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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

April 22, 2021

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference and in person on April 22, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Mr. J.J. De Leon; Mrs. Adela Garza; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Board members absent were Ms. Eva Alejandro and Ms. Alejandra Aldrete.

**REGULAR MEETING
AGENDA**

1. Call to Order

The meeting was called to order by Chair Herrera at 5:30 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 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:

ACE Award

The TSC Student Accounting Department was recognized with the 2020 BankMobile Achieving Campus Efficiency Award. The award honors TSC's commitment to efficiency, security and student service. TSC partnered with BankMobile to deliver financial aid and other school refunds to TSC students in 2019. The program provides students with additional options for receiving their refunds electronically, which became even more important once TSC pivoted to remote operations last spring.

President Rodríguez congratulated the Student Accounting Department for their impressive work under the leadership of Dr. Gisela Figueroa.

Self-Sufficiency Fund Grant

The TSC grants team and Workforce Training and Continuing Education department have partnered with the Texas Workforce Commission to provide scholarships for community members facing a number of challenges. TSC was awarded \$351,794 in grant funds from the Texas Workforce Commission's Self-Sufficiency Fund. Through this program, TSC will be providing fast-track construction field training for 188 adult recipients of Temporary Assistance for Needy Families and individuals at risk of becoming dependent on public assistance.

The grant will also fund a full-time Trainee Success Coach, who will serve as a case manager for participants and work with community partners on job placement for graduates.

President Rodríguez thanked the grants team and Workforce Training and Continuing Education department for bringing this opportunity to the community.

EMS Program & Respiratory Care Science Program Update

President Rodríguez called upon Dr. David Pearse, Dean of Health Professions, to provide an update on the EMS and Respiratory Care Science programs. Dr. Pearse said the EMS program continues to offer review sessions for graduates in an effort to assist them in passing their national certification exams. The next testing opportunity is in May.

Dr. Pearse said the college has extended an offer for the full-time Respiratory Care Science program director and the candidate has accepted the offer. There is an April 30th deadline set by the program's accrediting agency to bring a full-time program director on board, and the Human Resource department has confirmed there is a possibility of completing the candidate's processing by the deadline.

Remote Summer Classes & Virtual Commencement

Spring 2021 Commencement will be held virtually on Saturday, May 15th at 6:30 p.m. The college will celebrate one of its largest graduating classes with 556 candidates. This includes 124 Dual Enrollment students expected to receive their diplomas: 121 of the students are from the Brownsville Independent School District and two are from the Los Fresnos Consolidated Independent School District. TSC will also graduate the very first dual enrollment student from the Harlingen Consolidated Independent School District.

In addition, TSC will extend remote instruction through the Summer 2021 sessions.

Vaccination Clinic Drive Thru

TSC continues to partner with the City of Brownsville to host COVID-19 vaccination clinics at the ITEC Center. New this month, a first-dose vaccination clinic was held exclusively for TSC students. To date, TSC has hosted ten vaccination clinics—and counting-- through which approximately 11,905 vaccines have been distributed to the community, students, and employees.

President Rodríguez extended his thanks to Mr. Jaime Salazar, Executive Director of Environmental Health, Safety & Risk Management, for coordinating the vaccination efforts, as well as the TSC volunteers who have made the clinics possible.

NAEYC Week of the Young Child 50th Anniversary

TSC celebrated the 50th Anniversary of the Week of the Young Child, an initiative of the National Association for the Education of Young Children. The Raul Guerra Early Childhood Center led the celebration, which was held April 10th through the 16th. Events included the creation of original family song compositions, exchanging healthy recipes, creating outdoor art, dressing up for TSC spirit day, and building forts out of recycled boxes. All the activities were embedded with learning objectives such as developing skills in early literacy, social connections, imagination, and fine motor skills.

President Rodríguez extended his thanks to Ms. Marisela Nava, TSC Child Care Center Manager, for her dedicated leadership in caring for the college's youngest Scorpions.

BISD Welding Testing

As part of the \$2.6 million build out at the ITEC Center, funded by the Board of Trustees, the college's new welding labs were built to standards set by the American Welding Society (AWS) Testing Center. The college has also brought on staff qualified as an AWS testing evaluator, positioning TSC as the only AWS testing site in the region.

On April 29th and 30th, TSC will host the first cohort of students from the Brownsville Independent School District seeking to earn the national AWS credential. BISD will bus 30 to 60 welding students to ITECC to take their welding tests. Each student who passes the test will earn a national credential that launches them straight into the marketplace. At the same time, the students will become acquainted with the state-of-the art TSC facilities, where they can continue their education and learn additional specialty welding skills to improve their marketability.

President Rodríguez thanked the board for their continued support in expanding opportunities in the community. He also thanked the Workforce Training and Continuing Education team, Dr. Joe Fleishman and Mr. Tom Tynan, for bringing the enterprise to life.

Roofing Graduation

TSC graduated the first cohort of students from the Commercial Roofing program, in partnership with Schwickert's Tecta America, on April 16th. One hundred percent of the graduates were hired by Schwickert's, and they will begin their new careers with starting salaries of approximately \$18-20 per hour as an apprentice.

President Rodríguez thanked Chair Herrera and Mrs. Garza for attending the ceremony and celebrating with the graduates and their families.

Virtual Law Enforcement Expo

TSC held its fourth Law Enforcement Career Expo on April 6th, which was held virtually for the first time. The expo provided students and community members with the opportunity to directly engage with law enforcement officials from the local, state and federal levels. Participating agencies included the Drug Enforcement Agency, Dallas and Brownsville ISD Police, Texas Department of Public Safety and the TSC Criminal Justice Institute.

President Rodríguez thanked the Criminal Justice program, the Department of Behavioral and Social Sciences and the Office of Student Life for their great work to continue the event in a virtual format.

Foundation Golf Tournament

The TSC Foundation will host the inaugural TSC Foundation Golf Tournament, the Scorpion Classic, on June 26th at the Rancho Viejo Resort and Country Club. Proceeds from the tournament will fund scholarships for TSC students. Mr. David Tumlinson, Director of Foundation and Community Outreach, has been working diligently at solidifying sponsorships. The golf tournament will also serve to reconnect the college with our TSC alumni.

TSC Virtual Art Show

TSC Art Instructors Robert Andes and David Ransom will host the 2nd Virtual Art Show on May 4th. The show will feature approximately 50 student art pieces. The pieces will be displayed online through the Virtual Art Gallery on the TSC website.

Video Presentation

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

President Rodríguez thanked the Scorpion community for their continued hard work and commitment to the students and the communities the college serves. He looks forward to ending the semester, Scorpion Strong, as the preparations for Commencement and the summer sessions begin.

The board engaged in a discussion of the President's Report items.

5. Consideration and possible action on the minutes of the following meetings:**a. Regular Meeting – March 25, 2021**

**Mrs. Saenz made a motion to approve the minutes of the Regular Meeting on March 25, 2021.
Mr. De Leon seconded the motion, which passed unanimously.**

Chair Herrera called on Mrs. Garza to share the history of establishing board committees at TSC. She said the board had wanted to establish standing committees under the previous administration, and when Dr. Zavaleta joined the board, they worked together to establish committees. She noted that committees serve only in an advisory capacity.

6. Student Services

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

a. Consideration and possible action on award RFP 21-05 for "Customer Relationship Management/ Student Success Platform"

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He presented the RFP timeline, description of services, committee membership, pricing tabulation, evaluation criteria and two options for consideration.

He explained that traditionally, customer relationship management software is focused on recruitment and student success platforms focus on retention. However, these functions tend to overlap. During the RFP review process, it became apparent there was not one solution to comprehensively address the student lifecycle. The committee determined that Starfish is the best solution for retention and TargetX was the best solution for recruitment.

A discussion was held by the board. Mr. Villarreal confirmed the proposed software is compatible with other college software systems. He also said the proposed software provides robust analytics, and data can be provided to the board when it is available.

A motion was made by Dr. Zavaleta to award RFP 21-05 for “Customer Relationship Management/Student Success Platform” to the two highest ranked respondents, EAB Global, Inc., formerly known as Starfish by Hobson, Inc., and TargetX for \$211,495 for year one, with an optional subscription rate in subsequent years of \$176,845 and authorize President Rodríguez to negotiate the contracts, as presented. The motion was seconded by Mrs. Saenz and passed unanimously.

7. Academic Committee

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

a. Emerging Technology Entrepreneur Program

Dr. Angelica Fuentes, Vice President of Instruction-Academic Success, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, were called on to present the agenda item. Dr. Fleishman briefed the board on the new program that will be offered through the Workforce Training and Continuing Education department, the Emerging Technology Entrepreneur Program. He said as the number of fields that depend on technology to facilitate their work is expanding, so is the need for information technology professionals.

Chair Herrera said the program was phenomenal. Mr. De Leon pointed out that as the college’s technology infrastructure is updated, it enhances TSC’s ability to offer more technologically advanced programs.

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

b. Consideration and possible action to approve a Clinical Affiliation Agreement with Sunshine Haven in Olmito, Texas for the Associate Degree Nursing and Vocational Nursing programs

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the agenda item. She introduced Ms. Veronica Lucio, representing Sunshine Haven, who addressed the board. Ms. Lucio said she is grateful for the opportunity she has had to continue her education at TSC despite her personal challenges. She asked the board to allow students to serve a portion of their clinical hours at Sunshine Haven to better understand hospice care.

The board thanked Ms. Lucio for sharing her story and extending this opportunity to TSC students.

A motion was made by Mr. De Leon to approve Clinical Affiliation Agreement with Sunshine Haven in Olmito, Texas for the Associate Degree Nursing and Vocational Nursing programs and authorize President Rodríguez to sign the agreement. The motion was seconded by Mrs. Garza and carried unanimously.

- c. Consideration and possible action to approve a Cooperative Affiliation Agreement with Valley Day and Night Clinic in Brownsville, Texas for the Medical Office Management program**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success Dean of STEM/CTE, was called on to present the agenda item. Dr. Fuentes said the item had been reviewed and approved by TSC legal counsel.

A motion was made by Mr. De Leon to approve a Cooperative Affiliation Agreement with Valley Day and Night Clinic in Brownsville, Texas for the Medical Office Management program and authorize President Rodríguez to sign the agreement. The motion was seconded by Dr. Zavaleta and carried unanimously.

- d. Consideration and possible action matching in-kind support for Jubilee Academies' Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the agenda item. She explained that applicants for GEAR UP funding must provide matching funding. The in-kind commitment requested from TSC would come in the form of summer camps, financial aid nights, and other outreach efforts TSC engages in with Jubilee Academy.

A motion was made by Mr. De Leon to approve the allocation of matching in-kind support in the amount of \$55,600 per year from 2022-2029, contingent on Jubilee Academies' Notice of Grant Award from GEAR UP. The motion was seconded by Dr. Zavaleta and carried unanimously.

- e. Consideration and possible action on matching in-kind support for Region One Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the agenda item. She said this proposal is in support of Region One's GEAR UP grant application. She said the in-kind support requested from TSC would come in the form of office and storage space currently provided for Region One at the Camille Lightner building.

A motion was made by Mr. De Leon to approve the allocation of matching in-kind support in the amount of \$5,156 per year from 2022-2029, contingent on Region One's Notice of Grant Award from GEAR UP. The motion was seconded by Mrs. Garza and carried unanimously.

8. Finance Committee

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

a. Monthly Financial Statement Report for the Month Ending of February 28, 2021

Mr. Carlos Pecero, Controller, was called upon to report out on the monthly financial statement report for the month ending February 28, 2021.

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

b. Second Quarter Investment report for Fiscal Year 2021

Mr. Carlos Pecero, Controller, presented the Second Quarter Investment Report for Fiscal Year 2021.

Dr. Figueroa discussed the format of the report and the fund balances. Chair Herrera said he is pleased with the state of college fund balances, even with the major investments the board has made.

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

c. Update on grants awarded to Texas Southmost College for the month of March 2021

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called upon to report on the grants awarded to Texas Southmost College in March.

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

d. Consideration and possible action on Consideration and possible action on approval of medical simulation manikin purchase from CAE Healthcare Inc.

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted that all of her presentations to the finance committee during this meeting would be funded with federal CARES Act grant funding.

Dr. Fuentes said the Texas Board of Nursing allows 50% of required student clinical hours to be met by using high-fidelity manikins, such as the one proposed.

A motion was made by Mrs. Garza to approve the purchase of medical simulation manikin in the amount of \$99,903 from CAE Healthcare Inc. through sole source purchasing method and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

- e. **Consideration and possible action on approval of furniture purchase for Nursing programs from Krueger International.**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed purchase would be supported by CARES Act grant funding. She said the furniture would enable the Nursing program to convert a classroom into a simulated clinic setting.

A motion was made by Mrs. Garza to approve furniture purchase for Nursing programs in the amount of \$40,626 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. Saenz and carried unanimously.

- f. **Consideration and possible action on approval of self-service laptop dispensing kiosk purchase from Java Connections, LLC dba LaptopsAnytime.**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed equipment would be purchased with CARES Act grant funding. She explained the kiosk under consideration will automatically recharge, clean, and dispense laptops. It saves staff a great deal of time in checking in and out laptops. Students will check out laptops using their ID cards. The 25 laptops for the kiosk were already approved for purchase by the board at a previous meeting.

A motion was made by Mrs. Garza to approve the purchase of self-serving laptop dispensing kiosk in the amount of \$56,443 from Java Connections, LLC dba LaptopsAnytime 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.

- g. **Consideration and possible action on approval of medical simulation manikins purchase from Gaumard Scientific Co., Inc.**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed equipment would be purchased with Cares Act grant funding. The proposal is to purchase two medical simulation manikins.

A motion was made by Mrs. Garza to approve the purchase of two medical simulation manikins in the amount of \$126,125 from Gaumard Scientific Co., Inc. through Choice Partners contract 20/015SG and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

- h. **Consideration and possible action on Consideration and possible action on approval of tetherless manikin purchase from Laerdal Medical Corporation.**

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed equipment would be purchased with CARES Act grant funding. The proposal is to purchase infant manikins.

Mr. Scott Nelson, Emergency Medical Science Program Director, said technology for health professions simulation manikins have improved significantly over the past several years. The software may also be updated.

A motion was made by Mrs. Garza to approve the purchase of tetherless manikin in the amount of \$39,017 from Laerdal Medical Corporation through Buyboard contract 610-20 and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Mrs. Saenz and carried unanimously.

i. Consideration and possible action on award RFP 21-13 for Mechanical CPR Compression Device

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed equipment would be purchased with CARES Act grant funding.

She reviewed the RFP process, and Mr. Scott Nelson, Emergency Medical Science Program Director, described the proposed equipment.

A motion was made by Mrs. Garza to award RFP 21-13 for “Mechanical CPR Compression Device” to Stryker Sales LLC in the amount of \$52,719 and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

j. Consideration and possible action on award RFP 21-14 for Diagnostic Ultrasound System (Training)

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She noted the proposed equipment would be purchased with CARES Act grant funding. Dr. Fuentes and Dr. Ariel Villanueva, Diagnostic Medical Sonography Program Director, reviewed the RFP timeline and scope of work, proposed equipment. Dr. Villanueva said the equipment under consideration can be used on both humans and manikins.

A motion was made by Mrs. Garza to award RFP 21-14 for “Diagnostic Ultrasound System (Training)” to Sonosource, Inc. in the amount of \$38,215 and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

Dr. Zavaleta asked how outdated equipment is disposed of. Dr. Figueroa said TSC has local and legal policies in place for the disposal of assets that the college follows.

k. Consideration and possible action on approval of building Automation System Upgrades proposal from Siemens Industry, Inc.

Mr. Ariel de la Fuente, Executive Director of Facilities & Physical Plant, was called on to present the item. The proposed upgrades would be purchased with CARES Act grant funding. He said the building automation system upgrades were needed because the former systems installed in 1998 are no longer supported by available windows operating systems. The system would be installed at the Fort Brown and ITECC campuses.

A motion was made by Mrs. Garza to approve the proposal for Building Automation System Upgrades in the amount of \$850,000 from Siemens Industry, Inc. through sole source purchasing method and authorize President Rodríguez to execute the Purchase Order contracts, as presented. The motion was seconded by Mrs. Saenz and passed unanimously.

l. Consideration and possible action on approval of touchless restroom equipment purchase from Grainger

Mr. Ariel de la Fuente, Executive Director of Facilities and Physical Plant, was called on to present the item. The proposed upgrades would be purchased with CARES Act grant funding. The proposed touchless restroom equipment will help improve the health of the campus community by preventing the spread of germs and diseases.

A motion was made by Mrs. Garza to approve the purchase of touchless restroom equipment in the amount of \$186,026 from Grainger through OMNIA Partners contract R192002 and authorize President Rodríguez to execute the Purchase Order contract, as presented. The motion was seconded by Dr. Zavaleta and passed unanimously.

m. Consideration and possible action on approval of audio and video equipment purchase from Howard Technology Solutions

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Luis Villarreal, Vice President of Information Technology, were called on to present the item. Mr. Villarreal said the proposed purchase would also be funded through the CARES Act grant funding. This would continue audio and video equipment purchase and installation the board has previously funded. Dr. Figueroa said the college received approval for the purchases from the Department of Education prior to bringing the proposals before the board.

Dr. Figueroa said the price is not reflected on the motion, however, the college has identified \$606,587 in costs. She said the college may identify additional equipment that will be needed in anticipation of the fall semester, and approval of this agenda item would allow the college to purchase equipment in accordance with timelines set by the Department of Education.

A motion was made by Mrs. Garza to approve Howard technology Solutions as the approved vendor for audio & video equipment through Buyboard contract 579-19 and authorize President Rodríguez to execute the Purchase Order contracts, as presented. The motion was seconded by Mr. De Leon and passed unanimously.

n. Consideration and possible action on approval of Uninterruptible Power Supply (UPS) equipment purchase from CDW Government

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposed purchase would also be funded through the CARES Act grant funding. The proposed equipment would protect IT equipment when there are power outages.

A motion was made by Mrs. Garza to approve the purchase of Uninterruptible Power Supply (UPS) equipment in the amount of \$75,999 from CDW Government through DIR-TSO-3865 and authorize President Rodríguez to execute the Purchase Order contracts, as presented. The motion was seconded by Mrs. Saenz and passed unanimously.

9. Facilities Committee

Chair Herrera called upon Mrs. Saenz to present the report.

a. Facilities Update

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. Dr. Figueroa introduced Mr. Ariel de la Fuente, Executive Director of Facilities and Physical Plant, who provided the board with an update on the campus parking lot improvements project and the ITEC Center roof renovation project. The board engaged in a discussion of the projects.

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

10. Policy Committee

Chair Herrera noted both committee members were unavailable to attend the board meeting. He called on President Rodríguez to present the report.

a. Consideration and possible action on adoption of LOCAL policies CF

**Section C – Business and Support Services
CF Purchasing and Acquisition**

President Rodríguez reviewed the changes proposed in the policy.

A motion was made by Chair Herrera to adopt local policy, CF, as presented. The motion was seconded by Mr. De Leon and passed unanimously.

b. Information on proposed policy

Chair Herrera notified the board he withdrew the policy proposal, so there is no action required on the item.

11. Executive Session

The Board convened in Executive Session at 7:35 p.m.

The Board reconvened in Open Session at 9:12 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 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

No action was taken in open session.

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

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

13. Announcement of Proposed Meeting Dates

- Regular Board Meeting – Thursday, May 20, 2021 at 5:30 p.m.**
- Regular Board Meeting – Thursday, June 17, 2021 at 5:30 p.m.**

14. 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 9:14 p.m.



Mr. Ruben Herrera
Chair, Board of Trustees



Ms. Eva Alejandra
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on April 22, 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.