



Board of Trustees

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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

October 22, 2020

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference on October 22, 2020 at 5:32 p.m. Board Members present were Ms. Adela Garza, Chair; Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Mr. J.J. De Leon; Ms. Eva Alejandro; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent board members included Mr. Arturo Rendon.

1. Call to Order

The meeting was called to order by Chair Garza, 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 Garza asked if there were any speakers signed up for public comment. There were no public speakers.

4. Consideration and possible action on the Minutes of the following meetings

a. Consideration and possible action on the Minutes of the Special Meeting held on September 14, 2020.

A motion was made by Ms. Alejandro to approve the minutes of the Special Board meeting held on September 14, 2020. The motion was seconded by Mr. Herrera and carried unanimously.

b. Consideration and possible action on the Minutes of the Regular Meeting held on September 24, 2020

A motion was made by Vice Chair Herrera to approve the minutes of the Regular Board meeting held on September 24, 2020. The motion was seconded by Dr. Zavaleta and carried unanimously.

5. President's Report

Chair Garza called on President Rodríguez to give his report. President Rodríguez reported on the following items:

- **Fall 2020 Enrollment Update**

Enrollment for the fall semester is the largest since the college was re-established as an independent institution of higher education in 2013: 8,777 students, a 1.73% increase over last fall. This includes 4,213 on-campus students and 2,818 dual credit high school students.

- **Quality Matters Certification**

TSC has earned the Quality Matters (QM) Certification Mark for two online government classes: Federal Government and Texas Government. This international certification recognizes high quality online and blended course designs and is awarded through a rigorous review process.

President Rodríguez recognized Mrs. Elsa Gonzalez, Government Instructor, for achieving the course certifications and thanked her for her dedication to continuous improvement and innovative work.

Mrs. Gonzalez thanked the Board of Trustees, administration, faculty, staff, students, and community partners for their collective effort during the two-year process. She also thanked President Rodríguez for the opportunity to serve the students of TSC.

- **New Executive Director of High School Programs**

President Rodríguez introduced the new Executive Director of High School Programs and Services, Mr. José Arambul, Jr. Mr. Arambul previously served as TSC's Early College High School Liaison. During his tenure, he was instrumental in the development of TSC's first dual credit partnerships and the SACSCOC dual credit site visit.

Mr. Arambul received his master's degree in Academic Advising from Kansas State University and his undergraduate degree in Sociology from UTB/TSC. He has 17 years of experience in education, 15 of those were in various roles in higher education.

Board members welcomed Mr. Arambul back to the Scorpion Family.

- **Inaugural class of the President's Leadership Academy**

Last month the inaugural class of the TSC President Leadership Academy graduated from the year-long program, designed to create sustainable leadership. Made up of 15 TSC faculty and staff members, the first class of academy participants completed self-assessments, created leadership development plans, and designed the next iteration of the leadership academy.

President Rodríguez said he is proud of the participants' accomplishments and looks forward to their continued professional growth.

- **Freshman Scorpion Swag Giveaway**

On September 30th, TSC welcomed the 2020 freshman class with a Scorpion Swag Giveaway at the Jacob Brown Auditorium parking lot, which was well-attended. President Rodríguez thanked Madam Chair Adela Garza and trustees Ms. Eva Alejandro and Ms. Delia Saenz for participating in the event.

- **Thank You Luncheons**

Thank you luncheons were held for faculty and staff at the end of September and beginning of October to recognize their hard work and commitment to the college over the past year, especially during the summer and fall registration periods. The campus community also celebrated earning reaccreditation from SACSCOC.

- **ITECC Grand Opening**

TSC held an unveiling and dedication ceremony on October 9th to mark the opening of four new training facilities at the ITEC Center. The new facilities include:

- Welding Center
- Criminal Justice Institute Simulation Center
- Construction Trades Center; and
- Industrial Mechanics and Maintenance Technology.

Community and industry partners joined in the event and spoke of the exceptional opportunities available in these fields. President Rodríguez thanked the Board of Trustees for their leadership and for approving the funds for the multi-million dollar buildout.

- **Community Engagement**

President Rodríguez reported that TSC has been active in the community, while taking care to observe CDC guides and practices social distancing protocols in response to the ongoing COVID-19 pandemic. He shared a video presentation that highlighted the following events: Employee Care Package Pick-Up, President's Leadership Academy Graduation, Scorpion SWAG Giveaway for Students, Thank You Celebrations, and Unveiling of New Training Facilities.

Chair Garza thanked the entire TSC community for the many events they coordinated. She said the events she attended were well-run and showed how services at TSC are going strong.

6. Academic Committee

Chair Garza called on Secretary Zavaleta to make the report.

- a. **Consideration and possible action on a Memorandum of Understanding for a High School Cohort and Awarding of Credit for the Vocational Nursing Program between Texas Southmost College and Multiple School Districts**

Dr. Joanna Kile, Vice President of Instruction, was called on to present the item. She presented a memorandum of understanding proposed to be entered into with multiple local school districts.

Typically, the TSC Vocational Nursing program is a three-semester program. Through a proposed dual credit track, high school juniors would be eligible to apply for the program. They would complete the first semester during their junior year, the second semester during their senior year, and the final semester the summer following their graduation.

There are currently only three community colleges in Texas that offer a dual credit vocational nursing track. Locally, there are five school districts interested in participating. Once approved by the TSC Board, the proposed MOU would be submitted to school districts boards for approval. The full proposal to establish the dual credit track will then be submitted to the Texas Board of Nursing, which is on track to be submitted prior to the winter break.

Ms. Alejandro asked Dr. Kile to explain how tuition and fees would be paid. Dr. Kile responded the MOU proposes school districts would pay tuition and fees for students during the first two semesters while they are in high school. High school students are not eligible for federal financial aid. Once the students graduate from high school, the college would assist them in applying for financial aid to pay for the final semester.

A motion was made by Secretary Zavaleta to approve Memorandum of Understanding for a High School Cohort and Awarding Credit for the Vocational Nursing Program between Texas Southmost College and multiple school districts and authorize President Rodriguez to enter into the Memorandum with partnering school districts. The motion was seconded by Mr. De Leon and carried unanimously.

7. Finance Committee

Chair Garza called on Vice Chair Herrera to make the report.

a. Update on grants awarded to Texas Southmost College for the month of September 2020

Dr. Angelica Fuentes, Associate Vice President of Academic Success, was called on to present the update. She reported on the grants awarded to Texas Southmost College in September.

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

b. Fourth Quarter Investment Report for Fiscal Year 2020

Mr. Carlos Pecero, Controller, was called on to present the update. He provided a detailed summary for the Board.

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

c. Consideration and possible action on approval of the rollover of FY20 purchase order commitments and pending projects

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She stated the proposal for consideration was for contractual obligations the college entered into during the previous fiscal year that must have board approval to roll over into the current fiscal year.

A motion was made by Vice Chair Herrera to approve the item as presented. The motion was seconded by Secretary Zavaleta and carried unanimously.

d. Consideration and possible action on approval of Budget Amendment 21-001 to cover approved contract for IP Based Surveillance Camera and Door Access Control Systems (RFP 20-14)

Mr. Luis Villarreal was called on to present the item. Mr. Villarreal said the board had previously approved awarding the contract for surveillance cameras and door access control systems to Johnson Controls at the September board meeting. Since then, Mr. Villarreal had been in cost negotiations with the vendor, and was able to reduce funding by \$103,000. He was now bringing the proposal for funding the contract to the board for consideration.

A motion was made by Vice Chair Herrera to approve Budget Amendment 21-001 in the amount of \$1,817,039 for Fiscal Year 2021 as presented. The motion was seconded by Mrs. Alejandro and carried unanimously.

e. Consideration and possible action on approval of Budget Amendment 21-003 to cover approved parking lot repairs

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She stated the board had previously approved hiring an engineer to help develop the RFP to repair parking lots. Because the funding is in a restricted account, the Board must approve the movement of funds into the general fund to be expended.

Vice Chair Herrera asked to confirm this funding is coming from parking lot fees. Dr. Figueroa confirmed the funding is to be allocated from the parking lot fees, which cannot be used for any other purposes.

Dr. Zavaleta asked what the balance is in the parking lot fee restricted account. Dr. Figueroa said the balance in the account is the entire amount cited in the request: \$1.5M.

A motion was made by Vice Chair Herrera to approve Budget Amendment 21-003 in the amount of \$1,533,643 for Fiscal Year 2021 as presented. The motion was seconded by Secretary Zavaleta and carried unanimously.

f. Consideration and possible action on award RFP 21-01 for “Windstorm and Hail Insurance”

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reviewed the Request for Proposal timeline and description of services. The college received only one proposal, which was a 130% increase over last year. Because the RFP was issued during an active hurricane season, the premium was higher than it might have been during other times of the year. The current contract does not expire until February 2021, however the proposal is being brought before the board to allow ample time to make a decision.

Dr. Figueroa presented the board with three options for consideration:

- Option A: to award RFP 21-01 for “Windstorm and Hail Insurance” to Shepard Walton King Insurance Group, authorize President Rodríguez to negotiate a four-month contract from February 1, 2021 to May 31, 2021, and re-solicit proposals in February or March 2021 through the open market practice.
- Option B: to reject the proposal submitted in response to the RFP 21-01 for “Windstorm and Hail Insurance” and re-solicit proposals in November or December 2020 through the open market practice.
- Option C: to award RFP 21-01 for “Windstorm and Hail Insurance” to Shepard Walton King Insurance Group in the total amount of \$1,187,505 and authorize President Rodríguez to execute the Purchase Order contracts, as presented.

Vice Chair Herrera asked which of the proposals Dr. Figueroa would recommend. She said she recommended Option A, as it would be the best long-term option for the board. It would set up subsequent renewals to take place outside of the hurricane season.

Ms. Saenz asked when the new request for proposals would be announced. Dr. Figueroa said if the board selects Option A, proposals would be sought from the market in February and would be brought before the board for consideration in March. Actual renewal of the contract would take place in June.

A motion was made by Vice Chair Herrera to award RFP 21-01 for “Windstorm and Hail Insurance” to Shepard Walton King Insurance Group and authorize President Rodríguez to negotiate a four-month contract from February 1, 2021 to May 31, 2021, and re-solicit proposals in February or March 2021 through the open market practice. The motion was seconded by Mr. De Leon and carried unanimously.

g. Consideration and possible action on Lone Star National Bank contract renewal for Depository Bank Services through RFP 18-11

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She presented the Request for Proposals timeline and description of services. The proposal would provide for a contract renewal from Lone Star National Bank.

Ms. Saenz asked if the college has any issues with the services provided. Dr. Figueroa said the bank has served the college for the last 18 months and there have not been any issues. She said the administration would like to renew the contract.

A motion was made by Vice Chair Herrera to approve Lone Star National Bank contract renewal for Depository Bank Services through RFP 18-11 for the term of February 1, 2021 through January 31, 2023. The motion was seconded by Mrs. Saenz and carried unanimously.

h. Consideration and possible action on TASB Risk Management Fund contract renewal for Property and Casualty Insurance through RFP 20-09 for FY 2020-2021

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She presented the RFP timeline and description of services. The proposal requests a contract renewal of services from the TASB Risk Management Fund for FY 2021. Dr. Figueroa stated the college is satisfied with the services and the level of coverage provided.

Secretary Zavaleta asked if the college has filed any claims through the fund. Dr. Figueroa stated the college had not filed any claims.

A motion was made by Vice Chair Herrera to approve TASB Risk Management Fund contract renewal for Property and Casualty Insurance through RFP 20-09 for FY2020-2021. The motion was seconded by Mr. Del Leon and carried unanimously.

8. Facilities Committee

Chair Garza called on Vice Chair Herrera to give the report. He deferred to Mrs. Saenz, who was present for the committee meeting.

a. Facilities project updates

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She updated the board on the progress of the workforce lab renovations.

President Rodríguez said the renovations are going very well. Mrs. Garza stated she was amazed at how many projects the division is managing at the same time. She said the team is doing a very good job and thanked them for their work. Dr. Figueroa said it has been a successful collaborative effort.

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

b. Consideration and possible action on purchase of HVAC Air Filtration Systems for Fort Brown and ITECC sites

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She discussed the purchase of HVAC Air Filtration Systems for Fort Brown and ITECC facilities that provides bipolar ionization air disinfection. The GPS bi-polar ionization system is documented as killing the virus that causes COVID-19 (SARS-CoV-2). The expenses would be funded with federal grant money through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Mr. De Leon asked about the total cost of the project. Dr. Figueroa said the college was approved to spend \$100,000 on the project. The bid for the item is approximately \$98,000.

A motion was made by Mrs. Saenz to approve purchase from Perry Mechanical (HVAC Air Filtration Systems) through Buyboard and authorize President Rodriguez to negotiate with selected vendor and execute purchase order upon final negotiations. The motion was seconded by Mr. De Leon and carried unanimously.

9. Consideration and approval of Trustee Juan Jose De Leon, Jr.'s request to seek appointment to, and serve on, the Association of Community College Trustees Diversity, Equity and Inclusion Committee

Chair Garza said she appreciated Mr. De Leon's willingness to serve on the national committee. Mr. De Leon said he would be honored to represent the board and the community in this capacity.

A motion was made by Vice Chair Herrera to approve Trustee Juan Jose De Leon, Jr.'s request to be appointed to, and serve on, the Association of Community College Trustees Diversity, Equity and Inclusion Committee. The motion was seconded by Ms. Saenz and carried unanimously.

10. Executive Session

The Board convened in Executive Session at 6:31 p.m.

The Board reconvened in Open Session at 7:33 p.m.

11. 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

12. Announcement of Proposed Meeting Dates


- a. Regular Board Meeting – Thursday, November 19, 2020 at 5:30 p.m.
- b. Regular Board Meeting – Thursday, December 17, 2020 at 5:30 p.m.

13. Adjournment

A motion to adjourn the meeting was made by Vice Chair Herrera. The motion was seconded by Ms. Alejandro and carried unanimously. The meeting was adjourned at 7:34 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 October 22, 2020, is available on the TSC.EDU website. Final version of the minutes presented by Claudia Cortina, Interim Chief of Staff and Board Liaison. Videotaping of the Board of Trustees' meetings began on April 11, 1996.