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**TEXAS SOUTHMOST COLLEGE DISTRICT**

Minutes of the Regular Meeting of the Board of Trustees

**June 24, 2021**

The Board of Trustees of the Texas Southmost College District convened in open session on June 24, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Mrs. Adela Garza; Ms. Alejandra Aldrete; and Mr. J.J. De Leon. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent trustees were Ms. Eva Alejandro and Mrs. Delia Saenz.

**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**

Secretary Zavaleta 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. President Rodríguez reported on the following items:

**Enrollment Update & Projections**

Classes for the first summer session began on June 7. Total enrollment for the first summer session 2,130 students. Enrollment for the second summer session is underway, with 747 students already enrolled. There is still time for students to enroll for summer courses; classes begin July 13.

To date, 1,737 students have registered for fall. Staff from other departments, such as Student Life, are joining in the fall enrollment push. This has allowed TSC to engage in more one-on-one outreach. TSC has been making many new connections in the community, which is positioning the college well for a strong fall semester.

### **Community Outreach**

President Rodríguez was the keynote speaker at two community events this month.

First, the Greater Brownsville Incentive Corporation hosted Breakfast with the CEO on June 4<sup>th</sup> at the TSC ITEC Center Art Gallery. President Rodríguez, Dr. Joanna Kile, VP of Instruction, and Dr. Joseph Fleishman, Associate VP of Workforce Development, updated attendees on the many ways TSC can help them expand and enhance their businesses.

The event was important in making connections with industry partners, such as SteelCoast, who learned about TSC's capacity for high-quality, high-tech training while attending. TSC is now working with SteelCoast on a proposal for technical, safety, and leadership training.

President Rodríguez also served as the keynote speaker for the Arroyo District Friends of Scouting annual banquet, hosted by the Rio Grande Council Boys Scouts of America on June 17<sup>th</sup> at Camp Perry in Rio Hondo. Dr. Rodríguez accepted the recognition for TSC's contributions to higher education in the state on behalf of the Scorpion family. He also updated the scouts and their supporters about good work taking place at TSC. He thanked Mrs. Garza, Mrs. Saenz, and the administration who also participated in event. Mrs. Garza congratulated the President for earning the distinguished honor.

### **CNA and CJI Graduations**

TSC students continue to graduate from the Workforce Training and Continuing Education division at a steady pace.

- On June 10<sup>th</sup>, 11 Los Fresnos school district students graduated from the Certified Nurse Assistant program. On June 24<sup>th</sup>, a cohort from the Brownsville school district also graduated from the program.
- Also earlier this month, on June 12<sup>th</sup>, 28 Police Academy cadets graduated. This was one of the first in-person events TSC has hosted this year. All social distancing and safety guidelines were implemented so the families could be present as their cadets walked the stage of the Performing Arts Center.

President Rodríguez said the Scorpion community is proud of the Workforce Training and Continuing Education graduates and looks forward to the role the new alumni will play in keeping local communities safe and healthy.

### **Emergency Response Training**

As part of continued efforts to keep the campus community safe, TSC held two in-person Emergency Response trainings in June. The first was a *Hands Only CPR/Stop the Bleed* training, which was hosted by Valley Regional Medical Center staff. The second was *Civilian Response to Active Shooter Attacks* training, which was presented by the Brownsville Police Department. President Rodríguez thanked the community partners and TSC's Office of Environmental Health, Safety and Risk Management, for presenting the trainings.

**SACSCOC**

Earlier this month, TSC presented a series of substantive changes to its accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges---also known as SACSCOC. A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. SACSCOC reviews substantive change proposals to ensure the changes will not hinder the college's ability to continuing meeting SACSCOC Principles of Accreditation.

Two new programs were proposed: An Associate of Science in Engineering and an Associate of Arts in Psychology. These programs were already approved by the TSC board and the Texas Higher Education Coordinating Board. Approval from SACSCOC is the final step in the program development process. In addition, TSC proposed to offer six existing programs through online delivery: Associate of Arts degrees in business, social work, criminal justice and three Associate of Arts in Teaching degrees.

President Rodríguez extended his thanks to Dr. Angelica Fuentes, Dr. Brian McCormack, Dr. Murad Abusalim, and Ms. Crystal Estrada, for their dedication to the extensive work it took to prepare the proposals, which will expand opportunities to higher education in the Lower Rio Grande.

**Video Presentation**

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

**Upcoming – Scorpion Classic**

President Rodríguez invited Trustees to attend the Scorpion Classic, the TSC Foundation's inaugural golf tournament, which will be held at Rancho Viejo on June 26. Sponsorships and team spots sold out quickly, and all funds raised will fund student scholarships. President Rodríguez thanked David Tumlinson, Director of Foundation and Community Outreach for leading this effort.

President Rodríguez thanked the members of the Scorpion family for working hard to help students register and attend summer classes and continuing to assist students registering for the fall semester.

**5. Presentation of Scholarship donation by Brownsville Nite Lions**

Chair Herrera called on Mr. David Tumlinson to present the agenda item. He introduced Joe Ponce and Juan Ochoa from the Brownsville Nite Lions Club. Mr. Ochoa said the Lions Club raises money throughout the year to donate to community organizations. Representatives from the organization presented a \$2,000 scholarship to assist students attending Texas Southmost College. Chair Herrera thanked club members for their investment in TSC students.

**6. Consideration and possible action on the minutes of the following meetings:****a. Regular Meeting – May 20, 2021**

**Dr. Zavaleta made a motion to approve the minutes of the Regular Meeting on May 20, 2021.  
Ms. Aldrete seconded the motion, which passed unanimously.**

## 7. Student Services

Chair Herrera called on Dr. Zavaleta to present the report.

### a. Presentation update on the rollout of the Cisco Contact Center for Student Services

Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President for Student Services, was called upon to present the agenda item. Mr. Villarreal reported that last August the Board approved the purchase of additional licensing for Cisco's call center solution, which will improve customer service interaction. The system will provide data that will enhance TSC's ability to monitor call traffic, increasing capacity to better serve students. Implementation of the system is nearing completion, and training will begin soon. It is anticipated the system will go live in August.

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

## 8. Academic Committee

Chair Herrera called on Mr. De Leon to present the report.

### a. Consideration and possible action on approval of digital classroom software and simulation table purchase from Body Interact, Inc.

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item.

Dr. Fuentes said the proposed equipment would be used by Health Professions students and will be funded with Federal Cares Act II funding.

**A motion was made by Mr. De Leon to approve the purchase of digital classroom software and simulation table in the amount of \$49,350 from Body Interact, Inc. through sole source purchasing method and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.**

### b. Consideration and possible action on approval of furniture purchase from Krueger International (KI)

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item. Dr. Fuentes said the proposed purchase is for simulation lab furniture, which will create an interactive environment for students. The purchase will be funded with Federal Cares Act II funding.

**A motion was made by Mr. De Leon to approve the purchase of furniture in the amount of \$25,012 from Krueger International, Inc. (KI) through OMNIA partners contract R180402 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Mrs. Garza and carried unanimously.**

- c. **Consideration and possible action on approval of diagnostic ultrasound training system purchase from Sonosource, Inc.**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item. Dr. Fuentes said the equipment would be an upgrade for the Diagnostic Medical Sonography program and would be funded with Federal Cares Act II funding.

**A motion was made by Mr. De Leon to approve additional purchase of one diagnostic ultrasound system in the amount of \$38,215 from Sonosource, Inc. through RFP 21-14 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Mrs. Garza and carried unanimously.**

- d. **Consideration and possible action on approval of ambulance powered stretcher and load fastener purchase from Stryker Medical**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item. Dr. Fuentes said the proposed equipment consists of a hydraulic powered stretcher and would be funded with Federal Cares Act II funding.

**A motion was made by Mr. De Leon to approve purchase of ambulance powered stretcher and load fastener in the amount of \$56,825 from Stryker Medical through sole source purchasing method and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Mrs. Garza and carried unanimously.**

- e. **Consideration and possible action on approval of advanced manual monitor/ defibrillator device purchase from Zoll Medical Corporation**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item. Dr. Fuentes said the equipment would be used in Health Professions programs and would be funded with Federal Cares Act II funding.

**A motion was made by Mr. De Leon to approve purchase of an advanced manual monitor/defibrillator device in the amount of \$30,339 from Zoll Medical Corporation through sole source purchasing method and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Mrs. Garza and carried unanimously.**

- f. **Consideration and possible action on Agreement for Federal (Adult Education and Family Literacy Act) Program Instructional Services between Brownsville Independent School District and Texas Southmost College**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success was called upon to present the agenda item. Dr. Fuentes said the contract is an annual agreement TSC has with BISD, through which TSC provides Adult Literacy instruction to the community.

**A motion was made by Mr. De Leon to approve the Agreement for Federal (Adult Education and Family Literacy Act) Program Instructional Services between Brownsville Independent School District and Texas Southmost College and authorize President Rodríguez to execute the agreement, as presented. The motion was seconded by Mrs. Garza and carried unanimously.**

- g. Consideration and possible action to approve the Clinical Affiliation Agreement with South Texas Emergency Care Foundation, Inc. in Harlingen, Texas for the Emergency Medical Services Program**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, and Dr. David Pearse, Dean of Health Professions, were called upon to present the agenda item. Dr. Fuentes said the proposed agreement is a renewal of an existing agreement.

**A motion was made by Mr. De Leon to approve the Clinical Affiliation Agreement with South Texas Emergency Care Foundation, Inc. in Harlingen, Texas and authorize President Rodríguez to sign the agreement. The motion was seconded by Mrs. Garza and carried unanimously.**

- h. Consideration and possible action on the Memorandum of Understanding between SteelCoast Company, LLC and Texas Southmost College**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called upon to present the agenda item. Dr. Fuentes said the MOU is contingent upon a grant award, and states that the two companies will work together on grant activities. She said the MOU has been approved by TSC legal counsel.

**A motion was made by Mr. De Leon to approve the Memorandum of Understanding between SteelCoast Company, LLC and Texas Southmost College and authorize President Rodríguez to sign the agreement. The motion was seconded by Mrs. Garza and carried unanimously.**

## **9. Finance Committee**

Chair Herrera called on Mrs. Garza to present the report.

- a. Monthly Financial Statement Report for the month ended April 30, 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. She introduced Mr. Carlos Pecero, Controller, who presented the monthly financial statement report for the month ended April 30, 2021. Mrs. Garza thanked Mr. Pecero and the

Finance and Administration team for the work they do to produce the information in a clear format.

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

**b. Report on grants awarded to Texas Southmost College for the month of May 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She introduced Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, who reported on the grants awarded to Texas Southmost College in May.

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

**c. Consideration and possible action on approval of Budget Amendment 21-006 to recognize lost revenue**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. TSC was able to claim lost revenue, which resulted from student scholarship and waivers the college provided to assist students to continue their education during the COVID-19 pandemic, from the Higher Education Emergency Relief Fund (HEERFII). In addition, TSC was able to collect more tax revenue than what was expected, as projections were conservatively made, to account for the economic downturn caused by the pandemic.

**A motion was made by Mrs. Garza to approve Budget Amendment 21-006 for Fiscal Year 2021 as presented. The motion was seconded by Mr. De Leon and carried unanimously.**

**10. Facilities Committee**

Chair Herrera presented the report.

**a. Facilities update**

Dr. Gisela Figueroa, Vice President of Finance & Administration was called on to present the item. She reported that the RFP for the Dillard's roof project was published in May and the review of the proposals is currently underway. The item will be brought before the board once the review has been concluded.

Chair Herrera and Vice Chair Zavaleta asked the administration to provide a summary of IT expenditures over the last two years at the next board meeting.

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

**11. Policy Committee**

Chair Herrera called upon Ms. Aldrete to present the report.

**a. Consideration and possible action on adoption of LOCAL policy DEC****Section D – Personnel****DEC Compensation and Benefits – Leaves and Absences**

Mr. Ruben Pena, College Legal Counsel, was called on to present the agenda item. Mr. Pena said the proposed changes allow employees to be eligible to accrue sick leave upon the first full month of employment and use vacation leave upon complete of two full months of employment. The revisions have been reviewed and approved by TSC legal counsel and the Texas Association of School Boards.

**A motion was made by Ms. Aldrete to adopt local policy, DEC, Compensation and Benefits – Leaves and Absences, Section D, Personnel, as presented. The motion was seconded by Mr. De Leon and passed unanimously.**

**12. Consideration and possible action on Texas Southmost College operations for Fall 2021**

President Rodríguez reported that the college has conducted extensive research and evaluation of scenarios for returning to regular operations for the fall semester. Mr. Ruben Pena, TSC Legal Counsel, said the executive administration has worked closely with the Office of Risk Management and legal counsel to evaluate options for the upcoming academic year, which conducted thorough reviews of Texas Governor Gregg Abbott's Executive Order GA-36, Center for Disease Control and Prevention guidelines, and Texas Education Agency opinions, as well as a survey of best practices at other colleges and universities.

Mr. Pena said the college has taken steps to initiate face-to-face instruction, including issuance of faculty contracts. He said if students do not want to return to campus, there are online course options.

A motion was made by Mrs. Garza to return to back to regular operations starting in Fall 2021. The motion was seconded by Mr. De Leon, and passed unanimously.

**13. Executive Session**

The Board convened in Executive Session at 6:35 p.m.  
The Board reconvened in Open Session at 7:28 p.m.

**14. Action on Executive Session Matters****a. Consultation with Attorney on Pending or Contemplated Litigation, Section 551.071 Texas Government Code**

No action was taken in open session.



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

- Update on Real Estate matters

No action was taken in open session.

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

- Update on Personnel Matters
- Consideration and possible action on the FY 2020-2021 Salary Schedule

**Mr. De Leon made a motion to accept the FY 2020-21 salary schedule as presented in executive session. The motion was seconded by Mrs. Garza and passed unanimously.**

**15. Announcement of Proposed Meeting Dates**

- Regular Board Meeting – TBD, if needed**
- Regular Board Meeting – Thursday, August 19, 2021 at 5:30 p.m.**

**16. Adjournment**

**A motion to adjourn the meeting was made by Mr. De Leon. The motion was seconded by Mrs. Garza and passed unanimously. The meeting was adjourned at 7:29 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 June 24, 2021, is 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.