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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

February 23, 2022

The Board of Trustees of the Texas Southmost College District convened in open session on February 23, 2022 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, 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. Absent was Dr. Tony Zavaleta, Vice Chair.

**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

Trustee Aldrete 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.

Students Return to Campus

Students returned to campus for in-person instruction on January 31st. President Rodríguez reported that the TSC campus is bustling with student activity and campus events continued to be planned and hosted, while observing CDC guidelines.

Industry Networking Meeting

TSC's Workforce Training and Continuing Education hosted an Industry Networking breakfast meeting on January 26th at the TSC ITEC Center Fine Arts Gallery.

Local industry partners were briefed on current and upcoming programs available through the college's Workforce Training and Continuing Education department and toured the college's state-of-the-art labs. At the same time, TSC was able to learn more about local business and industry workforce needs.

Mr. Amigo Unveiling

TSC continued the tradition of hosting the Mr. Amigo unveiling ceremony in partnership with Mr. Amigo and the Mexican Consulate in Brownsville, on January 27 at the TSC ITEC Center Central Plaza. The event marked the beginning of the return of Charro Days to in-person festivities with the unveiling of actress and singer Bianca Marroquín as this year's Mr. Amigo. President Rodríguez thanked Chair Herrera and Immediate Past Chair Garza for participating in the unveiling.

NAEYC Accreditation of Early Learning Programs

The TSC Raul J. Guerra Early Childhood Center earned a new five-year term of accreditation by the National Association for the Education of Young Children (NAEYC), which is good through July 1, 2027. The program met or exceeded all assessed requirements. President Rodríguez thanked Ms. Marisela Nava, Child Care Center Manager, for her leadership, as well as her team for their exceptional work in earning national accreditation. TSC's Early Childhood Center is the only child care center south of San Antonio to hold this national accreditation.

Welding Graduation

The Workforce Training and Continuing Education department celebrated the Welding program students graduation and receipt of their Fitter Welder and OSHA-10 certifications on February 5.

The students were recipients of TSC Foundation scholarships donated by Brownsville entrepreneur Stephen De La Garza, who donated \$35,000 to the TSC Foundation last year to benefit students interested in TSC's craft training programs. During the ceremony, students presented Mr. De La Garza with a hand-crafted scorpion they welded out of metal parts. President Rodríguez thanked Trustee Aldrete for participating in the event.

Grant Writing Through an ABCD Lens

President Rodríguez recognized Dr. Angela McCauley for being selected to present at the Grant Writing through an ABCD Lens virtual workshop series on February 15. She was a featured speaker at the Asset-Based Community Development Institute's February Storytelling Session: *Using Asset-Based Community Development (ABCD) in Universities & Colleges*. Her presentation provided a real-world application of ABCD principles to strategic planning and grant proposal development in higher education.

BISD Principal for a Day

President Rodríguez, Ms. Marisela Nava, and Dr. Prisci Roca Tipton served as Principals-for-a-Day at Brownsville Independent School District's Pena Elementary, Besteiro Middle School, and Veterans Memorial Early College High School on February 17. President Rodríguez reported that he spent the day talking to Veterans Memorial students, faculty and staff and learning about their academic journey, hopes and dreams. During the discussions, he shared how TSC has helped students like them along their journey by providing them a high-quality, affordable higher education in a welcoming environment that is close to home, as well as the many programs and educational

options we provide the communities we serve. He thanked Dr. Linda Gallegos, Principal of Veterans Memorial Early College High School for inviting him to serve as principal for the day.

BISD Parent Consortium

TSC's Workforce Training and Continuing Education department attended the BISD Parent Consortium at the invitation of Trustee Aldrete, on February 17 at the Brownsville Events Center. WTCE Program Manager Imelda Martinez and TSC Student Recruitment Specialist Judy Moreno shared information on TSC Career Opportunities and workforce training and academic programs. President Rodríguez thanked Trustee Aldrete for extending the invitation to WTCE and Student Services staff to participate in the event.

SGA Officers

President Rodríguez had his biannual meeting with Student Government Association (SGA) Officers on February 21. The students provided updates on SGA projects, such as their Mental Health Initiative and SGA Recruitment of Senators. During the meeting, the group also engaged in a discussion of Wi-Fi upgrades, parking lot repairs, and the best ways to communicate with students on applying for financial aid, early registration, and student retention. President Rodríguez congratulated students for taking leadership role and participating in the shared governance process.

Financial Program Review Determination Liabilities

President Rodríguez asked Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services, to provide a final update on the Financial Aid review conducted by the United State Department of Education Federal Student Aid division

Mr. Villarreal provided a brief review of the timeline of events for the Financial Program Review and TSC's successful appeal regarding liabilities, which was the final process to complete for the review. He thanked the Financial Aid, Student Services, and Finance Offices for their exceptional work throughout the three-year process of undergoing the program review and bringing it to a successful conclusion.

TSC Foundation

President Rodríguez introduced Mr. David Tumlinson, TSC Foundation Director, for the monthly report on the TSC Foundation. Mr. Tumlinson provided a review of TSC Foundation activities during January and February 2022. He also provided information on upcoming the 95th Anniversary Ruby Gala to be held April 2 and the Scorpion Classic to be held August 27.

Video Presentation

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

Immediate Past Chair Garza shared that she had participated in a meeting with the Point Isabel Superintendent and reported that they were very complementary of TSC's leadership and their recent tour of the facilities. The school district shared that they are working as hard as they can to funnel students to TSC.

Chair Herrera reported that he, Vice-Chair Zavaleta, and Trustee Saenz are running unopposed in the upcoming Board of Trustee election, which he attributed to President Rodríguez's exceptional leadership and the good things happening at TSC.

5. Consideration and possible action on the minutes of the following meetings:

a. Regular Meeting – January 20, 2022

Trustee Aldrete made a motion to approve the minutes of the Regular Meeting on January 20, 2022. Trustee Saenz 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 Texas Planning grant

Dr. Joanna Kile, Vice President of Instruction, was called upon to present the item. Dr. Kile said the proposal is to provide in-kind matching funds for an AmeriCorps Texas planning grant. The match would be met through a portion of the faculty member's salary who would direct the planning grant activities.

A motion was made by Trustee De Leon to approve the allocation of matching grant in-kind support of \$18,000 for the 2022-23 AmeriCorps Texas Planning Grant, contingent on the Notice of Grant Award from the OneStar Foundation. Immediate Past Chair Garza seconded the motion, which carried unanimously.

b. Consideration and possible action on approval of diesel engine stands 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 equipment is to support instruction 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 diesel engine stands in the amount of \$72,063 from Grainger through OMNIA Partners purchasing cooperative contract number R192002 and authorize President Rodríguez to execute the purchase order contract, as presented. Secretary Alejandro seconded the motion, which carried unanimously.

c. Consideration and possible action on award RFP 22-13 "Diesel Engines"

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 equipment is to support instruction for the new Diesel Engine Technology program TSC

will offer through the Continuing Education department. She said the purchase would also 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 award RFP 22-13 for “Diesel Engines” to JSJ Diesel Sales, Inc. in the amount of \$142,515 and authorize President Rodríguez to execute the purchase order contract, as presented. Immediate Past Chair Garza seconded the motion, which carried unanimously.

d. Consideration and possible action to approve a new Clinical Affiliation Agreement with Fox Hollow Post Acute Skilled Nursing Facility in Brownsville, Texas

Dr. Joanna Kile, Vice President of Instruction, and Dr. David R. Pearse, Dean of Health Professions, were called upon to present the item. Dr. Kile said the action item is to designate a new facility for clinical sites for the Vocational Nursing and Certified Nursing Assistant programs. The agreement is for one year.

A motion was made by Trustee De Leon to approve Clinical Affiliation agreement with Fox Hollow Post Acute Skilled Nursing Facility for the Vocational Nursing and Certified Nursing Assistant programs and authorize President Rodriguez to sign the agreement. Immediate Past Chair Garza seconded the motion, which carried unanimously.

e. Consideration and possible action to approve a Clinical Affiliation (Education Program) Agreement with Ebony Lake Nursing and Rehabilitation Center for the Certified Nurse Assistant (CNA) 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 action item is to designate a new facility for the Certified Nursing Assistant programs. She said the agreement may be terminated with 180 days’ notice.

A motion was made by Trustee De Leon to approve a Clinical Affiliation Agreement with Ebony Lake Nursing and Rehabilitation Center for the Certified Nurse Assistant Program. Trustee Saenz seconded the motion, which carried unanimously.

f. Consideration and possible action to approve a Clinical Affiliation Agreement with Spanish Meadows for the Certified Nurse Assistant (CNA) Program

Dr. Joanna Kile, Vice President of Instruction, was called upon to present the item. Dr. Kile said the proposed item is to renew the agreement with Spanish Meadows as a clinical site for the Certified Nursing Assistant programs. She said the agreement can be terminated with 180 days’ notice.

A motion was made by Trustee De Leon to approve a Clinical Affiliation Agreement with Spanish Meadows for the Certified Nurse Assistant Program. Immediate Past Chair Garza seconded the motion, which carried unanimously.

g. Consideration and possible action to approve a Memorandum of Understanding between The City of Brownsville and Texas Southmost College for the Co-op course of the Paralegal program

Dr. Joanna Kile, Vice President of Instruction, and Dr. Brian McCormack, Dean of Humanities, were called upon to present the item. Dr. Kile said the proposed memorandum of understanding is for a co-op course for the Paralegal Studies program to place students with city attorneys. She said the agreement can be terminated with 30 days' notice. Dr. Kile said two students will be placed with the city through this agreement.

A motion was made by Trustee De Leon to approve a Memorandum of Understanding with The City of Brownsville for the Paralegal program and authorize the President to sign the MOU. Secretary Alejandro seconded the motion, which carried unanimously.

h. Consideration and possible action to approve Agreement between the Alliance Safety Council and Texas Southmost College

Dr. Joanna Kile, Vice President of Instruction, was called upon to present the item. Dr. Kile said the proposed revisions to the 2019 agreement with the Alliance Safety Council add OSHA courses and clarify course fees. Chair Herrera acknowledged the accomplishment for making the courses available to the community.

A motion was made by Trustee De Leon to approve and allow the President to sign the Host Site Agreement between the Alliance Safety Council and Texas Southmost College. Immediate Past Chair Garza seconded the motion, which carried unanimously.

7. Finance Committee

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

a. Consideration and possible action to approve the Contract for Election Services with the Cameron County Elections Department for the May 7, 2022, General Election

Immediate Past Chair Garza asked for input from Mr. Ruben Pena, College Legal Counsel, for how to address the item since all candidates are running unopposed. Mr. Pena said no action is needed at this time. He said the Board will consider the authorization of the election of the three unopposed candidates at a future board meeting. The board engaged in a brief discussion regarding when the election authorization would take place and when the new terms would begin.

A motion was made by Chair Herrera to resend item 7a from the agenda for the February 23, 2022 meeting. Trustee Saenz seconded the motion, which carried unanimously.

b. Consideration and possible action on approval of Budget Amendment 22-003 to recognize Spring 2022 lost revenue

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She reported that the Higher Education Emergency Relief Fund allows institutions of

higher education to claim lost tuition revenue for the Spring 2022 semester. The \$967,768 in revenue is proposed to be appropriated for HVAC repairs, roof repairs, new programs, a salary study, and chiller updates. Dr. Figueroa said that expenditures of more than \$25,000 will come before the board for consideration.

A motion was made by Immediate Past Chair Garza to approve Budget Amendment 22-003 for Fiscal Year 2022 as presented. Secretary Alejandro seconded the motion, which carried unanimously.

c. Consideration and possible action on award RFP 22-15 for “Comprehensive Salary Compensation Study Services”

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She presented the RFP scope of work for a qualified consultant to conduct a salary compensation study. Four proposals were received, with Octagon Consulting receiving the highest rating from the committee.

A motion was made by Immediate Past Chair Garza to award RFP 22-15 for “Comprehensive Salary Compensation Study Services” to Octagon Consulting, LLC and authorize President Rodríguez to execute the purchase order contract, as presented. Secretary Alejandro seconded the motion, which carried unanimously.

d. Consideration and possible action to approve resolution for participation in the GoodBuy Purchasing Cooperative operated by the Education Service Center (ESC) Region 2

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. Dr. Figueroa said the proposed resolution for participation in the purchasing cooperative allows TSC to take advantage of economies of scale and streamlined purchasing for better pricing.

A motion was made by Immediate Past Chair Garza to approve the resolution authorizing staff to participate in the GoodBuy Purchasing Cooperative operated by the Education Service Center (ESC) Region 2, as presented. Trustee Saenz seconded the motion, which carried unanimously.

e. Monthly Financial Statement Report for the month ended December 31, 2021

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. Dr. Figueroa presented the monthly financial statement report for the month ended December 31, 2021.

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

f. 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.

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

8. Student Services Committee

Chair Herrera called on Trustee Aldrete to present the report.

a. Consideration and possible action on contract amendment for website content and design support services

Dr. Joanna Kile, Vice President of Instruction, and Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services, were called upon to present the item. Dr. Kile reported BrightLeaf has completed phase one of the work previously contracted by TSC. The proposal is to fund phase two.

A motion was made by Trustee Aldrete to approve contract amendment for web content and design support services in the amount of \$39,840 with BrightLeaf Group, Inc. through the Texas Department of Information Resources contract DIR-TSO-4201 and authorize President Rodríguez to execute the contract, as presented. Trustee De Leon seconded the motion, which carried unanimously.

b. Presentation on Student Services Projects Update

Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services, was called upon to present the item. He reported out on the following projects: MyTSC Mobile App, Transcripts Back Scanning, Target X Recruiting Software, Starfish Retention Software, Elevate Software, Wireless Network, Student Services Contact Center, and Electronic Transcripts.

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 Interagency Cooperation Contract with the Texas Department of Public Safety (DPS) for shared space at TSC Safety and Security Building

Dr. Gisela Figueroa, Vice President of Finance and Administration; Mr. Jaime Salazar, Associate Vice President of Operations, were called on to present the item. Dr. Figueroa said the proposal is to enhance TSC's hybrid security model by providing for shared space for the Texas Department of Public Safety on the TSC campus, as well as continued collaboration for training.

Trustee Saenz made a motion to approve the Interagency Cooperation Contract between Texas Department of Public Safety (DPS) and Texas Southmost College (TSC) and authorize President Rodríguez to execute the contract as presented. The motion was seconded by Trustee De Leon and carried unanimously.

b. Consideration and possible action on award RFQ 22-06 for “Mechanical, Electrical & Plumbing (MEP) Engineering Services for Campus Thermal Plant Chiller Replacement”

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. Dr. Figueroa said the proposed item is to select a mechanical, electrical, & plumbing engineer service for the replacement of two possible chiller replacements. She reviewed the RFP timeline, engineering basic services, evaluation committee, evaluation scores, review criteria, and the budget and financial impact. The college received six responses to the RFP, with Tom Green and Company Engineers, Inc. receiving the highest score from the committee. The board engaged in a discussion of how engineering service fees would be calculated, how the projects would be managed, and prior knowledge of the project from the proposed vendor.

Trustee Saenz made a motion to award RFQ 22-06 for “Mechanical, Electrical, & Plumbing (MEP) Engineering Services for Campus Thermal Plant Chiller Replacement” to Tom Green and Company Engineers, Inc. and authorize President Rodríguez to negotiate and execute the contract, as presented. The motion was seconded by Trustee De Leon and carried unanimously.

c. Consideration and possible action on award RFP 22-12 for “Campus Lawn and Tree Maintenance Services”

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. Dr. Figueroa said the proposal is to select a qualified contractor to provide campus lawn and tree maintenance services. She reviewed the RFP scope of work, review committee, pricing tabulation, evaluation scores, review criteria, and the budget and financial impact. The college received three responses to the RFP, with American Cuts, LLC receiving the highest score from the committee. The board engaged in a discussion regarding need to remove deteriorating trees before they become safety hazards and the pricing quoted in the responses.

Trustee Saenz made a motion to award RFP 22-12 for “Campus Lawn and Tree Maintenance Services” to American Cuts, LLC for the period of March 1, 2022 through August 31, 2023 with the option to renew for two (2) additional one-year terms and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Secretary Alejandro and carried unanimously.

d. Consideration and possible action on refrigerant purchase for Fort Brown campus thermal plant chillers

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. Dr. Figueroa said the proposal is to purchase refrigerant to complete chiller repairs. TSC received three quotes from vendors through the Buyboard cooperative for the purchase, with Insko Distributing submitting the lowest price.

Trustee Saenz made a motion to approve purchase of refrigerant in the amount of \$62,000 from Insko Distributing, Inc., through Buyboard cooperative contract 657-21 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Trustee De Leon and carried unanimously.

e. Consideration and possible action to approve emergency repairs contract for chilled water line at Oliveira Student Services Center through participation in the GoodBuy Purchasing Cooperative with the Education Service Center (ESC) Region 2

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. Dr. Figueroa said the proposal is to approve emergency repair of a chilled water line. TSC received three quotes from vendors through the GoodBuy Purchasing Cooperative, with Texas Chiller Systems submitting the lowest price.

Trustee Saenz made a motion to approve immediate repairs for chilled water line at Oliveira Student Services Center in the amount of \$69,708 from Texas Chiller Systems through GoodBuy purchasing contract #21-22-7D000 and authorize President Rodríguez to execute the contract and interlocal participation agreement with Education Service Center (ESC) Region 2 to participate in the GoodBuy Purchasing Cooperative, as presented. The motion was seconded by Trustee Aldrete and carried unanimously.

10. Policy Committee

Chair Herrera called on Secretary Alejandro to present the report.

a. Consideration and possible action on approval of the following LOCAL policies: BBD, CF, CHF, GCB, BBG and GD

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. Mr. Pena reviewed the changes to LOCAL policies recommended by the Texas Association of School Boards (TASB) as a result of the LEGAL Update 42 presented to the Board of Trustees in November 2021. The policies impacted concern the following areas: board member orientation and training, purchasing and acquisition, site management: weapons, and public information program: requests for information.

The changes to LOCAL policy BBG, regarding board member compensation and expenses, indicated how board members could be compensated for travel for college business.

Chair Herrera noted changes to LOCAL policy GD is still undergoing review by TASB and local counsel and he recommends tabling the review of that policy from consideration at this time.

Secretary Alejandro made a motion to approve the LOCAL policies as presented and table supplemental policy GD. The motion was seconded by Trustee Aldrete and passed unanimously.

b. Updates on LOCAL Regulations: CIB

Mr. Ruben Pena, Legal Counsel, was called upon to present the item. Mr. Pena reviewed the proposed policy regarding disposal of property regarding notification and of auctions and process for determining the value of items.

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

11. Executive Session

The Board convened in Executive Session at 6:54 p.m.

The Board reconvened in Open Session at 7:30 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 Saenz made a motion to approve the FY2021-2022 salary schedule as presented in executive session. The motion was seconded by Immediate Past Chair Garza and carried unanimously.

13. Announcement of Proposed Meeting Dates

- a. Regular Board Meeting – Thursday, March 24, 2022, 5:30 p.m.
- b. Regular Board Meeting – Thursday, April 21, 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 7:33 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 February 23, 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.