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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

January 31, 2019

The Board of Trustees of the Texas Southmost College District convened in open session on January 31, 2019, at 5:36 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair, Mr. Trey Mendez; Vice Chair, Mr. Ruben Herrera, Secretary, Ms. Eva Alejandro, Mr. Art Rendon, and Dr. Antonio Zavaleta. Absent was Mr. J.J. De Leon, Jr. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chair Adela Garza at 5:36 p.m.

2. Pledge of Allegiance

Dr. Tony Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment. No presentation will exceed three minutes.

There were no speakers.

4. Consideration and possible action on the Minutes of the Regular Board Meeting of November 15, 2018

**Consideration and possible action on the
Minutes of the Regular Meeting of November 15, 2018**

A motion was made by Mr. Mendez to approve the Minutes of the Regular Meeting of November 15, 2018. The motion was seconded by Ms. Alejandro and carried with six votes in favor and one absent.

5. **President's Report**

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

- **ADN Program Update**

Texas Southmost College was unanimously granted initial approval for the new Associate Degree Nursing Program, which begins fall 2019 with a cohort of 24 students. Applications for the ADN program will be accepted in March, and another cohort of 24 students will be accepted for spring 2020. An additional cohort of 10 LVN to ADN students will be accepted for summer 2020.

Dr. Rodriguez took a moment to acknowledge the Board of Trustees, faculty, staff, and all community partners for their enthusiastic energy and dedication in moving this program forward. He gave a special thanks to Dr. Joanna Kile, Mr. Scott Nelson, and Ms. Beth Kasprisin for their hard work and effort in this endeavor

- **Brownsville Herald Readers' Choice**

Texas Southmost College was voted, once again, "Favorite College or University" by The Brownsville Herald's Readers' Choice Awards. This the college's second consecutive Readers' Choice Award.

President Rodriguez congratulated the faculty, staff and the Board of Trustees for their leadership in helping TSC better serve our students and community.

- **Transit Service**

Through a partnership with the City of Brownsville and Brownsville Metro, the college is piloting a program to provide TSC students with free transit service to and from the Fort Brown Campus to the ITEC Center during the spring 2019 semester. The service runs every 30 minutes and TSC students are only required to present a valid TSC Student ID in order to use the free service.

- **Law Enforcement Expo**

The Criminal Justice Program, in collaboration with the Division of Humanities and the Office of Student Life, will host the Second Annual Texas Southmost College Law Enforcement Expo on February 20, 2019, from 9:00 a.m. to 12:00 noon, at the Jacob Brown Auditorium. The event, which is free and open to the public, will feature approximately 30 local, state and federal law enforcement agencies.

- **Spring 2019 Enrollment**

President Rodriguez reported on the preliminary enrollment numbers for spring 2019. Current total enrollment was reported at 7,589 students, which represents an approximate increase of 13% over last year's spring enrollment of 6,717 students. The spring 2019 enrollment set the record as the highest enrollment for Texas Southmost College since it was reopened in fall 2013. However, it was noted that these are

preliminary totals as enrollment is not certified until the 12th class date, which is February 6th.

Many thanks were extended to the campus community and community partners for their efforts and support in growing the college. A very special thank you was given to Dr. Sylvia Atkinson, Dr. Larry Rideaux, and Dr. Gisela Figueroa and their staff, for helping to orchestrate the College's efforts.

- **SACSCOC Reaffirmation Update**

The College continues to work on finalizing the reaffirmation report. This past Monday, the TSC administration met to discuss the feedback from a consultant on the second compliance certification draft. The reaffirmation report is due on March 1st.

- **Amigofest**

The Mr. Amigo presentation during Charro Days has been a longstanding tradition at Texas Southmost College and this year, the event has been named TSC Amigofest. The event will be hosted by the College at the TSC Performing Arts Center on Thursday, February 28, beginning at 11 a.m. After the presentation, students and community members will have the opportunity to enjoy food, music, games and giveaways.

- **NISOD Workshop at TSC**

Texas Southmost College will host the National Institute for Staff and Organizational Development, or NISOD, Regional Workshop at the ITEC Center on Friday, February 15th, from 10 a.m. to 3 p.m. The topic of the workshop will be Teaching Critical Thinking.

NISOD is an organization committed to promoting and celebrating excellence in teaching, learning, and leadership at community and technical colleges.

- **Upcoming Events**

A list of upcoming meetings and events was provided to the Trustees. Additionally, President Rodriguez announced the date of the upcoming Board Retreat, which is scheduled to take place on March 29 and 30.

- **Video Presentation**

The President concluded his report by sharing the month's video presentation, which highlighted several of the fall semester's college, community and outreach events. He thanked everyone for their efforts and commitment in completing a productive and successful fall semester. He also stated that the college is poised to have an amazing spring 2019.

- **Book Announcement**

Dr. Zavaleta announced the publication of Volume 16 of the book entitled "*More Studies in Rio Grande Valley History*." The book was published through a partnership

between Texas Southmost College and the The University of Texas Rio Grande Valley.

6. Presentation of Scholarship Donations

Chair Garza called on Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, to present the items.

a. Presentation of scholarship donation by SpawGlass

Ms. Rodriguez announced that SpawGlass selected TSC as one of the beneficiaries for the funds generated from a fishing tournament they hosted last year. She acknowledged Ms. Margie Lopez who aided in efforts to make the donation possible. She also introduced Mr. Sam Saldaña to present the scholarship check to the college on behalf of SpawGlass. Mr. Saldaña recognized the college for its positive impact on many lives by providing educational opportunities and presented a scholarship check for \$10,000.

No Action was required or taken.

**b. Presentation of Scholarship donation by
the Wells Fargo Foundation**

Ms. Rodriguez introduced Ms. Claudia Cantu-Grimaldo, Wells Fargo's District Manager, to present the award of scholarship funds to the TSC Foundation. Ms. Cantu-Grimaldo shared that one of the visions of the Wells Fargo foundation is education and awarding scholarship funds for the GED Voucher program is a perfect partnership opportunity to help students and improve the quality of life for the community. A scholarship check of \$5,000 was presented to the TSC Foundation.

As Chair of the Scholarship Committee for the TSC Foundation, Mr. Trey Mendez accepted the donation and thanked Wells Fargo for the generous gift.

No Action was required or taken.

7. Budget and Finance Committee Report

Chair Garza called on Mr. Herrera to present the items. He stated that the Budget and Finance Committee met and discussed several items.

**a. Consideration and possible action on
additional funding for the Carl Perkins Career and Technical Education-Basic
Grant FY 19 from the Texas Higher Education Coordinating Board**

Mr. Herrera called on Ms. Melinda Rodriguez and Dr. Angelica Fuentes, Associate Vice President of Instruction – Academic Success, to provide a brief presentation of the item. Ms.

Rodriguez explained that the College has an opportunity to receive additional funds through this grant. She then introduced Dr. Fuentes to answer any questions from the Board.

Through brief discussion, Dr. Fuentes confirmed that items detailed in the proposal for funding are all items that are allowed to be purchased with Carl Perkins funds. She added that proposed items are submitted to Carl Perkins for approval prior to purchase.

A motion was made by Mr. Herrera to authorize President Rodriguez to accept the reallocation award for the Carl Perkins Career and Technical Education-Basic Grant in the amount of \$32,913. The motion was seconded by Dr. Zavaleta and carried with six votes in favor and one absent.

**b. Consideration and possible action on
award of RFP 19-07 for purchase of “Auto Body Shop
Paint/Mix Material” for the Auto Body Technology Program**

Mr. Herrera called on Dr. Angelica Fuentes, Associate Vice President of Instruction – Academic Success, Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, and Dr. Murad Abusalim, Dean of STEM/CTE, to provide a brief presentation on this item.

Dr. Abusalim stated that this item was submitted for approval early last semester as part of the Carl Perkins grant and was approved; however, an RFP process was required due to the cost of materials. He stated that the acquisition of these materials will give the auto body students a more comprehensive education and expand their skills set and employment opportunities. Dr. Abusalim stated that this type of equipment is being used in local and regional workshops and is standard in the field.

Dr. Abusalim stated that the proposed equipment and materials was approved by the Auto Body Advisory Board. He shared that the advisory board meets on a regular basis and is comprised of local industry representatives. He stated that the advisory board agreed that the type of equipment and materials proposed are the same used in their own auto shops and agreed that this is the type of equipment needed to have graduates who are able to perform in the field.

Dr. Abusalim reported that the Auto Body program’s enrollment has grown from six students in the fall of 2016 to 17 students in the fall 2018 to 22 students this current spring semester. The program is also now integrating dual enrollment courses into the program.

Mr. Rendon stated that the program has an excellent facility and he added that he was glad to hear of the growth in enrollment.

A motion was made by Mr. Herrera to award RFP 19-07 for the purchase of “Auto Body Shop Paint/Mix Material” for the Auto Body Technology Program to O’Reilly Auto Enterprises, LLC in the amount of \$41,572 as presented. The motion was seconded by Dr. Zavaleta and carried with six votes in favor and one absent.

**c. Consideration and possible action on award of
RFP 19-04 for the purchase of a
“Law Enforcement Training System” for the Criminal Justice Institute**

Mr. Herrera called on Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, to present the item. Ms. Rodriguez stated that the proposed purchase will be funded with Carl Perkins funds and will be used for instructional purposes. She then introduced Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, and Ms. Willemina Edwards, Director of the Criminal Justice Institute, to answer any questions. Dr. Fleishman described the item as a simulation training system that mimics a shoot/no shoot environment for students in the police officer training academy. Ms. Edwards explained that the use of this system is referred to as reality-based training and gives cadets live and interactive scenarios. The instructor has the capability to escalate or de-escalate the scenario based on the response of the student.

A question was raised concerning the difference in cost proposed by both bidders, and whether or not the same equipment and capabilities were achievable given the difference in price. Ms. Edwards explained that in addition to offering the lowest cost, the selected system also offers additional features as well as a five-year maintenance contract.

A motion was made by Mr. Herrera to award RFP 19-04 for “Law Enforcement Training System” to TI Training, LLC in the amount of \$39,760, as presented. The motion was seconded by Dr. Zavaleta and carried with six votes in favor and one absent.

**d. Consideration and possible action on
award of RFP 19-05 for “Small Business Skills Training”**

Mr. Herrera called on Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, to provide a brief presentation on the item. Dr. Fleishman announced that this partnership will allow the college to leverage the skill sets of a team of 12 professional trainers, three full-time grant writers, two administrative staff, and a CEO that can be reached at any time. Dr. Fleishman stated that this is an opportunity for the college to increase its presence and better serve the needs of small businesses throughout the region.

A question was posed as to why this service is not being conducted internally. Dr. Fleishman explained that although TSC is conducting some training, the time investment and resources needed for a professional to develop a comprehensive and detailed foundation from which to identify needs and develop solutions is well over the available man-power and resources the college currently has available to invest in this objective. Contracting this company provides the college with a team of 15 members who can facilitate this task. Currently, internal personnel are working with larger companies to develop construction related programs, but the college also recognizes the needs of smaller businesses.

A question was posed about how the company would get paid. Dr. Fleishman explained that approximately 70% of the funds generated by the company through the grants with the small businesses will go to the company as payment. The company will only be paid from the funds they generate. The college would keep a range of 30% to 40% on every dollar generated.

A motion was made by Mr. Herrera to award RFP 19-05 for “Small Business Skills Training” to Leadership Empowerment Group, LLC and authorize the President to execute the contract. The motion was seconded by Dr. Zavaleta. Mr. Mendez voted nay. The motion carried with five votes in favor, one absent and one Nay.

**e. Consideration and possible action on
approval of Microsoft software license for Windows Azure**

Mr. Herrera called on Mr. Luis Villarreal, Vice President of Information Technology, to provide a brief presentation on the item. Mr. Villarreal explained that Microsoft Azure is a cloud computing service created to allow building, testing, deploying, and managing applications and services through Microsoft managed data centers. The college is currently a Microsoft customer and already utilizes its cloud computing services through Microsoft 365. Mr. Villarreal explained that this purchase would be for additional licensing that would allow the college to expand and continue to grow to service students and staff by integrating other applications and services within the existing cloud service.

A question was raised about the choice to purchase the software from a third party distributor, rather than from Microsoft directly. Mr. Villarreal explained that this purchase would be made through a DIR contract and this vendor is currently utilized by the college. The college is essentially expanding its relationship with the vendor, but the pricing would be the same regardless of the reseller.

A motion was made by Mr. Herrera to approve the purchase of Microsoft software license for Windows Azure from Shi Government Solutions in the amount of \$16,380 and authorize President Rodriguez to execute the purchase order. The motion was seconded by Mr. Mendez and carried with six votes in favor and one absent.

**f. Consideration and possible action on
adoption of a resolution for signature card
authorization with Lone Star National Bank**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She explained that at the November 15, 2018 Board meeting the Board authorized the new bank depository contract with Lone Star National Bank. This item is to request approval of the signature authorization card for this bank.

A motion was made by Mr. Herrera to adopt the resolution for signature card authorization with Lone Star National Bank, as presented. The motion was seconded by Ms. Alejandro and carried with six votes in favor and one absent.

g. Report on the Comprehensive Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2018

Dr. Gisela Figueroa gave an overview of the Comprehensive Annual Financial Report and Audit process and outcome. Dr. Figueroa then introduced Mr. Carlos Cascos, from Patillo, Brown & Hill, LLP, the firm that conducted the audit. Mr. Cascos stated that the College has a sound financial standing and there are no recommendations. He also stated that the college earned three unqualified, or clean, opinions with respect to financials, internal controls, and governmental standards. He re-iterated that the audit was clean in all respects.

Mr. Herrera took a moment to congratulate and thank the staff that made this possible. He recognized President Rodriguez, Dr. Figueroa, Mr. Pecero, and all the staff in their departments.

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

h. Report on the Monthly Financial Statement For the month ending November 30, 2018

Dr. Figueroa gave an overview of the Financial Statements for the month ending November 30, 2018.

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

8. Academic Committee Report

Chair Garza called on Dr. Zavaleta to present the item. He stated that the committee met and discussed several items.

a. Consideration and possible action on a Memorandum of Understanding (MOU) for Academy of Lifelong Learning (ALL) classes between TSC and school districts within TSC's service area

Dr. Zavaleta called on Dr. Joanna Kile, Vice President of Instruction, Dr. Joseph Fleishman, Associate Vice President of Instruction – Workforce Development, and Dr. Sylvia Atkinson, Director of Special Instructional Projects, to give a brief overview of the item.

Dr. Kile stated that TSC is in the process of establishing the Academy of Lifelong Learning (ALL) and is coordinating MOUs with the local school districts. She stated that the Academy

of Lifelong Learning gives the college an opportunity to offer non-credit courses to the community. The MOU included in the Board packets is an MOU with Los Fresnos Consolidated Independent School District (LFCISD); however, approval is being requested on the MOU template, which can be used to establish similar arrangements with other school districts. President Rodriguez explained that the aim of this wording is to standardize the process for districts who wish to participate. The MOU contract is a standard contract and would not change in any way, except for the name of the district.

It was agreed that Dr. Atkinson and her team will report to the Board on any school districts being added to academy at the board meeting following the signing of future MOUs.

Dr. Fleishman and Chair Garza recognized Dr. Sylvia Atkinson, and Dr. Genaro Salazar, LFCISD Superintendent, for their leadership and efforts in making this possible.

A motion was made by Dr. Zavaleta to approve the draft MOU and authorize President Rodriguez to enter into the MOU with any and all partnering school districts for ALL courses. The motion was seconded by Mr. Herrera and carried unanimously.

**b. Consideration and possible action on the
addition of one section to a Board-approved agreement for dual credit
between TSC and school districts within TSC's service area**

Dr. Zavaleta called on Dr. Joanna Kile, Vice President of Instruction, and Dr. Sylvia Atkinson, Director of Special Instructional Projects, to provide a brief presentation on the item. Dr. Kile stated that the members of the board approved language for a new academic agreement between TSC and our current partner ISDs at the September 2018 board meeting. Since that time, the Texas Higher Education Coordinating Board set new required language. The additional language was created in partnership with the ISDs and was approved by legal counsel. This item is a request to approve the additional language in the already approved academic agreement.

A motion was made by Dr. Zavaleta to approve the draft academic agreement and authorize President Rodriguez to enter into the agreement with all partnering school districts. The motion was seconded by Mr. Rendon. The motion carried with five votes in favor and two absences. Note: Mr. Herrera exited the meeting for a few minutes and was not present during the vote.

**c. Consideration and possible action for the submission
of letters of assurance in support of the local school districts' applications for
renewal of Early College High Schools and Texas Science,
Engineering, and Mathematics (T-STEM) designations**

Dr. Zavaleta called on Dr. Joanna Kile, Vice President of Instruction, and Dr. Sylvia Atkinson, Director of Special Instructional Projects, to provide a brief presentation on the

item. Dr. Atkinson stated that the school districts currently hold the respective designations and are re-applying to maintain the designations.

A motion was made by Dr. Zavaleta to approve the submission of letters of assurance in support of the local school district' applications for renewal of Early College High Schools and Texas Science, Engineering, and Mathematics (T-STEM) designations. The motion was seconded by Mr. Herrera and carried with six votes in favor and one absent.

a. Policies Committee Report

Chair Garza called on Ms. Alejandro to present the item. She stated that the committee met and discussed the policy updates.

a. Consideration and possible action on approval of Local Policy Update #35

A question was raised as to whether the updated policies were available online for public reference. President Rodriguez responded that all policies are made available online once they are approved.

A motion was made by Ms. Alejandro to approve Local Policy Update #35 as presented. The motion was seconded by Mr. Herrera. The motion carried with five votes in favor and two absences. Note: Mr. Mendez exited the meeting for a few minutes and was not present during the vote.

10. Consideration and possible action on Level IV Grievance Hearing of Ms. Leticia Diaz. At the request of the grievant this will be an open hearing pursuant to the Texas Open Meetings Act, section 551,074.

Chair Garza addressed the boardroom and explained the process and policies for the proceedings. She called the time at 6:51 p.m. and invited Ms. Diaz and her attorney, Mr. Nicholas J. Enoch to make their presentation to the board.

At the conclusion of Ms. Diaz and Mr. Enoch's presentation, Chair Garza called on Administration represented by attorney, Mr. Ruben R. Peña to proceed in making a presentation to the board. The time was approximately 7:16 p.m.

Following the culmination of Mr. Peña's presentation, each party was given the opportunity for rebuttals and/or additional information.

At the conclusion of the parties' rebuttals and/or additional information, the Board Members were given an opportunity to ask questions. No questions were asked by any Board member.

No motions were made and the hearing concluded at approximately 7:35 p.m.

11. Executive Session

The Board convened in Executive Session at 7:37 p.m.

The Board reconvened in Regular Session at 8:18 p.m.

12. Action on Executive 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**

- i. Release of Property Restrictions for Former U.S. Coast Guard Station on South Padre Island

A motion was made by Mr. Mendez to accept the release of property restrictions for the former U.S. Coast Guard Station on South Padre Island and authorize President Rodriguez to execute the related documents in regards to the South Padre Island property. The motion was seconded by Mr. Herrera and carried with six votes in favor and one absent.

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

- i. The deliberation may include discussion of the non-renewal of Ms. Leticia Diaz's contract and any other issues authorized by Section 551.074

No action was taken in open session.

- ii. FY2019 Salary Plan

A motion was made by Mr. Rendon to accept the salary schedule as presented by President Rodriguez in Executive Session. The motion was seconded by Mr. Mendez and carried with six votes in favor and one absent.

12. Announcement of Proposed Meeting Dates

Chair Garza announced the following proposed meeting dates:

Thursday, February 21, 2019, 5:30 p.m.

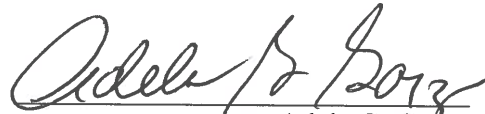
Regular Board Meeting

Thursday, March 21, 2019, 5:30 p.m.

Regular Board Meeting

13. Adjournment

A motion to adjourn the meeting was made by Mr. Herrera. The motion was seconded by Mr. Mendez and carried with six votes in favor and one absent. The meeting was adjourned at 8:19 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Ruben Herrera, J.D.
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on January 31, 2019, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Coordinator of Administrative Services. Videotaping of the Board of Trustees' meetings began on April 11, 1996.