



**Board of Trustees**

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*Adela G. Garza*

*Alejandra Aldrete, M.Ed.*

*Delia Saenz*

*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

**December 16, 2021**

The Board of Trustees of the Texas Southmost College District convened in open session on December 16, 2021 at 3:30 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 3:30 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. President's Report**

Chair Herrera called on President Rodríguez to give his report.

**XIV Binational Literary Conference**

For the 20th year, TSC hosted the Binational Literary Conference on November 19th featuring keynote speaker Dr. Lauro Zavala, an author, researcher and professor from the Universidad Autonoma Metropolitana in Mexico City. Trustee Aldrete joined me, as TSC faculty, students, and community members were treated to presentations by local authors and poets from both sides of the border. President Rodríguez thanked the conference organizers, especially longtime TSC faculty member, Mr. Juan Antonio Gonzalez.

**Master Copy Student Art Exhibition**

The TSC Art Department hosted an opening reception for the Master Copy Student Art Exhibition at the Fine Arts Gallery in the ITEC Center on November 22. The exhibition showcases the very creative work of TSC students. The opening event was enjoyed by students' family and friends, as well as community art enthusiasts.

**Tree Lighting Ceremony**

TSC hosted its traditional Tree Lighting Ceremony on December 1. President Rodríguez was joined by Chair Herrera, Secretary Alejandro, Past Chair Garza, Trustee DeLeon, and Trustee Aldrete as they lit up the tree to kick off the holiday season. Guests also enjoyed performances by the TSC Early Childhood Center Little Scorpions, the Aiken Elementary Cheer Team, and a TSC student duet.

**Skills Development Fund Grant**

The Texas Workforce Commission awarded a \$283,325 Skills Development Fund grant to TSC and SteelCoast Company, LLC. on December 2. The collaboration will provide training for 250 SteelCoast employees to upgrade 80 jobs and create 170 new positions. TSC will customize training for SteelCoast employees, which will include English as a Second Language, workplace safety and health, and craft skills such as rigging and forklift operations. President Rodríguez thanked Secretary Alejandro and Trustee De Leon for attending the event, and said he received very positive feedback from community leaders and elected officials about TSC's workforce training programs.

**Nursing Simulation Lab**

A ribbon cutting ceremony was held for TSC's Nursing Simulation Lab on December 3 at the ITEC Center with a ribbon cutting ceremony, plaque unveiling, and student demonstration. President Rodríguez thanked Chair Herrera, Secretary Alejandro, Past Chair Garza, Trustee De Leon, and Trustee Aldrete for attending the event and thanked the entire board for approving simulation lab funding that provides students with experience with the state-of-the-art equipment they need to be successful in the field.

**Holiday Luncheon**

President Rodríguez thanked Chair Herrera, Secretary Alejandro, Past Chair Garza, Trustee De Leon, and Trustee Aldrete for participating in the holiday luncheon held for TSC employees in December. The trustees and administration served the tamales and desserts for employees in appreciation for their dedicated service and to celebrate the season.

**Christmas Parade**

TSC participated in the annual Charro Days Christmas Parade, held December 6 in Historic Downtown Brownsville. Parade participants included President Rodríguez, Chair Herrera, Past Chair Garza, Secretary Alejandro, and Trustees Saenz, De Leon, and Aldrete. President Rodríguez said neither rain nor the Grinch could steal the holiday spirit shared by parade participants.

**Nursing and VN Pinning Ceremonies**

TSC's Vocational Nursing and Associate Degree Nursing students were recognized during pinning ceremonies on December 9 and 10. During the ceremony, students took the nursing pledge before family, friends and nursing professionals, which officially inducted them into the nursing profession. President Rodríguez thanked Chair Herrera, Past Chair Garza, and Trustee Alejandro for participating in the events.

**CJI Graduation**

On December 10, 51 cadets graduated from the TSC Criminal Justice Institute, with Nicolas Garza, from the Cameron County Border Prosecution Unit, serving as the graduation speaker. President Rodríguez thanked Chair Herrera and Secretary Alejandro for attending the ceremony. He also noted that graduates are being recruited locally, as well as across Texas in Austin and Houston.

**Fall Commencement**

More than 400 TSC students earned an associate degree or certificate during TSC's Winter Commencement Ceremonies on December 11. TSC alumnus Jose Borjon, Senior Policy Advisor with the Washington, D.C. law firm of Akin Gump Strauss Hauer & Feld LLP, served as the commencement speaker. He also participated in walking the stage with the graduates, as he had not been able to participate in his own graduation ceremony almost 20 years ago. President Rodríguez thanked Chair Herrera, Vice Chair Zavaleta, Past Chair Garza, and Trustees De Leon, Saenz, and Aldrete for participating in the event.

**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 a full year of fundraising campaigns, events, and donor relations.

President Rodríguez thanked the Trustees for their unwavering commitment to the college and communities we serve, and wished them all a happy holidays.

**5. Consideration and possible action on the minutes of the following meetings:****a. Regular Meeting – November 18, 2021**

**Vice Chair Zavaleta made a motion to approve the minutes of the Regular Meeting on November 18, 2021. Secretary Alejandro seconded the motion, which carried unanimously.**

**6. Academic Committee**

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

**a. Consideration and possible action on approval of matching grant support for the AmeriCorps VISTA Continuance grant**

Dr. Joanna Kile, Vice President of Instruction, and Dr. Angela McCauley, Director of Special Instructional Projects, were called upon to present the item. Dr. McCauley said the proposal would support matching funds for the third year of TSC's AmeriCorps grant. Under the terms of the grant, TSC is required to pay the living stipend of \$14,960 for one of the eight full-time AmeriCorps volunteers the college hosts for one year. AmeriCorps funds the other seven positions, which totals \$107,115. In addition, AmeriCorps will fund a Supervisor Grant at TSC of \$31,400, which offsets a portion of the time and effort for the TSC employees supervising the volunteers.

**A motion was made by Trustee De Leon to approve the allocation of matching grant support in the amount of \$14,960 for March 27, 2022-March 26, 2023, contingent on the Notice of Grant Award for Year 3 from AmeriCorps. Trustee Saenz seconded the motion, which carried unanimously.**

**b. Consideration and possible action on award RFP 22-05 for “Drone Equipment and Accessories”**

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 for drone equipment and accessories, including the timeline, proposed equipment, review committee, pricing tabulation, review criteria, and budget and financial impact. Five vendors submitted proposals to the college, with Dana Safety Supply, Inc. earning the highest score from the committee.

**A motion was made by Trustee De Leon to award RFP 22-05 for “Drone Equipment and Accessories” to Dana Safety Supply, Inc. from La Feria, Texas in the amount of \$108,206 and authorize President Rodríguez to execute the purchase order contract, as presented. Trustee Alejandro seconded the motion, which carried unanimously.**

**c. Consideration and possible action on the removal of distance education fees for dual credit students**

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Joanna L. Kile, Vice President of Instruction, were called upon to present the item. Dr. Figueroa said the proposed change to the academic agreements governing dual credit courses would remove the fees associated with courses taught at a distance. She said that since online courses had not previously been offered through dual enrollment, there will not be a loss of revenue to the college.

**A motion was made by Trustee De Leon to approve the removal of distance education fees for dual credit students and authorize President Rodríguez to enter into the revised agreement with partnering school districts. Past Chair Garza seconded the motion, which carried unanimously.**

**7. Finance Committee**

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

**a. Monthly Financial Statement Report for the month ended October 31, 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 October 31, 2021.

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

**b. Update on grants awarded to Texas Southmost College for the month of November 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Angelica Fuentes, Associate Vice President of Instruction for Academic Success were called upon to present the item. Dr. Fuentes reported on the grants awarded to Texas Southmost College for the month of November 2021.

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

**c. 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 as well as the total CARES expenditures for the college

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

**d. Consideration and possible action on purchase of library databases for digital resources from EBSCO Industries, Inc.**

Dr. Joanna Kile, Vice President of Instruction, and Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, were called on to present the item. Dr. Fuentes said the proposal would fund faculty-selected academic digital resources for TSC's digital library platform. The purchase is for one year using CARES funds, with resources to be updated annually.

**A motion was made by Chair Herrera to approve purchase of library databases for digital resources from EBSCO Industries, Inc. dba EBSCO Information Systems through RFP 21-12 for "Library Services Platform" in the amount of \$67,595 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Trustee Aldrete and carried unanimously.**

**e. Consideration and possible action on adoption of resolution to appoint an Agent for TSC District Elections**

Mr. Ruben Pena, Legal Counsel, was called on to present the item. Mr. Pena reported that three TSC Board positions are up for election in May 2022. Texas election code requires the Board of Trustees to appoint a member of the staff to perform the duties of the Secretary of the Board in matters related to an election if the Secretary does not keep office hours at the District.

**A motion was made by Chair Herrera to adopt resolution appointing Dr. Stella Garcia, as the District's agent for the May 2022 Trustee election. The motion was seconded by Trustee Aldrete and carried unanimously.**

**f. Consideration and possible action on authorization to enter into contract negotiations with the Cameron County Elections Administrator to conduct election services**

Mr. Ruben Pena, Legal Counsel, was called on to present the item. Mr. Pena said the TSC District will hold an election on May 7, 2022 for the three TSC Board positions are up for election in May 2022. The proposal would allow TSC's Election Agent to enter into contract negotiations with the Cameron County Elections Administrator to conduct the District's election, with the final contract to be presented to the Board at a later date.

**A motion was made by Chair Herrera to authorize staff to enter into negotiations to contract with Cameron County elections Administrator to conduct election services for the May 7, 2022, election. The motion was seconded by Trustee Aldrete and carried unanimously.**

**8. Student Services Committee**

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

**a. Update on Student Services Contact Center**

Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services, was called on to present the item. He reported out on data regarding the number of calls presented and handled, as well as disaggregated data for the calls handled by the following offices: financial aid, cashiers, testing, welcome center, and admissions offices, and Spanish calls presented and handled.

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

**b. Consideration and possible action on contract award for "Cafeteria Concession"**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called on to present the item. Dr. Figueroa reviewed the cafeteria project and the two proposals received from local vendors for the RFP, including their proposed menus and pricing.

The board engaged in a discussion of the options presented and the contract length.

**A motion was made by Trustee Saenz to award RFP 20-21 for "Cafeteria Concession" to UMIX, LLC and authorize President Rodríguez to negotiate and execute the contract, as presented. The motion was seconded by Trustee De Leon and carried unanimously.**

## 9. Facilities Committee

Chair Herrera called on Trustee Saenz to present the report.

### a. Consideration and possible action on approval of Air Handling Unit (AHU) retrofit system purchase for the Science, Engineering, and Technology building (SETB)

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 Science and Engineering Technology Building (SETB) is in need of an air handling unit retrofit system to replace the existing air blower system for the new fan wall system.

**Trustee Saenz made a motion to approve purchase of Air Handling Unit (AHU) retrofit system in the total amount of \$92,218 from Texas Air Systems through The Interlocal Purchasing System (TIPS) Purchasing Cooperative contract and authorize President Rodriguez to execute the purchase order contract, as presented. The motion was seconded by Past-Chair Garza and carried unanimously.**

### b. 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 JCPenney's roof repair, Dillard's roof, campus parking lot improvement, TSC Courtroom and Criminal Justice Program project, emergency repairs to the thermal plant chillers, and theatrical equipment for the Jacob Brown Auditorium and TSC Performing Arts Center.

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

## 10. Executive Session

The Board convened in Executive Session at 4:35 p.m.

The Board reconvened in Open Session at 5:01 p.m.

## 11. Action on Executive Session Matters

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

**Past-Chair Garza made a motion to authorize the appeal of the Tercero v. TSC ruling, as discussed in executive session. The motion was seconded by Secretary Alejandro and carried unanimously.**

**Trustee De Leon made a motion to authorize the appeal of the Hernandez v. TSC ruling, as discussed in executive session. The motion was seconded by Trustee Aldrete and carried unanimously.**

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

Trustee Alejandro made a motion to approve the annual evaluation of Dr. Jesús Roberto Rodríguez and the terms of the employment agreement as discussed in executive session. The motion was seconded by Trustee Saenz and carried unanimously.

**12. Announcement of Proposed Meeting Dates**

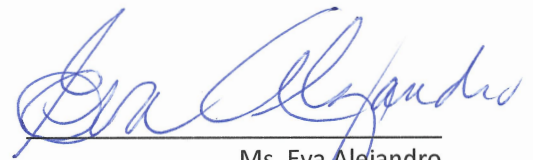
- a. Regular Board Meeting – Thursday, January 20, 2022, 5:30 p.m.
- b. Regular Board Meeting – Thursday, February 17, 2022, 5:30 p.m.

**13. Adjournment**

A motion to adjourn the meeting was made by Secretary Alejandro. The motion was seconded by Trustee Aldrete and passed unanimously. The meeting was adjourned at 5:05 p.m.



Mr. Ruben Herrera  
Chair, Board of Trustees



Ms. Eva Alejandro  
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on December 16, 2021, is 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.