



Texas Southmost College

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TEXAS SOUTHMOST COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

March 28, 2024

The Board of Trustees of the Texas Southmost College District convened in open session on March 28, 2024 at 5:30 p.m. Board Members present were Ms. Adela Garza, Chair; Mr. J.J. De Leon, Vice Chair; Ms. Alejandra Aldrete, Secretary; 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 5:30 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 item:

Trustee Herrera honored

Chair Garza called for a moment of silence in honor of Trustee Herrera's service to Texas Southmost College. She thanked the Scorpion Community for arranging the memorial held in his memory on March 16th at the Jacob Brown auditorium, which was well attended by the TSC Trustees, friends, family, and professional colleagues. A video honoring his legacy was also presented. Chair Garza said Trustee Herrera will be greatly missed.

5. **President's Report**

Chair Garza called on President Rodríguez to present his report.

Student/Employee Recognitions

Dr. Rodríguez recognized Mr. Hugo Hernandez, computer science program major, who has been participating in the prestigious NASA Community College Aerospace Scholars program. Hugo has successfully completed two missions in the program, and has been invited to participate in a third mission. This mission includes participation in one-week online course and a mini-internship at NASA's Ames Research Center in Silicon Valley, California.

Mr. Daniel Perez, English Instructor, was recognized by the national Phi Theta Kappa Honor Society for five years of service as advisor of the Alpha Mu Chapter. President Rodríguez thanked Mr. Perez, for his dedication in ensuring that students have access to the scholarships and leadership training that comes with earning membership into the organization.

Dr. Roxana Jimenez, mathematics instructor, successfully defended her dissertation last semester, earning a degree in curriculum and instruction with a specialization in mathematics. President Rodríguez congratulated her for this important achievement.

PCT Pinning Ceremony

TSC celebrated another graduating class of Patient Care Technicians on February 20th. President Rodríguez noted that these graduates continue to be in demand in the local healthcare community, and he thanked Vice Chair De Leon, Trustee Saenz, and Trustee Alejandro for supporting the students at the ceremony.

Charro Days events

The Scorpion Community engaged in a number of events during Charro Days, including hosting two events on campus: this year's Mr. Amigo announcement at ITECC, and the popular campus Charro Days Fiesta held in the North and South Hall courtyard. In addition, the TSC Trustees and Scorpion Community participated in the following community events:

- Baile Del Sol
- Brownsville Chamber of Commerce and Texas Regional Bank Mixer
- Lone Star National Bank Charro Days Fiesta
- Fiesta Night
- Noche Mexicana
- Mayor and City Commissioners Board and Community Appreciation Lunch
- Illuminated Parade
- International Parade
- The Charro Days Fiesta Costume Ball

President Rodríguez thanked all of the Trustees for representing Texas Southmost College at the events, as well as the Student Life department, faculty, and other staff who created another exceptional event that continues to strengthen connections with the communities TSC serves.

Women in STEM

In celebration of Women's History Month, TSC held its annual Women in STEM event on March 19th and 20th. Approximately 500 students participated, including TSC students and middle school and high school students from the Brownsville Independent School District and IDEA Public Schools. Students learned about the college's STEM programs, engaged in program demonstrations, and observed a panel discussion featuring female STEM faculty and industry leaders. President Rodríguez thanked the faculty and staff who coordinated the events to empower females in the STEM field and help all youth explore STEM careers.

New program update

TSC is another step closer to offering three new programs of study within the coming year: Certified Nurse Assistant, Allied Health Education, and Music. Following approval from the Board of Trustees, the program proposals were submitted to the Texas Higher Education Coordinating Board, who have now also granted approval. Additional notifications will be made to SACSCOC and the U.S. Department of Education, and the new programs are anticipated to be offered between this summer and next spring.

Gonzalez Elementary Career Fair

The Student Services team continues their community outreach to make students aware of the high-quality education offered at TSC. The recruitment team participated in the BISD Gonzalez Elementary Career Fair, held February 27th in an effort to make connections with students early to continue to increase the communities' college-going culture. President Rodríguez thanked Trustee Saenz for participating in the Career Fair.

Job Fair

TSC held its annual Job Fair on March 27th at the Jacob Brown Auditorium. Approximately 70 employers participated- almost double of that from the previous year. In addition, programs of study hosted information tables, as did community-based organization partners. President Rodríguez said the wonderful front page announcement in the *Brownsville Herald* the day before helped drive attendance, as did participation from 21st Century Learning Center school partners. In total, approximately 1,700 students and community members attended the event. President Rodríguez noted that three students were hired on the spot and many more participated in interviews and scheduled interviews for a later date. He thanked the Student Services Division for organizing the successful event.

Student Services events

In addition to the Job Fair, the Student Services Division has hosted a number of events over the past month, designed to engage our students. These include:

- The "Stop by Student Life" events;
- Employer Connections opportunities;
- Women's History Day;
- Intramural sports including soccer, volleyball, and swimming;
- Group Fitness classes;
- Egg Hunt;
- Cesar Chavez Mural Painting; and
- Spring Break Safety Workshop.

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 thanked our faculty, staff, and students for all they do to make Texas Southmost College such a great place to learn and to work.

6. Consideration and Possible Action on the Minutes of the following meetings:**a. Regular Meeting – February 21, 2024**

Trustee Zavaleta made a motion to approve the minutes of the regular meeting of February 21, 2024, with the exception of item 12. The Audit Committee's item was for a report only; no action could be taken. Secretary Aldrete seconded the motion, which carried unanimously.

b. Special Meeting - March 13, 2024

Vice Chair De Leon made a motion to approve the minutes of the Special Meeting of March 13, 2024. Trustee Saenz seconded the motion, which carried unanimously.

7. Finance Committee

Chair Garza called on Secretary Aldrete to present the report.

a. Consideration and possible action on approval for email protection premium plus licenses annual purchases for FY 2023-2024.

Mr. Luis Villarreal, Vice President of Information Technology, was called upon to present the item. He reviewed the applicable laws, proposed license and vendor, purchasing cooperatives rational, and budget and financial impact. The board engaged in a brief discussion of the license funding amount.

Secretary Aldrete made a motion to approve annual purchases for email protection premium licenses in the amount of \$66,424 from Howard Technology Solutions through Buyboard contract and authorize President Rodríguez to execute the purchase order contract, as presented. Trustee Alejandro seconded the motion, which carried unanimously.

b. Consideration and possible action on approval for infrastructure hardware purchase for FY 2023-24

Mr. Luis Villarreal, Vice President of Information Technology, was called upon to present the item. He reviewed the applicable laws, proposed infrastructure hardware, purchasing cooperatives rational, and budget and financial impact. The board engaged in a brief discussion of the equipment's longevity.

Secretary Aldrete made a motion to approve the purchase of infrastructure hardware from Shi Government Solution in the amount of \$149,900 through TIPS contract number 230105 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 on award of RFQ 24-05 for “(On-Call) Architectural and Engineering Professional Services”

Dr. Stella Garcia, Vice President of Institutional Advancement/Chief of Staff, was called upon to present the item. She reviewed the RFQ timeline, scope of work, architectural/engineering services, evaluation committee, scoring tabulation, review criteria, and budget and financial impact. Nineteen vendors responded to the RFQ, and the evaluation committee recommended 16 vendors to comprise a pool of approved vendors.

Secretary Aldrete made a motion to award RFQ 24-05 for “(On-Call) Architectural and Engineering Professional Services” to Gomez Mendez Saenz, Inc., GOERO International LLC dba ERO Architects, Millennium Engineers Group, Ethos Holistique Holdings, LLC dba Ethos Engineering, GREEN, RUBIANO & ASSOCIATES, INC., Half Associates, Inc., Gignac & Associates, LLP, ROFA Architects, Inc., ORANGE MADE LLC, Negrete Kolar Architects LLP, Tom Green and Company Engineers, Inc. Amtech Solutions, Inc., DBR Engineering Consultants, Inc., Brown Reynolds Watford Architects, N. Martinez & Associates, Inc., and Sam Garcia Architect, LLC and authorize President Rodríguez to execute the contracts, as presented. Trustee Alejandro seconded the motion, which carried unanimously.

d. Monthly Financial Statement Report for the month ended January 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 Monthly Financial Statement Report for the month ending January 31, 2023.

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

e. Fund Balance Operation Report

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

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 month of February 2024.

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

8. Student Services Committee

Chair Garza called on Trustee Saenz to present the report.

a. Consideration and possible action on approval texting platform annual purchases for FY 2023-2024

Mr. Luis Villarreal, Vice President of Information Technology, and Dr. David Plummer, Vice President of Student Development, were called upon to present the item. Dr. Plummer reviewed the applicable law, proposed platform, and the budget and financial impact. The board engaged in a brief discussion of the platform's ability to engage with targeted populations, as well as sole source documentation.

Trustee Saenz made a motion to approve annual purchase for texting platform from Mongoose through sole source purchasing method in the amount of \$32,819 for the first year, for second year \$28,463, and third year \$28,463 for a total contract amount of \$89,745 and authorize President Rodríguez to execute the purchase orders, as presented. Secretary Aldrete seconded the motion, which carried unanimously.

b. Consideration and possible action on renewal for library services platform annual purchase through RFP 21-12 for FY 2023-2024

Mr. Luis Villarreal, Vice President of Information Technology, and Mr. Oscar Hernandez, Associate Vice President of Institutional Effectiveness and Educational Technologies, were called upon to present the item. Mr. Villarreal reviewed the RFP timeline, library services platform, and financial impact.

Trustee Saenz made a motion to approve library services platform annual purchase with EBSCO Industries, Inc. dba EBSCO Information Systems through RFP 21-12 for FY 2023-2024. Secretary Aldrete seconded the motion, which carried unanimously.

c. Consideration and possible action to amend the Dual Programs Academic Agreement Effective Summer 2024

Dr. David Plummer, Vice President of Student Development, was called upon to present the item. He reviewed the proposed fee changes to the agreement. The board engaged in a brief discussion of the item's committee review, as well as engagement with school districts.

Trustee Saenz made a motion to approve the amended Dual Programs Academic Agreement effective Summer 2024 with changes to the tuition and fee schedule, removing the \$5 fee and \$25 cap and gown fee, and authorize President Rodríguez to sign the agreement. Trustee Alejandro seconded the motion, which carried unanimously.

9. Policies Committee

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

a. Consideration and possible action on the following (LOCAL) policies and exhibit: BBI, BG, CFE, CGC, CS, CU, DAA, DH, FA, FAA, and FD

Mr. Frank Perez, Board Legal Counsel, was called upon to provide an overview of the following policies and exhibit:

- BBI (LOCAL) Board Members: Technology Resources and Electronic Communications **(Revise)**
- BG (LOCAL) Administrative Organization **(Add)**
- CFE (LOCAL) Purchasing and Acquisition: Vendor Relations **(Add)**
- CGC(LOCAL) Safety Program: Emergency Plans and Alerts **(Revise)**
- CS(LOCAL) Information Security **(Revise)**
- CU (LOCAL) Research **(Add)**
- DAA (LOCAL) Employment Objectives: Equal Employment Opportunity **(Add)**
- DH (LOCAL) Employee Standards of Conduct **(Revise)**
- FA (LOCAL) Equal Educational Opportunity **(Add)**
- FAA (LOCAL) Equal Educational Opportunity: Pregnant and Parenting Students **(Add)**
- FD (EXHIBIT) Tuition and Fees **(Revise)**

Vice Chair De Leon made a motion to approve to approve the policy revisions as presented for the following policies and exhibit: BBI, BG, CFE, CGC, CS, CU, DAA, DH, FA, FAA, and FD. Secretary Aldrete seconded the motion, which carried unanimously.

10. Executive Session

The Board convened in Executive Session at 6:38 p.m.

The Board reconvened in Open Session at 7:15 p.m.

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

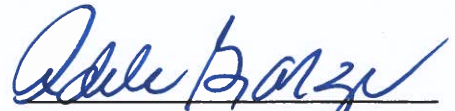
12. Announcement of Proposed Meeting Dates

- a. Regular Board Meeting – Thursday, April 18, 2024, 5:30 p.m.
- b. Regular Board Meeting – Thursday, May 16, 2024, 5:30 p.m.

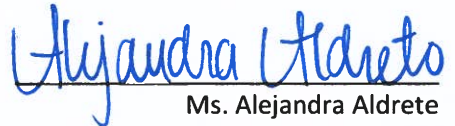
Trustee Zavaleta stated, for the record, that the Academic Committee did not have a report for the March meeting because it did not have any business to conduct.

14. Adjournment

Vice Chair De Leon made a motion adjourn. Secretary Aldrete seconded the motion, which carried unanimously. The meeting was adjourned at 7:17 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 March 28, 2024 is available on the TSC.EDU website. These minutes were prepared by Dr. Angela K. McCauley, Chief Institutional Editor and Special Projects. Videotaping of the Board of Trustees' meetings began on April 11, 1996.