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TEXAS SOUTHMOST COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

January 18, 2024

The Board of Trustees of the Texas Southmost College District convened in open session on January 18, 2024 at 5:31 p.m. Board Members present were Ms. Adela Garza, Chair; Mr. J.J. De Leon, Vice Chair; Ms. Alejandra Aldrete, Secretary; Mr. Ruben Herrera, Immediate Past Chair; Dr. Tony Zavaleta, Ms. Eva Alejandro; and Mrs. Delia Saenz. 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 Garza at 5:31 p.m. She called role and confirmed a quorum.

2. Pledges of Allegiance

Trustee Zavaleta 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. Chairwoman's Report

Chair Garza presented the following items:

BISD Superintendent Search

Chair Garza reported that she, Vice Chair De Leon, and Secretary Aldrete participated in an elected official roundtable, held as part of the Brownsville Independent School District's search for a new superintendent. Chair Garza noted that BISD continues to be a valuable dual enrollment partner with Texas Southmost College, and she is pleased TSC was a part of the important search process.

5. President's Report

Chair Garza called on President Rodríguez to present his report.

Enrollment Update

Preliminary numbers for the spring 2024 enrollment stand at 8,740 students. The number is expected to change as drops are made over the weekend. However, the preliminary enrollment represents a 6.3% increase in enrollment over the same time last year.

Holiday Events

Since the Board last met in November, TSC hosted a number of holiday events. President Rodríguez said the campus community is grateful for the strong support from the Trustees as the college celebrated the season.

TSC hosted its annual tree lighting ceremony on December 1st. President Rodríguez said the event keeps getting bigger and better, and he thanked Chair Garza, Vice Chair De Leon, Secretary Aldrete, Immediate Past Chair Herrera, Trustee Saenz, and Trustee Alejandro for their participation. The following day the Trustees participated in the Brownsville Christmas Parade. President Rodríguez thanked Chair Garza, Vice Chair De Leon, Secretary Aldrete, and Trustee Saenz for the energy they brought to the event. TSC's employee holiday luncheon was held December 7th. President Rodríguez thanked Chair Garza, Secretary Aldrete, Immediate Past Chair Herrera, and Trustee Alejandro for helping to serve TSC employees delicious tamales.

TSC also participated in the announcement of the 2024 Mr. Amigo at ITECC on December 14th, where the community had their first chance to greet Eduardo Verastegui, a well-known Mexican actor, producer, and former singer. The next evening, Chair Garza and Immediate Past Chair Herrera participated in the Taste de la Frontera event, which supports the Mr. Amigo organization.

Commencement

TSC held its Winter Commencement Ceremony on December 16th, during which 221 graduates were honored. President Rodríguez thanked Chair Garza, Vice Chair De Leon, Secretary Aldrete, Immediate Past Chair Herrera, Trustee Saenz, and Trustee Alejandro for supporting the students and their families at the event.

In addition, several programs of study held special ceremonies for their graduates. President Rodríguez thanked Chair Garza and Immediate Past Chair Herrera for attending the PCT/CNA and ADN Pinning Ceremonies, and Vice Chair De Leon and Immediate Past Chair Herrera for attending the CJJ graduation.

Convocation

As the college resumed operations in the new year, TSC hosted convocation for employees. President Rodríguez noted that gathering together for convocation is important each semester, because it gives employees the opportunity to stay connected across divisions and pointed in the same direction to achieve the college's ambitious goals for the coming year. He also thanked Chair Garza and Trustee Saenz for participating in the event.

Student Life Events

The Student Services Division was hard at work to prepare students for a new semester. They worked extended hours to ensure every community member who was ready to become a Scorpion, was served. They also hosted two Scorpion Success Orientations, and President Rodríguez thanked Chair Garza for being there to welcome TSC's newest Scorpions. During welcome week, the Scorpion Success Crew was stationed across campus to assist students with directions or questions they had around campus. Welcome week

events also included: the Wall of Motivation, Pan Dulce y Platica, and National Popcorn Day. President Rodríguez thanked the hard-working Student Services team for their dedication to the students.

Winter weather

President Rodríguez recognized the dedicated members of the marketing, facilities, safety, and risk management departments, all under the direction of Dr. Stella Garcia. During the week's inclement weather these team members were on the front lines of communicating to the Scorpion Community, keeping the campus running smoothly, and ensuring the buildings were comfortable as students returned.

Video Presentation

President Rodríguez shared a video highlighting college activities since the last regular board meeting.

President Rodríguez thanked the Board of Trustees for their continued commitment and support to the college and the communities it serves, and he wished students, faculty and staff a strong start to the spring semester.

Vice Chair De Leon commended the Scorpion Community for earning the prestigious STAR Award from the Texas Higher Education Coordinating Board in December during the ceremony held in Austin. He said it was a great honor for TSC to earn the award, thanks to the dedicated service of the faculty and staff. President Rodríguez noted that the honor recognizes the college's outstanding achievement in producing consistent and aligned educational outcomes for students, particularly students from economically disadvantaged backgrounds. He said TSC has surpassed the state average for 3-year graduation rates by seven percent, thanks to the good work taking place at the college.

6. Charro Days Inc. presentation

Madam Chair called on Henry LeVrier, President of Charro Days Fiesta, to present the item. Mr. LeVrier introduced his wife, his fellow board of directors and the Executive Director of the organization. He announced that Charro Days Fiesta will celebrate its 87th anniversary and will be held February 24th through March 10th. He thanked Texas Southmost College for their sponsorship and unwavering support that has helped to make the event a success. The group presented the college with a Charro Days Fiesta wreaths.

7. Consideration and Possible Action on the Minutes of the following meetings:

- a. Regular Meeting – November 16, 2023**
- b. Emergency Meeting - November 28, 2023**

Vice Chair De Leon made a motion to approve the minutes of the Regular Meeting on November 16, 2023 and the Emergency Meeting on November 28, 2023. Secretary Aldrete seconded the motion, which carried unanimously.

8. Finance Committee

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

a. Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2023

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She introduced Mr. Albert Vera, from Cascos and Associates, to present the report. Dr. Figueroa noted that each year a different lead auditor from Cascos and Associates oversees the external audit. Mr. Vera indicated the college received an unmodified opinion, which is the best type of opinion an entity can receive from the auditors. Mr. Vera also reviewed the summary of activity for the college, fiscal year comparisons, as well as other key elements of the audit.

President Rodríguez thanked the Board of Trustees and Dr. Figueroa and her team for running a tight ship to ensure the college receives a clean audit.

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

b. Annual Investment report for Fiscal Year Ended August 31, 2023

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Carlos Pecero, Controller, were called upon to present the item. Mr. Pecero presented the Annual Investment report for the fiscal year ending August 31, 2023.

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

c. Consideration and possible action on agreement with Brownsville South Padre International Airport to provide advertising services

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Ricardo Vasquez, Executive Director of Marketing, were called upon to present the item. Mr. Vasquez said the proposal would provide for a three-year agreement for advertising on all six digital zones and screens available at the airport.

Immediate Past Chair Herrera made a motion to approve the agreement with Brownsville South Padre International Airport to provide advertising services and authorize President Rodríguez to execute agreement. Secretary Aldrete seconded the motion, which carried unanimously.

d. Insurance Update for RFP 24-03 Property and Campus Insurance Services

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She presented an update to RFP 24-03 and noted that although the college went out for bid in November, an official quote will not be provided by insurers until 30-days out from the renewal which is March 1, 2024.

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

e. Monthly Financial Statement Report for the month ended November 30, 2023

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Carlos Pecero, Controller, were called upon to present the item. Mr. Pecero presented the Monthly Financial Statement Report for the month ending November 30, 2023.

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

f. Grant Update

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She reported out on the grants received during the months of October to December 2023.

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

9. Facilities Committee

Chair Garza called on Secretary Aldrete to present the items.

a. Consideration and possible action on award RFP 24-02 for "Campus Thermal Plant Boiler and Pumps Replacement Services (Labor Only)"

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, and Mr. Gerardo Mascorro, HVAC Supervisor, were called upon to present the item. Mr. Mascorro reported out on the RFP timeline, scope of work, evaluation committee, pricing and scoring tabulation, review criteria, budget and financial impact. Three vendors responded to the RFP, with Texas Chiller Systems, LLC receiving the highest score from the committee.

A motion was made by Secretary Aldrete to award RFP 24-02 for "Campus Thermal Plant Boiler and Pumps Replacement Services (Labor Only)" to Texas Chiller Systems, LLC in the amount of \$62,290 and authorize President Rodríguez to execute the purchase order contract, as presented. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

b. Facilities update

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, and Mr. George Hinojosa, Coordinator of Facilities, were called on to present the item. Mr. Hinojosa reported out on the status of the following projects: Courtroom and Criminal Justice Program, dedicated chiller plant for REK Center and Child Care Center, and hot water leak repair project.

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

10. Academic Committee

Chair Garza called on Trustee Zavaleta to present the items.

a. Consideration and possible action on award of RFP 24-01 for 3D/4D Color Doppler Ultrasound System

Dr. Brian McCormack, Interim Vice President of Instruction, and Dr. David Pearse, Dean of Health Professions, were called upon to present the item. Dr. McCormack reviewed the RFP timeline, proposed equipment, evaluation committee, pricing and scoring tabulation, evaluation criteria, budget and financial impact. Two vendors responded to the RFP, with Sonosource, Inc. receiving the highest score from the committee. Dr. Pearse noted that the equipment is the same as currently used at TSC as well as in the community. The board engaged in a brief discussion of warranty options.

A motion was made by Trustee Zavaleta to award RFP 24-01 for "3D/4D Color Doppler Ultrasound System" to Sonosource, Inc. in the amount of \$38,215 and authorize President Rodríguez to execute the purchase order contract, as presented. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

b. Consideration and possible action to approve an Affiliation Agreement with Sun Valley Rehabilitation and Healthcare Center for TSC Nursing Programs

Dr. Brian McCormack, Interim Vice President of Instruction, and Dr. David Pearse, Dean of Health Professions, were called upon to present the item. Dr. McCormack said the agreement would provide a clinical site for the Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Certified Nursing Assistant (CNA) programs.

A motion was made by Trustee Zavaleta to approve the Affiliation Agreement with Sun Valley Rehabilitation and Healthcare Center for ADN, LVN, and CNA Programs and authorize President Rodríguez to sign the agreement. Trustee Alejandro seconded the motion, which carried unanimously.

c. Consideration and possible action on approval of matching grant support for the AmeriCorps VISTA grant

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, and Dr. Angela McCauley, Director of Special Projects, were called upon to present the item. Dr. McCauley said the proposal would provide the required matching funds for TSC's continuance grant for a fifth year of operation for the AmeriCorps VISA program on campus. The project supports five full-time VISTAs. In addition, the AmeriCorps program provides TSC with a \$40,000 grant for administrative support to partially fund the time and effort of TSC employees serving as VISTA supervisors.

A motion was made by Trustee Zavaleta to approve an increase in matching grant support to total \$22,880 for the 2024-2025 TSC AmeriCorps VISTA grant project. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

11. Student Services Committee

Chair Garza called on Trustee Saenz to present the item.

a. Consideration and possible action to approve a Memorandum of Understanding with IDEA Public Schools for the benefit of Rio Grande Valley to offer Dual Programs

Ms. Vanessa Vasquez, Associate Vice President of Student Services, was called upon to present the item. She said the proposed MOU would address updates IDEA Public Schools requested to establish a dual program partnership for the benefit of the Rio Grande Valley meaning any IDEA Public School in the Rio Grande Valley is included in this MOU. The Board engaged in a brief discussion of legal protections under the MOU, as well as the delineation of the terms dual credit, dual enrollment, and concurrent enrollment programs included under the umbrella of the term dual programs.

A motion was made by Trustee Saenz to approve an MOU with IDEA Public Schools for the benefit of Rio Grande Valley and authorize President Rodriguez to sign the agreement. Vice Chair De Leon seconded the motion, which carried unanimously.

12. Policy Committee

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

a. Consideration and possible action on the following (LOCAL) policies: BBD, BCG, and GD

Mr. Frank Perez, Board Legal Counsel, presented an overview of the following policies:

- BBD(LOCAL) BOARD MEMBERS: ORIENTATION AND TRAINING
- BCG (LOCAL) BOARD INTERNAL ORGANIZATION: BOARD EVALUATION
- GD (LOCAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

A motion was made by Vice Chair De Leon to approve revisions to the following LOCAL policies: BBD, BCG, and GD. Trustee Saenz seconded the motion, which carried unanimously.

13. Executive Session

The Board convened in Executive Session at 6:49 p.m.

The Board reconvened in Open Session at 8:08 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

Secretary Aldrete made a motion to approve the Salary Schedule for FY 2023-24 as discussed in Executive Session. Trustee Saenz seconded the motion, which passed unanimously.

15. Announcement of Proposed Meeting Dates

a. Regular Board Meeting – Thursday, February 15, 2024, 5:30 p.m.


b. Regular Board Meeting – Thursday, March 28, 2024, 5:30 p.m.

14. Adjournment

Vice Chair De Leon made a motion adjourn. Trustee Alejandro seconded the motion, which carried unanimously. The meeting was adjourned at 8:09 p.m.



Ms. 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 January 18, 2024 is available on the TSC.EDU website. These minutes were taken and transcribed by Dr. Angela K. McCauley, Director of Special Projects. Videotaping of the Board of Trustees' meetings began on April 11, 1996.