodified opinion, which is the best type of opinion an entity can receive from the auditors. Mr. Vera said the opinion resulted from the college enacting its due diligence throughout the year and providing all of the necessary documentation for Cascos & Associates, PC to complete the audit. He reviewed the college's Statement of Net Position, and congratulated TSC for also earning an unmodified opinion for internal controls and federal grant awards.

The board engaged in a discussion of changes in the Statement of Net Position as compared to last year, as well as the auditing of CARES Act funding.

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

**b. Annual Investment Report for Fiscal Year Ended 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She introduced Mr. Carlos Pecero, Controller, to present Annual Investment Report for Fiscal Year ended 2021.

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

**c. Monthly Financial Statement Report for the month ended November 30, 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. She introduced Mr. Carlos Pecero, Controller, who presented the monthly financial statement report for the month ended November 30, 2021.

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

**d. First Quarter Investment Report for Fiscal year 2022**

Mr. Carlos Pecero, Controller, was called on to present the First Quarter Investment Report for Fiscal Year Ended 2022.

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

**e. All 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.

Secretary Alejandro commended Dr. Figueroa and Mr. Pecero for their excellent work and extensive knowledge they bring to the college.

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

**9. Facilities Committee**

Chair Herrera called on Trustee Saenz to present the report.

**a. Consideration and possible action on award RFQ 22-07 for "Architectural/ Engineering (A/E) Services for Construction of New Thermal Plant"**

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 RFQ process, including the timeline, scope of work, the evaluation committee, review criteria and scoring,

and budget and financial impact. Four vendors submitted proposals, with Gomez Mendez Saenz, of Brownsville, receiving the highest score from the committee.

**Trustee Saenz made a motion to award RFQ 22-07 for "Architectural/ Engineering (A/E) Services for Construction of New Thermal Plant" to Gomez Mendez Saenz, Inc. and authorize President Rodríguez to negotiate and execute the contract to prepare construction documents in accordance to the "Request for Competitive Sealed Proposals" (RFP) project delivery method permitted under Government Code 2269. The motion was seconded by Secretary Alejandro and carried unanimously.**

**b. Consideration and possible action on contract renewal for Property and Casualty Insurance for FY 2021-2022**

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, Risk Management, and the Budget and Financial Impact. The Board engaged in a discussion of coverage provided under the contract.

**Trustee Saenz made a motion to approve annual contract for Property and Casualty Insurance with TASB Risk Management Fund through RFP 20-09 for FY2021-2022. The motion was seconded by Trustee De Leon and carried unanimously.**

**c. Facilities update**

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 reported out on the status of the JC Penny's roof repair, Dillard's roof, campus parking lot improvement, TSC Courtroom and Criminal Justice Program project, and the Oliveira 2<sup>nd</sup> floor restroom.

The Board engaged in a discussion of ongoing projects at in the Oliveira Student Center.

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

**10. Policy Committee**

Chair Herrera called on Vice Chair Alejandro to present the report.

**a. Consideration and possible action on CAK Local: Appropriations and Revenue Sources-Investments**

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. Mr. Pena said the board is required to review the investment policy annually. He reviewed all aspects of the policy, from investment authority to the annual audit requirements, and confirmed there had not been any changes since the last review.

**Secretary Alejandro made a motion to acknowledge annual review of CAK Local: Appropriations and Revenue Sources – Investments. The motion was seconded by Trustee Aldrete and passed unanimously.**

Vice Chair Zavaleta reported that the Student Services committee did not meet this month because there were no items put forth for review or consideration.

### **11. Executive Session**

The Board convened in Executive Session at 6:50 p.m.

The Board reconvened in Open Session at 7:54 p.m.

### **12. 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**

**Trustee De Leon made a motion to approve the FY2021-2022 salary schedule as presented in executive session. The motion was seconded by Trustee Saenz and carried unanimously.**

### **13. Announcement of Proposed Meeting Dates**

Trustee Aldrete made a motion to change the date of the February Board meeting Scheduled for Thursday February 24 to Wednesday, February 23 at 5:30 p.m. Trustee De Leon seconded the motion, which passed unanimously.

**a. Regular Board Meeting – Wednesday, February 23, 2022, 5:30 p.m.**

**b. Regular Board Meeting – Thursday, March 24, 2022, 5:30 p.m.**



**14. Adjournment**

A motion to adjourn the meeting was made by Trustee Saenz. The motion was seconded by Trustee Alejandro and passed unanimously. The meeting was adjourned at 7:57 p.m.



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Mr. Ruben Herrera  
Chair, Board of Trustees



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Ms. Eva Alejandro  
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on January 20, 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.