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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

June 18, 2020

The Board of Trustees of the Texas Southmost College District convened in open session on June 18, 2020 at 5:31 p.m. via video conference at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Mrs. Delia Saenz, Mr. Arturo Rendon, Mr. J.J. De Leon and Ms. Eva Alejandro. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chair Garza, at 5:31 p.m.

2. Pledges of Allegiance

Secretary Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment

Chair Garza announced a submission for public comment via video conference and attorney, Mr. Frank Perez, read the college's policy and rules for public comments.

Mr. Roberto E. Guerra Bolado thanked the Board and President Rodriguez for the opportunity to speak. He began his public comment by introducing himself and explaining that he is not affiliated with any group or organization but instead believed he was present on behalf of any concerned residents or students. He referenced the agenda item regarding review of the college's mission statement of "transforming our communities through innovative learning opportunities". Mr. Guerra added that he wanted to specifically address the Budget Committee, the Facilities Committee, and the Board entirely. He further elaborated that with the country's current political climate across the United States,

he wanted to bring attention to the Fort Brown Auditorium's, Robert E. Lee Youth Center and explain why it is problematic. He explained that Robert E. Lee was one of the most successful and prominent generals of the confederacy and as such, the auditorium is commemorating a general who deserted this country for a cause that had one single purpose. The purpose was to maintain the right to keep black human beings as slaves. Mr. Guerra further explained that General Lee owned slaves and participated in slave trading which resulted in the separation of families. He added that General Lee was quoted in saying that, "the pain and discipline they were receiving was necessary", and that "they lacked the intelligence to be given any political power". Mr. Guerra continued with his statement by saying that the history could be preserved by teaching it in books and in classrooms but keeping his name decorated on a campus building or hall presents itself as a mechanism by which racism is kept alive today. He stated that it is not enough to not be racist and we must act against racism. Mr. Guerra suggested that the hall be named after someone that everyone can feel inspired by and who embodies the values and position of Texas Southmost College; one being integrity. Moreover, it should be someone who is known for respecting the ideals of social responsibility, personal ethics, and the courage to act. Furthermore, Mr. Guerra called attention the city's recent unanimous vote to remove the Jefferson Davis monument from Washington Park and he asked that the Board consider this issue and change the name to someone who has positively and powerfully impacted and represented the Rio Grande Valley and all of its colors. In closing, Mr. Guerra expressed hope that the Board would share his inspiration of this nationwide movement and consider making that change.

Chair Garza thanked Mr. Guerra for his public comment.

4. **Consideration and possible action on the Minutes of the following meetings**
 - a. **Consideration and possible action on the Minutes of the Regular Meeting of the Board of Trustees held on May 21, 2020**

Attorney, Mr. Ruben Peña announced two minor items that needed to be changed within the minutes document. The first error occurred on item 9j; for which Ms. Alejandro was noted to have seconded the motion, but the actual second to the motion came from Ms. Saenz. The second error occurred on item 9z; which stated the item passed with three votes for and two against. However, the college's policy is that four votes are required for an item to pass; therefore, this item should reflect that the item did not pass.

A motion was made by Mr. De Leon to approve the Minutes of the Regular Board Meeting of May 21, 2020 with the necessary amendments to items 9j and 9z as specified by legal counsel. The motion was seconded by Ms. Alejandro and carried with five votes (Mr. Herrera, Dr. Zavaleta, Mrs. Saenz, Ms. Alejandro, Mr. Rendon) and two abstentions (Chair Adela Garza and Mr. JJ De Leon).

5. President's Report

Chair Garza called on President Rodriguez to give his report and he reported on the following items.

- **Summer & Fall Enrollment**

President Rodriguez reported a total of 2,413 students enrolled for Summer I which represented a 70% increase over Summer I last year. The Summer I semester began June 1, 2020. Furthermore, he reported a total of 1,844 students enrolled for the Summer II semester. This total represents a 111% increase over Summer II enrollment last year. The first day of class for Summer II is July 7, 2020.

In addition, President Rodriguez stated that the total head count for students enrolled for the coming Fall semester is 2,155. This total represents approximately a -16% difference compared to this time last year. However, he explained that the college continues to experience a positive upward trend for Fall enrollment and that within a month, the college reduced it's negative percentage by 5%.

- **Texas Workforce Investment Council**

The Texas Workforce Investment Council has renewed the Texas Skill Standards-based recognition of Texas Southmost College Medical Office Management Associate of Applied Science program. The program was recognized for integrating the Medical Office Manager Skill Standards into the curriculum. This included developing the assessments to measure student's performance of the skill standard's competencies. The assessments requirement ensures that the graduates have the competencies specified by industry; thus, enhancing both program integrity and credibility. It also offers the college permission to use the Texas Skills Standard Recognized gold embossed credential seal. President Rodriguez stated that this accomplishment is very important and recognized Dr. Consuelo Villalon and her team for a job well done.

- **College Activities**

The staff from Student Life and the Recreation Center have conducted seventeen activities in the month of June for students, faculty, and staff via social media platforms. The activities were designed to promote health, physical and mental wellness, and to provide some fun during the current crisis that could be done remotely from home. Among the activities were fitness related challenges, mental health awareness, photo sharing, interactive online games, promotion of random acts of kindness, Friday night movies, and "How To" series. President Rodriguez stated that this has been really well received by the student body.

- **Census 2020 Campaign**

TSC has actively promoted the Census 2020 Campaign since mid-March. President Rodriguez reported nine social media posts and videos to Facebook, Instagram, and Twitter; as well as another eighteen photo stories through Facebook and Instagram. These posts encourage students to make sure their families fill out their census forms. Additionally, Student Life made a social push to promote the Census Jobs for Students early on in the census campaign. President Rodriguez stated that as the college enters into the final stretch of the campaign, the TSC marketing and media team are working on creating a new student driven video; as well as making a social media push to give the "I Count" t-shirts. In Addition, President Rodriguez announced that TSC will post once a week to social media throughout the rest of the summer. He added that the college is continually looking to remain engaged in promoting the census campaign.

- **Spring Commencement**

Spring commencement was rescheduled to take place on Saturday, July 11, 2020 at the Jacob Brown Auditorium. TSC will host two ceremonies; the first at 10 a.m. and the second at 1 p.m. President Rodriguez reported a total of 150 graduates that have confirmed to walk in the ceremony. He added that TSC will exercise social distancing and require the use of masks for the ceremony.

President Rodriguez concluded his report by expressing thanks to everyone for their continued hard work, commitment, and flexibility through these trying times as the college proceeds through the summer semesters and prepares for the fall semester.

6. Review of Texas Southmost College's Mission Statement: "Transforming our communities through innovative learning opportunities."

Chair Garza called on Mr. Oscar Hernandez, Executive Director of Institutional Research and Compliance, to present the item. Mr. Hernandez explained that in 2018, the Board approved some guidelines to review the college's Mission Statement on even numbered years. He further explained that this item is a SACSCOC standard that requires the college's Board to review the statement periodically. Mr. Hernandez recommended the Board review and reaffirm the current mission statement so that the college can have it on record.

Mr. De Leon inquired whether there were any changes made to the Mission Statement. Mr. Hernandez responded that no changes had been made.

A motion was made by Mr. Rendon to reaffirm the current mission statement as presented by administration. The motion was seconded by Ms. Saenz and carried unanimously.

7. Discussion on Consent Agenda

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

Mr. De Leon addressed his colleagues and explained this item was placed on the agenda for the Board to discuss the possibility of implementing consent agenda items. He elaborated that the consent agenda would be used for any MOU's or regular contracts that are annually renewed without any fiscal implications. Mr. De Leon further explained that certain items don't need to be discussed because there have not been any changes, but are still being brought to the Board for approval. Mr. De Leon stated that the Board could discuss and agree on which items to include on the consent agenda in an effort to eliminate redundancy of explanation and presentation by administration. He reiterated that items considered to be on a consent agenda would be items that the Board knows are constantly renewed every year and have no fiscal implications. He added that items that the Board does not approve to be on the consent agenda would be considered on the regular agenda.

Ms. Alejandro concurred with Mr. De Leon and commented that the current process is time consuming for administration and their hands are full as it is.

Further Discussion ensued as Mr. Rendon asked what the protocol would be for a consent agenda. Attorney, Mr. Frank Perez, was asked to advise on this item. He stated that the college's policy of consent agenda items is BD Local and is very brief. The policy states that when the agenda is prepared, the Chair person shall determine items, if any, that qualify to be placed on the consent agenda. Mr. Perez stated that he had looked at other school districts policies on consent agendas, as well as the TASB website and their comments on the issue. He expressed that a consent agenda is a very useful tool; however, he stated that at last month's Board Meeting, there was much discussion and consideration by Trustees on items that might have made it on to a consent agenda. Mr. Perez strongly suggested that the Board take some time to look at other policies that other ISDs and colleges have on consent agendas and tailor the college's policy on this to be more specific and then establish a procedure on how to handle it during the meetings. He reiterated that it can be a useful tool but there are some things that the Board should avoid when it comes to a consent agenda, such as "rubber stamping". He further explained this can happen when a Board chooses not to consider or discuss items because they are on the consent agenda. He stated that as a Board, you want to make sure that your minutes, discussions, and everything that is evidence of your meetings absolutely and positively supports your decision whether it is a consent agenda or a regular agenda item. Mr. Rendon expressed appreciation for Mr. Perez's comments and stated that it would be prudent for the Board to move cautiously and allow legal counsel to come up with some recommendations or guidelines as a procedure.

Vice Chair Herrera joined the discussion and stated that if items are placed on a consent agenda, then the Board would not be able to discuss or look and see whatever is on that consent agenda. This would mean there would be no need for committees because everything would be channeled through consent agendas. Vice Chair Herrera explained

that any renewal or any new contract that came to the Board was done so at the suggestion of Secretary Zavaleta because he wanted to see everything that came in due to distrust. Vice Chair Herrera stated that they did not know anything that was happening in the school. He explained that a big problem would be how to discern what items go on the consent agenda. He asked how the Board would know what items they needed to see versus those items they did not need to see. Mr. Perez interjected and stated that this was an excellent point and something that is widely discussed by TASB and others. He added that he could distribute some brief papers written on consent agendas for the Board members which discuss this issue. Mr. Perez further explained that Trustees will have a proposed consent agenda in their packet at the actual Board Meetings, along with all of the materials that are needed to determine approval of the consent agenda. Then, the Chairperson would make a motion to adopt the consent agenda or to identify items that need to be removed from the consent agenda because they need discussion. Mr. Perez added that from his research, if even one Trustee decides that an item should be removed from the consent agenda, then the item is removed and put up for discussion. However, all other items that are approved to stay on the consent agenda are all voted on with one motion and one vote. The items that are removed by a motion or opposition by a Board member would then proceed as regular agenda items.

Discussion continued as Chair Garza recalled Mr. De Leon's explanation stating that items will go to committee and when the committee does not have a problem with the items, only then, will those items be put on a consent agenda. Furthermore, any Board member can request that items be pulled from the consent agenda. Mr. Perez responded that her understanding was correct. He added that he had seen it done this way and that there are a variety of little tweaks that can be implemented depending on how this Board wants to proceed. However, Mr. Perez did make it a point to state that the committee action and the items that go to the consent agenda are not always the same thing; although they can be at times. Mr. De Leon interjected and clarified that any new contract would never fall under the consent agenda. Mr. Perez responded that it is best to discuss new contracts; however, renewals may sometimes qualify to be on a consent agenda but sometimes they don't.

Vice Chair Herrera addressed Chair Garza and stated that he did not want to forfeit his fiduciary duties in reviewing any and all items that should come to the Board and added that he wanted to see everything and vote on all items. He expressed that he did not want someone telling him that items had gone to the consent agenda and reiterated that he wanted to vote on every single thing. Vice Chair Herrera stated that this is his option, his obligation, and his fiduciary duty to his people. Mr. Perez interjected that this was a point that many commentators talk about with respect to consent agendas. Chair Garza asked how Vice Chair Herrera would be forfeiting his responsibility, when he would be receiving a packet, he would be able to see what items are on the consent agenda, and he would be able to oppose and pull out items that he is not comfortable with. She continued by explaining that after reviewing the packet with the all of the information and all Trustees still having the leeway to pick out any item that he or she is not comfortable with. Vice Chair Herrera responded that he got his packet two days before the meeting and asked how

he would pull items out of the consent agenda. Chair Garza responded that pulling items from the consent agenda would be done before the Board Meeting starts.

Secretary Zavaleta added to the discussion and stated that he was not clear on the purpose of this discussion. He agreed completely with Vice Chair Herrera and stated he could not possibly accept this. Secretary Zavaleta further added that he was happy to spend the time or whatever it takes to review every single item. He stated that the current process was working fine and did not know why the Board should change it. Mr. De Leon explained that implementing a consent agenda would speed up the process because some of the items that pass through the committees are being brought to and discussed with the Board, but are not fully ready to be considered for action; which then leads to the items being tabled, taken back to committee, and then it comes back to the Board. Mr. De Leon added that some of these items are very important and are for the benefit of the students. Moreover, Board members will still have the ultimate decision to remove items from consent agenda and discuss them and stated that this is meant to help the process.

Discussion continued as Vice Chair Herrera responded stating that last month's Board Meeting was very long and the Board had a huge agenda. He stated that this only happens once or twice a year and that there are normally no more than five or six items on the agenda. Mr. De Leon asked the remaining Trustees how they felt about this item. Mrs. Saenz responded that she felt the Board should look into this further and not try to settle it right now. Ms. Alejandro stated that if she still had the option to pull items out before meetings, then she would be ok with having a consent agenda. Chair Garza reminded the Board that this item was just for discussion and commented that if any of the trustees had served on the school district board then they would be familiar with consent agenda being consistently used. She added that it does speed up the process, but again reiterated that this item was for discussion only.

This item was for discussion only. No action was taken.

8. Academic Committee

Chair Garza called on Secretary Zavaleta to make the report.

a. Presentation on Canvas Learning Management System

Dr. Joanna Kile, Vice President of Instruction, was called on to present the item. Dr. Kile introduced Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, who would be presenting the information for the Board.

Dr. Fuentes began by providing a granular look at what the learning management system is and what it does for the college. The Board was provided with the student's perspective of the system from logging in to their dashboard and accessing their courses and content. She then gave an in-depth explanation of how students and faculty use the system and the online tools that are offered. Some of the features Dr. Fuentes

pointed out were the system's ability to be compatible with software packages provided by textbook publishers, its ability to provide instructors with student analytics, and its ability to facilitate important reports for SACSCOC and the Texas Higher Education Coordinating Board. Finally, Dr. Fuentes provided the Board with survey questions and responses received by faculty and students. The outcome showed the vast majority of faculty and students used Canvas and were happy with their user experience.

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

b. Consideration and possible action on First Amendment to the Affiliation Agreement between Doctors Hospital at Renaissance, Ltd. and Texas Southmost College for the Medical Laboratory Technology, Radiologic Technology and Emergency Medical Sciences programs

A motion was made Mr. Rendon to approve the First Amendment to the Affiliation Agreement between Doctors Hospital at Renaissance, Ltd. and Texas Southmost College for the Medical Laboratory Technology, Radiologic Technology, and Emergency Medical Sciences programs. The motion was seconded by Mr. De Leon and carried unanimously.

c. Consideration and possible action for Texas Southmost College to partner with the Harlingen Police Department (HPD) in the delivery of peace officer training

Mr. Rendon inquired whether the college had a relationship with the Brownsville Police Department on training. Dr. Joanna Kile, Vice President of Instruction, responded affirmatively and stated that it is very similar to the partnership with the Harlingen Police Department.

A motion was made by Mr. De Leon to approve the partnership between Texas Southmost College and the Harlingen Police Department (HPD) in the delivery of peace officer training. The motion was seconded by Ms. Alejandro and carried unanimously.

d. Consideration and possible action on Brainfuse contract renewal (Online Tutoring) through RFP 19-12 for FY 2020-2021

A motion was made by Mr. De Leon to approve the Clinical Affiliation Agreement with Valley Regional Medical Center in Brownsville. The motion was seconded by Mr. Rendon and carried unanimously.

9. Policies Committee

Chair Garza called on Ms. Alejandro to give the report.

a. Consideration and possible action on approval of local policies as presented.

Secretary Zavaleta commented that each policy should be taken into consideration and voted on one by one. Vice Chair Herrera asked if the Board was going to discuss every one of the policies and stated that he had issues with CF Local, Purchasing and Acquisition. Secretary Zavaleta reiterated his request to take up each policy one by one. Mr. De Leon interjected and suggested that this is one singular item on the agenda and that discussion could be used to address the specific policies that anyone had questions about. He added that this already went through committee.

Chair Garza added to the discussion and asked the Policy Committee members to decide. She asked Ms. Alejandro, Policy Committee Chair, how she wanted to address this. Ms. Alejandro responded by going through each of the policies in section C and explaining that there were some changes in the wording but the changes were provided for the Trustees to read in the packet. She addressed Vice Chair Herrera's issue with policy CF Local and stated that this could be discussed specifically.

Vice Chair Herrera addressed the Board and expressed his issue with the purchasing method in CF Local. He read the following verbiage from the CF Local Policy,

"The Board delegates to the college President or designee the authority to determine the method of purchasing and the method for contracting for construction services in accordance with state and federal law. The college President or designee has the authority to approve a contract for an expenditure of \$100,000 or less. The Board shall approve all contracts or purchases requiring in excess expenditure of \$100,000."

Vice Chair Herrera stated that he did not want to give up his fiduciary duties and added that he wanted anything above \$25,000 to come to the Board to be discussed and voted on. Ms. Alejandro responded that this item was discussed at length during the committee meeting and decided in consideration for local vendors and the restrictions that it would pose on administration. She stated that she and Secretary Zavaleta recommend the limit be increased because it is hurting the local vendors. Ms. Alejandro further explained that at times our small local vendors don't have the capacity or the staff to keep up with RFPs, etc. Vice Chair Herrera responded that the fiduciary duty is to the college and not the local vendors. Ms. Alejandro responded that if the Board raises the amount, then local vendors will have a chance to participate bringing competitive options for the college's benefit. Vice Chair Herrera restated his stance that his duty is to the college and not to local vendors. Ms. Alejandro stated that administration requested a smaller increase to the purchasing threshold but after discussing it in length, the committee decided to increase the amount to \$100,000.

Further discussion ensued as Secretary Zavaleta stated that he shared many of the same sentiments as Vice Chair Herrera but was convinced in the committee meeting. He stated that he felt it would be appropriate for whomever to provide the Board with a

report that shows how many times this policy has been utilized in the next quarter or so in order to provide the Board with an idea of how often the Board is approving bids for \$100,000 that are approved by the President. Secretary Zavaleta stated that although approved by the President, they still have to come to the Board. Vice Chair Herrera interjected that they do not still have to come to the Board and stated that this is the problem with this policy. He stressed that the purchases do not come to the board because the President can simply sign them and that is it. He once again explained, it does not come to the Board and this was his concern. He added again that his duty is to the college and not to the local vendors.

A motion was made by Mr. De Leon to approve changes made to the local policies listed in section C as presented. The motion was seconded by Mr. Rendon and carried with four votes (Chair Garza, Mr. De Leon, Mr. Rendon, Ms. Alejandro) in favor and three votes against (Mr. Herrera, Mrs. Saenz, Dr. Zavaleta).

Ms. Alejandro continued with her presentation to review section D, Item DGC Local, Employee Rights and Privileges - Employee Expression and Use of College Facilities.

Dr. Gisela Figueroa, Vice President of Finance and Administration, presented on the changes made to this policy. She stated that the recommendations and revisions to this policy are to address the changes from Senate Bill 18 related to requests to host speakers in college facilities. The bill requires the college to develop a student expression policy approved by the college district or ruling body no later than August 1, 2020. The provisions to address employee solicitation have been added to this policy. Dr. Figueroa stated that basically, changes have been made to comply with the changes that the legislature sent through Senate Bill 18.

A motion was made by Mr. De Leon to approve changes made to policy DGC Local as presented. The motion was seconded by Mrs. Saenz and carried unanimously.

Ms. Alejandro continued with section F. She called on Dr. Joanna Kile, Vice President of Instruction, to present on the policies listed in this section. Dr. Kile began with policy FI Local, Solicitations, and explained that most of the revision were recommended for consistency but under the section "Permitted Solicitation", the words "merchandise" and "non-alcoholic beverages" were added. Also, under section five, the numbering was corrected from 1, 2, and 3, to a 6, 7, and 8. Under this correction, verbiage was added regarding solicitations by a registered student organization(s). Furthermore, under the "Time Limit" section, the fourteen-day time limit was removed and left up to administration regulations. In addition to these changes, a completely new exception was added under the "Time Limit" for declared disaster or emergency to not be subjected to the time limit.

Following the presentation, Mr. Rendon asked administration to be careful with item two which was the sale or offer for sale of any merchandise, food, or non-alcoholic

beverages. He stated that food is a broad word and asked what it meant and who was going to supervise the sale of it. He further inquired if the food items were going to be pre-packaged or if some of the clubs were going to bar-b-que and sell the food. Dr. Kile responded affirmatively.

A motion was made by Mr. De Leon to approve changes made to policy FI Local as presented. The motion was seconded by Mrs. Saenz. A vote was taken with six votes in favor (Madam Chair, Mr. Herrera, Dr. Zavaleta, Ms. Alejandro, Mrs. Saenz and Mr. De Leon) and one vote against (Mr. Rendon).

Ms. Alejandro called on Dr. Kile to present on the changes made to policy FLA Local, Student Rights and Responsibilities – Student Expression and Use of College Facilities. Dr. Kile explained that this policy went hand in hand with the one presented by Dr. Figueroa earlier regarding changes made because of Senate Bill 18. The changes to this policy are related to requests to host speakers in college district facilities. Other changes made were to the wording, “grounds and facilities”. It was changed to “facilities and grounds”.

A motion was made by Ms. Alejandro to approve changes made to policy FLA Local as presented. The motion was seconded by Mr. De Leon and carried unanimously.

Ms. Alejandro called on Dr. Kile to explain FLB Local, Student Rights and Responsibilities – Student Conduct. Dr. Kile stated that information regarding drugs, alcohol, and associated paraphernalia has been mostly removed and consolidated at a different policy (FLBE).

A motion was made by Ms. Alejandro to approve changes made to policy FLA Local as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

Ms. Alejandro proceeded with policy FLBE Local, Student Conduct-Alcohol and Drug Use. She referenced Dr. Kile’s prior explanation that the information regarding drugs, alcohol, and associated paraphernalia had been included in this section.

A motion was made by Ms. Alejandro to approve changes made to policy FLBE Local as presented. The motion was seconded by Mr. De Leon and carried unanimously.

As Ms. Alejandro concluded her report, Attorney, Mr. Frank Perez asked for clarification. He stated that it seemed as though a vote had only been taken for local policy CF and requested clarification for local policies CAI, CAIA, and CAIC. Mr. De Leon responded that he understood the vote was for the whole section of policies in section C. Mrs. Saenz echoed Mr. De Leon’s understanding. Ms. Alejandro stated that the vote was for the whole section. Chair Garza suggested that in order to make sure, a motion be made to clarify.

award from this appropriated grant received a reduction letter. The funds awarded will be reduced by \$90,569 which means the current grant is \$127,159.

Second, Dr. Figueroa explained that the college received the Texas Emergency Aid Grant in the amount of \$15,000 to aid students with COVID related expenses that are enrolled at the college and are eligible in good academic standing.

Third, Dr. Figueroa reported the college received an extension for the Skills for Small Business Program Grant. The extension spans from May 29, 2020 to November 30, 2020. She explained that the extension was granted because a great deal of the training was delayed due to COVID; therefore, the Texas Workforce Commission allowed the college to extend this grant period.

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

b. Report on the Monthly Financial Statement for the Month Ending April 30, 2020

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She provided an overview of the in-depth Financial Statements report provided to the Board for the month of April.

Mr. Rendon inquired whether the college had experienced any reduction in expenses in any area given the current pandemic situation. Dr. Figueroa responded that in the area of salaries and personnel, there had been no reduction because college employees are still working either remotely or on site. Mr. Rendon asked if there had been a reduction specific to the college's energy consumption. Dr. Figueroa stated that there has been some reduction but not drastically. She explained that all facilities are still kept air conditioned, although adjustments have been made, the college continues to keep the buildings air conditioned even if they are empty in order to prevent condensation. She added that more significant reductions have been seen in the areas of travel, as all travel has been canceled. Dr. Figueroa added that budgets were also reduced in order to fund some of the initiatives for COVID-19 relief. She reported that the college has already given \$1.6 million dollars in waivers for the summer semester. Mr. Rendon then asked about security personnel and whether they were operating at 100%. He also mentioned the private security provided by the Brownsville Police Department. Dr. Figueroa responded that the college's security was still present every day and operating as on any other given day.

Discussion continued as Mr. De Leon commented that the school district was receiving funds from FEMA and asked Dr. Figueroa if this applied to the college as well. Dr. Figueroa responded that as of now there is no FEMA designation of disaster for colleges. Mr. De Leon then asked if the college had received any other assistance than from what was received by the Cares Act. She responded that TSC had also received from the state that the college was not going to receive a reduction on appropriated funds next year which was something unique to community colleges. She added that other higher

education institutions will be experiencing a cut in their funding. She further added that funding was received from the Federal Government and the Texas Emergency Fund Aid Grant for \$15,000.

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

11. Facilities Committee

Chair Garza called Vice Chair Herrera to present the report. Vice Chair Herrera announced that he was not present for the committee meeting and requested that Mrs. Saenz present the report.

a. Consideration and possible action on contract renewal for Campus Custodial Services (RFP 18-05)

Discussion began when Mr. Rendon asked if administration had negotiated the contract terms due to the lack of or reduced number of students on campus. Mrs. Saenz responded that there was a reduction in the amount the college is paying for custodial services.

A motion was made by Mrs. Saenz to approve the contract renewal with Marcis and Associates Inc. to provide campus custodial services from September 1, 2020 to August 31, 2021. The motion was seconded by Mr. De Leon and carried unanimously.

b. Facilities Project Updates

Dr. Gisela Figueroa, Vice President of Finance and Administration, provided an update on the item. She stated that the college has three major construction projects going on during this time which are the ITECC Labs, the Roofing Project, and the Oliveira Student Services Project. Dr. Figueroa began by providing current images of the progress in each of the Workforce Labs at ITECC. She then provided the update on the Roofing renovations stating that four of the roofs had been completed at 100% while the others remain in progress. She explained that some of the challenges the team has experienced include the delivery of materials and supplies. However, the project is still on track to be completed before year end. Lastly, Dr. Figueroa updated the Board on the progress of the Oliveira Student Services space. She provided images and stated that paint, flooring, and lighting had been completed and dividers are expected to arrive which will be installed to separate some of the meeting rooms. She reported that this project is on schedule to be finalized within the next month.

Mrs. Saenz asked if these projects will be finished and ready by the time students are ready to return to campus at the beginning of the Fall semester. Dr. Figueroa responded this is the current plan. Administration are aiming to have these projects complete and buildings ready for occupancy by the Fall semester. She added that there

may be some challenges with the cafeteria project as the Board had requested administration to re-bid the contract after the project had started. The college did re-bid the contract as of Wednesday of that week and received no bids for this item. Dr. Figueroa explained that the college would have to go back to outsourcing these services but the space would be finalized by the fall semester.

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

Prior to Executive Session, Mrs. Saenz asked Dr. Rodriguez what the Fall semester would look like in terms of the students returning to campus. President Rodriguez responded that he and administration continue to monitor the executive orders of the Governor. Currently the college is allowed to have some of the students back on campus, but campus is not fully open yet. He further explained that there are restrictions and CDC guidelines that the college does need to follow. Dr. Rodriguez stated that he is working with Mr. Jaime Salazar, Director of Risk Management, and Executive Cabinet to examine all the multiple scenarios if the college re-opens and brings people on board. He stated that the college currently had some student and staff cases of COVID-19 which challenges the proposition of fully opening face to face. Dr. Rodriguez stated that he is being cautiously optimistic as the college moves forward and continues to work towards answering the questions of how the college could fully open, under what guidelines, and under what restrictions. He further added that he and administration continue to explore the option of continuing with alternate operations as well as continued online and remote courses. President Rodriguez stated that he is hoping to have more information in the next few weeks that will aid in the decision of whether the college will continue its current operations or move forward with opening face to face. Dr. Rodriguez expressed hope that he and administration would be able to provide a recommendation to the Board by the July Board Meeting.

12. Executive Session

The Board convened in Executive Session at 7:08 p.m.

The Board reconvened in Open Session at 7:17 p.m.

13. Action on Executive Session Matters

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

No action was taken in open session.

b. Consultation with Attorney on Pending Real Estate Issues, Section 551.072 Texas Government Code

No action was taken in open session.

c. Deliberation on Personnel Matters, Section 551.074 Texas Government Code

No action was taken in open session

14. Announcement of Proposed Meeting Dates


- a. Budget Workshop – Thursday, July 16, 2020 at 5:30 p.m.
- b. Regular Board Meeting – Thursday, July 30, 2020 at 5:30 p.m.
- c. Regular Board Meeting – Thursday, August 27, 2020 at 5:30 p.m.

Ms. Alejandro inquired whether the Spring Commencement date had been set in stone. President Rodriguez responded that it had partly been set. He explained that the ceremony had been rescheduled for July 11, 2020 to see how things would turn out. Mr. Jaime Salazar, Director of Risk Management, has been looking at how other institutions are handling their graduations and administration feels comfortable moving forward with the commencement ceremony.

Chair Garza requested that President Rodriguez look into an alternative outdoor ceremony and schedule a special call meeting.

15. Adjournment

A motion to adjourn the meeting was made by Ms. Alejandro. The motion was seconded by Mrs. Saenz and carried unanimously. The meeting was adjourned at 7:31 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Tony Zavaleta, Ph.D.
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on June 18, 2020, is available on the TSC.EDU website. These minutes were taken and transcribed by Claudia L. Cortina, Interim Chief of Staff and Board Liaison. Videotaping of the Board of Trustees' meetings began on April 11, 1996.