



Board of Trustees

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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

October 26, 2023

The Board of Trustees of the Texas Southmost College District convened in open session on October 26, 2023 at 5:30 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; Ms. Eva Alejandro; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent was Dr. Tony Zavaleta.

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 Alejandro 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 first presented the following item:

ACCT Leadership Congress

Chair Garza reported on TSC's participation in the Association of Community College Trustees convening held October 9-12. TSC delegates attending included Chair Garza, Vice Chair De Leon, and Trustee Alejandro, President Rodríguez, Dr. Figueroa, Dr. Garcia, Mr. Villarreal, and Dr. McCormack.

Chair Garza noted that the event is the nation's largest professional development opportunity for college trustees, presidents, and other members of leadership. The TSC team networked with nationally renowned keynote speakers and attend presentations. President Rodríguez was also recognized as winner of the 2023 Western Regional CEO Award.

Chair Garza called on President Rodríguez to present his report.

President Rodríguez thanked Madam Chair for her report and said that the ACCT recognition is a reflection of the dedicated work of the TSC community, inclusive of the work of the Board of Trustees, faculty, staff, and the TSC Foundation.

Spring Registration

Registration is underway for the spring semester, and the TSC campus community is hosting a number of outreach events to engage current and potential students. Coaches have been meeting with students across campus, making it as convenient as possible for them to enroll for the Spring Semester. In addition, coaches have been participating in community events, such as Living History Day and the upcoming Haunted Grounds tours. Campaigns are also underway to promote workforce training programs at ITECC, as well as academic courses to be offered in Harlingen.

Annual Vendor Seminar

TSC's Purchasing Department held the 4th annual TSC Vendor Seminar on September 27th, with approximately 60 participants in attendance. The event featured key information on how to do business with Texas Southmost College, including topics such as how to register as a vendor, the procurement process, contract awards, and even corporate giving. President Rodríguez thanked the Purchasing Department team for their important outreach to our business community.

Living History Day

TSC held its 6th Annual Living History Day on October 21st. The event was well attended, serving as an opportunity for the community to get to know the TSC campus and its unique place in history. In addition, the event serves as a recruitment effort, as community members learn about the college's programs and interact with faculty, staff, students, and Trustees. President Rodríguez thanked Chair Garza, Vice-Chair De Leon, and Secretary Aldrete for participating in the event.

Domestic Violence Awareness event

TSC partnered with the Cameron County District Attorney's office to host TSC's 6th annual Domestic Violence Awareness event on October 18th. More than 250 students, faculty, staff, and community members participated in the event, during which they learned about the signs of domestic violence and how to get help. President Rodríguez thanked District Attorney Luis Saenz, and the Cameron County DA's office, as well as Dr. Chris Alves and the TSC's student Law and Legal Society, for making the event a success.

Scorpion Classic Golf Tournament

TSC held its 3rd annual Scorpion Classic Golf Tournament on October 14th at the Rancho Viejo Resort, with a terrific showing from community supporters, including vendors, donors, and friends of TSC. President Rodríguez noted that the nice weather affirmed the college's good decision to move the tournament to October. He thanked a number of individuals for their dedicated work in ensuring the event ran smoothly. Among them were:

- The TSC Foundation Golf committee which includes: Secretary Alejandra Aldrete, Joey Camacho, and Roel Rodríguez;

- Foundation Chair Roy De los Santos, for providing the welcome and serving as master of ceremony at the Awards Luncheon;
- Foundation Secretary Norma Hinojosa, Foundation member Joey Camacho, and Chair Garza and Vice Chair De Leon--who represent both the TSC Board of Trustees and the Foundation Board-- for giving of their time and participating in the events;
- The record number of volunteers this year from TSC's faculty, staff and students, who helped make the event a success; and
- All of the sponsors and donors, for their continued support.

President Rodríguez reported that donations for student scholarships are still coming in, and he expects to have a final tally in the coming weeks.

Video Presentation

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

Rotary Club

The Rotary Club of Brownsville Sunrise presented a \$5,000 donation for student scholarships. The delegation, which included Mari Montelongo, Dalilah Garcia, Mary Elizabeth Hollmann, and George Olivo, thanked the Trustees for their collaboration on their parking fundraising project at ITECC.

Health Professions and WTCE updates

President Rodríguez called on Dr. Brian McCormack, Interim Vice President of Instruction, and Mr. Richard Mesquias, Vice President of External Relations and Workforce Development, to present information on the Health Professions and Workforce Training programs, as a follow up to previous meetings.

Dr. McCormack presented data from the past five years for Health Professions programs, including Associate Degree Nursing, Licensed Vocational Nursing, Diagnostic Medical Sonography, Radiologic Technology, Emergency Medical Science, Medical Laboratory Technology, and Respiratory Care Sciences. He noted that all programs are accredited and in good standing. The board engaged in a brief discussion of the high quality instruction students receive and their time spent in clinical settings.

Mr. Mesquias presented data the college's welding programs, for which TSC awards certificates of completion. He noted that TSC is also a host site for American Welding Society testing. While the tests are administered by a third party, instructors encourage workforce training students to take the tests and noted the test is not required for employment. The board engaged in a brief discussion of welding training options at TSC.

President Rodríguez thanked the Board of Trustees for their support and guidance, and he thanked the faculty and staff in preparing for a strong spring semester.

5. Consideration and Possible Action on the Minutes of the following meeting:

a. Regular Meeting – September 27, 2023

Secretary Aldrete made a motion to approve the minutes of the Regular Meeting on September 27, 2023. Vice Chair De Leon seconded the motion, which carried unanimously.

6. Finance Committee

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

a. Consideration and possible action on adoption of resolution to appoint an agent for TSC District elections

Mr. Ruben Pena, College Legal Counsel, was called upon to read the resolution.

THE STATE OF TEXAS §

COUNTY OF CAMERON §

TEXAS SOUTHMOST COLLEGE DISTRICT

Resolution

WHEREAS, the Board of Trustees of the Texas Southmost College District will conduct an election on May 4, 2024 to elect trustees for positions 6 and 7; and

WHEREAS, the Secretary of the Board of Trustees does not maintain an office on the Texas Southmost College campus; and

WHEREAS, the Board of Trustees wish to appoint an Agent in accordance to section 31.123 of the Texas Election Code to perform the duties provided by this section;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Texas Southmost College District appoint Dr. Stella Garcia, Vice President of Institutional Advancement and Chief of Staff, to serve as the District's Agent to perform the duties in accordance with section 31.123 of the Texas Election Code.

PASSED AND ADOPTED THIS 26th DAY OF OCTOBER 2023.

Mrs. Adela G. Garza
Chairwoman, Board of Trustees

Ms. Alejandra Aldrete
Secretary, Board of Trustees

Immediate Past Chair Herrera made a motion to adopt the resolution appointing Dr. Stella Garcia, as the District's agent for the May 2024 Trustee election. Secretary Aldrete seconded the motion, which carried unanimously.

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

Mr. Ruben Pena, College Legal Counsel, was called upon to read the resolution. He said the item would grant the college permission to enter into negotiations with Cameron County to conduct the District's election in May of 2024.

Immediate Past Chair Herrera made a motion to authorize staff to enter into negotiations on a contract with the Cameron County Elections Administrator to conduct election services for the May 4, 2024, election. Secretary Aldrete seconded the motion, which carried unanimously.

c. Consideration and possible action on ratification of approved contract for "Campus Vending Machine Services"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She said the original vendor the board had approved for vending machine services had sold their business. The new vendor has stated they will honor the terms of the previous contract, providing uninterrupted services for the campus community.

Immediate Past Chair Herrera made a motion to ratify contract approval for "Campus Vending Machine Services" with El Valle Canteen, LLC for FY 2023-2024. Trustee Alejandro seconded the motion, which carried unanimously.

d. Consideration and possible action on approval of the rollover of FY23 purchase order commitments and pending projects with budget amendment

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She said the proposed item authorizes the movement of prior fiscal year purchase orders to the current fiscal year, along with their accompanying remaining funds.

Immediate Past Chair Herrera made a motion to approve the rollover of the FY23 purchase order commitments and pending projects with budget amendment. Trustee Saenz seconded the motion, which carried unanimously.

e. Fourth Quarter Investment Report for Fiscal Year 2023

Mr. Carlos Pecero, Controller, was called upon to present the item. Mr. Pecero presented the quarterly investment report for the period ending August 31, 2023. Madam Chair thanked the Finance team for their diligence in keeping the Board informed of the college's investments.

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

f. 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.

g. 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.

h. Grants Update

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported on the new grants received during the month of September 2023.

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

7. Facilities Committee

Chair Garza called on Secretary Aldrete to present the report.

a. Consideration and possible action on approval of Charro Days Festivities sponsorships as detailed in GD Local (Community Expression and Use of College Facilities) policy

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She said the college has received three requests for use of facilities during Charro Days.

Secretary Aldrete made a motion to approve Charro Day Fiesta, Inc., Rotary Club of Brownsville Sunrise and La Cultura Vive Charro Day festivities sponsorships requested as presented. Vice Chair De Leon seconded the motion, which carried unanimously.

b. Facilities update

Dr. Gisela Figueroa, Vice President of Finance and Administration was called on to present the item. She reported out on the status of the following projects: TSC Courtroom and Criminal Justice Project, Commandant's Quarters, Oliveira Student Services Building A/V systems, and Fort Brown Memorial Center branding.

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

8. Academic Committee

Chair Garza called on Trustee Saenz to present the report.

a. Update on bachelor's degree development

Dr. Brian McCormack, Interim Vice President of Instruction, was called upon to present the item. Dr. McCormack reviewed the timeline for approval and implementation of the proposed degree programs, which include a Bachelor of Applied Science in Criminal Justice, Bachelor of Applied Science in Early Childhood Education, and the Bachelor of Applied Technology in Organizational Management, which are on track to be offered during the Fall 2024 semester.

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

9. Policy Committee

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

a. Consideration and possible action on the following (LOCAL) policy DH

Mr. Frank Perez, Board Legal Counsel, was called upon to present the item. He reviewed proposed changes to the following policy:

DH (LOCAL) Employee standards of conduct

A motion was made by Vice Chair De Leon to approve revisions to the following LOCAL policy: DH Employee Standards of Conduct. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

10. Consideration and possible action on the nominations for ACCT committees

Chair Garza presented the item. She reviewed the Associate of Community College Trustee board committees, and commended Vice Chair De Leon for his service on the Diversity, Equity, and Inclusion committee for the past two years.

A motion was made by Chair Garza to nominate Vice Chair De Leon to the Diversity, Equity and Inclusion committee. Trustee Saenz seconded the motion.

A motion was made by Vice Chair De Leon to nominate Chair Garza to serve on either the Governance and Bylaws committee and/or the Public Policy and Advocacy committee. Secretary Aldrete seconded the motion.

Both motions carried unanimously.

11. Executive Session

The Board convened in Executive Session at 6:40 p.m.

The Board reconvened in Open Session at 7:55 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

Secretary Aldrete made a motion to the Salary Schedule for FY 2023-24 as discussed in Executive Session. Immediate Past Chair Herrera seconded the motion, which passed unanimously.

13. Announcement of Proposed Meeting Dates**a. Regular Board Meeting – Thursday, November 16, 2023, 5:30 p.m.****14. Adjournment**

Vice Chair De Leon made a motion adjourn. Secretary Aldrete seconded the motion, which carried unanimously. The meeting was adjourned at 7:57 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 October 26, 2023 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.