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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Public Hearing and Regular Meeting of the Board of Trustees

November 17, 2022

The Board of Trustees of the Texas Southmost College District convened in open session on November 17, 2022 at 5:30 p.m. Board Members present were Ms. Adela Garza, Chair; Mr. J.J. De Leon, Vice Chair; Ms. Alejandra Aldrete, Secretary; Ms. Eva Alejandro; Mr. Ruben Herrera; Mrs. Delia Saenz; and Dr. Tony Zavaleta. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

**REGULAR MEETING
AGENDA**

1. Call to Order

The meeting was called to order by Chair Garza at 5:30 p.m. She called role and confirmed a quorum.

2. Pledges of Allegiance

Trustee 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. President's Report

Chair Garza called on President Rodríguez to present his report.

Don't Fear the FASFA

The Financial Aid office hosted a FAFSA Fiesta on October 19 to promote the new FAFSA application and assist students in completing their applications. Students were also able to register for the spring semester during the event. President Rodríguez thanked Financial Aid Director, Ms. Pamela Jones, for organizing the event.

Domestic Violence Awareness Month Conference

TSC partnered with the Cameron County District Attorney's Office to host an annual domestic violence awareness event on October 18-20. The first day was designed for high school students, with 150 participating, and the remainder of the conference designed for college students and the greater

community. There press conference, which featured remarks from the four District Attorneys of the Rio Grande Valley: Cameron, Willacy, Hidalgo, and Starr counties, was well attended by media outlets.

President Rodríguez thanked Trustee Saenz for delivering the conference welcome, Cameron County District Attorney Luis Saenz for his leadership on the issue, as well as Dr. Christopher Alves for assisting in the event's organization.

Pink Out TSC for Breast Cancer Awareness

Students and employees wore pink throughout October to recognize breast cancer awareness month. The campus community took part in a social media campaign to highlight reasons why they choose to wear pink. In addition, community partners took part in a healthy lifestyle resource fair.

ACCT Leadership Congress

Chair Garza, Vice Chair De Leon, Secretary Aldrete, Immediate Past Chair Herrera, Trustee Saenz, and President Rodríguez attended the 2022 Association of Community College Trustees (ACCT) Leadership Congress in October. The group attended workshops focused on the theme, *Improving the Lives of Entire Families*. They also networked with peers from across the country, including attending a reception for Ms. Rose Benavidez, a member from the Rio Grande Valley, who is the incoming ACCT Chair.

Dual Credit/Early College High School

TSC's High Schools Programs and Services staff, Mr. Jose Arambul and Ms. Sarai Barrera, served on a K-12/IHE panel hosted by the Texas Education Agency and Educate Texas, along with representatives from the Brownsville Independent School District. The panel discussed the close working relationship between the two organizations.

TSC also hosted the November BISD Early College High School Cabinet meeting, during which staff had an opportunity to provide updates about program deadlines and field participant questions.

Campus Visits and Presentations

President Rodríguez said educational partners continue to reach out to TSC requesting visits that strengthen relationships and forge additional student pathways. In November, TSC hosted Western Governors University (WGU) and Valley Grande Institute (Weslaco), with memorandums of understanding anticipated to come before the board at a future meeting.

President Rodríguez also spoke at a Brownsville Rotary Club meeting, providing an overview of TSC and highlights from the past five years. He said he received positive feedback from participating community leaders, and thanked Vice Chair De Leon for making the connection.

Halloween Events

More than 900 community members attended TSC's annual Haunted Tour on October 29th. President Rodríguez noted the event requires assistance from across campus to be successful, thanking student performers; the Student Services division for organizing and staffing; Marketing for their promotion of the event; and Safety and Risk Management to mitigate possible accidents.

On October 31, the campus was treated to a Parade of Characters, highlighting the TSC little Scorpions as the stars.

Dia de los Muertos Celebration

TSC held the annual Dia de los Muertos procession and event on November 2. President Rodríguez thanked Ms. Virginia Sandoval, from the Student Life Office for organizing this year's event, as well as Chair Garza, Vice Chair De Leon, Secretary Aldrete, and Immediate Past Chair Herrera for participating.

Texas Commission on Community College Finance

President Rodríguez provided an update regarding the work of the Texas Commission on Community College Finance on the community college funding model recommendations. He participated in a regional workshop, hosted by THECB Commissioner Harrison Keller, in Corpus Christi on November 9 to share feedback regarding the proposed models. During the workshop, he had an opportunity to highlight the good work TSC is doing.

Middle School and High School Students on Campus

TSC hosted several middle school and high school groups for campus tours during the month, including Incarnate Word Academy, Santa Rosa High School, Lyford High School, and La Feria High School. He thanked the following faculty and staff for providing engaging experiences for the students: Ms. Dulce Martinez and her team of Transition Coaches, Mr. Chris Lefevre from Workforce Training and Continuing Education, and Dr. Deborah Overath and Mr. Francisco Garcia, from the Biology department.

Veterans Day Ceremony

TSC hosted its 10th annual Veterans Day event on November 11. It was a well-attended event, with TSC alumna Maria Osorio served as an inspiring keynote speaker. President Rodríguez thanked Chair Garza for delivering the ceremony welcome, as well as the new Veterans Coordinator Mr. Mark Aguero and Financial Aid Director Ms. Pamela Jones for organizing the event.

NJCAA Press Conference

TSC hosted a press conference and information session for high school soccer coaches to provide an update on the college's newly approved NJCAA men's and women's soccer program. Dr. Armando Ponce provided a timeline for upcoming program milestones and recognized the men and women who have already verbally committed to play Scorpion Soccer. The community shared their excitement about the new program. President Rodríguez thanked Chair Garza for participating in the event.

TSC Foundation

Mr. David Tumlinson, Director of Foundation and Community Outreach, was called upon to provide and update on the TSC Foundation. He reported out activities and community outreach during the month of October 2022. He also announced the new members appointed to the TSC Foundation Board of Directors: Roel Rodríguez and Edward Bustos. He reported the Board's investment of \$275,000 in scholarships approved in August has been completely distributed to TSC students.

New financial gifts were recognized. TSC alum Mario Zamora donated \$50,000 for scholarships, and the National Board of Respiratory Care awarded TSC \$5,000 in student scholarships. Upcoming events include the Student Scholarship Recipient Reception on November 30 and the annual TSC Gala will be held April 15, 2023.

Video Presentation

President Rodríguez shared a video highlighting October and November 2022 college activities. President Rodríguez thanked the Board of Trustees for their continued support and their courage in making bold decisions to move the college forward. He also expressed his thanks to all employees who work very hard to serve TSC students.

5. Criminal Justice Institute Report

Madam Chair called upon President Rodríguez to provide the report. He shared updates on the new academic standards and guidelines implemented for the program, as well as recent cohorts' testing dates and attendance at tutoring sessions.

The Board engaged in a brief discussion of the cohort standings, as well as other programs at TSC.

6. Consideration and Possible Action on the Minutes of the following meetings:**a. Regular meeting--October 20, 2022**

Immediate Past Chair Herrera made a motion to approve the minutes of the Regular Meeting on October 20, 2022. Vice Chair De Leon seconded the motion, which carried unanimously.

7. Finance Committee

Chair Garza called on Immediate Past Chair Herrera to present the report.

a. Consideration and possible action on approval of Ellucian Purchase software license fees

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the agenda item. He said the proposed software will allow the Purchasing and Finance departments to manage, spend, and build a more diverse and sustainable supply chain, and work more collaboratively across the procurement ecosystem for better visibility and control of different process. Funding would be provided through the CARES Act Higher Education Emergency Relief Fund III.

A motion was made by Immediate Past Chair Herrera to approve license fees for the Ellucian Purchase software from Ellucian Company, L.P. through sole source purchasing method in the amount of \$73,347 for the first year, for second year \$38,213, third year \$39,359, fourth year \$40,540 and fifth year \$41,756 for a total five-year contract amount of \$233,216 and authorize President Rodríguez to execute the purchase orders, as presented. Secretary Aldrete seconded the motion, which carried unanimously.

b. Consideration and possible action on approval for annual broadcast and digital services for FY 2022-2023

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She said the proposal supports the contracts for marketing and outreach initiatives, for which the staff anticipates annual purchases of more than \$25,000.

A motion was made by Immediate Past Chair Herrera to approve annual broadcast and digital services with Charter Communications Holdings, LLC., DBA Spectrum Reach, Mobile Video Tapes, Inc., and NBC Universal, LLC through sole source purchasing method for FY2022-2023. Secretary Aldrete seconded the motion, which carried unanimously.

c. Consideration and possible action on approval of Budget Amendment 23-002 to recognize tuition and fee revenue in the amount of \$425,000

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She said the purpose of the item is to recognize tuition and fees revenue that surpassed budget projections.

A motion was made by Immediate Past Chair Herrera to approve Budget Amendment 23-002 for Fiscal Year 2023 as presented. Secretary Aldrete seconded the motion, which carried unanimously.

d. Monthly Financial Statement Report for the month ended September 30, 2022

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Carlos Pecero, Controller, were called upon to present the agenda item. Mr. Pecero presented the monthly financial statement report for the month ended September 30, 2022.

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

e. Fund Balance Operation Report

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. She reported the number of days the college could operate should all current revenue sources become unavailable.

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

f. Institutional CARES expenditures report

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported on new institutional CARES grant fund expenditures for the month.

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

g. Grants Report for October 2022

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Angelica Fuentes, Associate Vice President of Instruction for Academic Success, were called on to present the item. Dr. Fuentes reported on the new grants received during the month of October 2022.

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

8. Student Services Committee

Chair Garza called on Trustee Saenz to present the report.

a. Athletics NJCAA update

Mr. Rene Villarreal, Associate Vice President of Student Services, and Dr. Armando Ponce, Executive Director of Athletics and Civility, were called on to present the agenda item. Dr. Ponce reported on the year-end rankings for the club soccer team, which was named South Division Champions and placed second in the Regional Qualifier. The final ranking for the club was 8th in the region.

Dr. Ponce also provided a timeline of events for TSC's Year Zero in the NJCAA league that began with membership approval in October. He thanked Chair Garza and all of the TSC administration and staff who helped make the first press conference a great success. Player recruitment began November 1 and the Head Coach position is being prepared for posting.

Mr. Villarreal noted each player will meet with a success coach throughout the semester to ensure they continue to make satisfactory academic progress and remain eligible for play.

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

9. Academic Committee

Chair Garza called on Trustee Zavaleta to present the report.

a. Consideration and possible action on approval of airway/mechanical ventilation trainer purchase for the Respiratory Care Science program

Dr. Brian McCormack, Interim Vice President of Instruction, and Dr. David Pearse, Dean of Health Professions, were called upon to present the item. Dr. McCormack said the proposed equipment will support instruction in the Respiratory Care Science program and will be funded through the Carl Perkins grant.

A motion was made by Trustee Zavaleta to approve purchase of an airway and mechanical ventilation trainer in the amount of \$28,590 with Gaumard Scientific Co., Inc. through purchasing cooperative Choice Partners contract number 20051SG-04 and authorize President Rodríguez to execute the purchase order, as presented. Immediate Past Chair Herrera seconded the motion, which carried unanimously.

b. Consideration and possible action to approve an Articulation Agreement with Midwestern State University

Dr. Brian McCormack, Interim Vice President of Instruction, and Dr. David Pearse, Dean of Health Professions, were called upon to present the item. Dr. McCormack said the proposed two-year agreement with Midwestern State University would allow TSC Health Professions graduates that have earned their AAS degree to transfer to MSU without loss of credit hours earned.

A motion was made by Trustee Zavaleta to approve the Articulation Agreement with Midwestern State University for Health Professions graduates and authorize President Rodríguez to sign the agreement. Trustee Alejandro seconded the motion, which carried unanimously.

c. Consideration and possible action on submitting a letter of intent to plan to the Texas Higher Education Coordinating Board to offer three bachelor's degrees

Dr. Brian McCormack, Interim Vice President of Instruction, and Mr. Oscar Hernandez, Associate Vice President of Institutional Effectiveness and Educational Technologies, were called upon to present the item. Dr. McCormack said the letter of intent to The Higher Education Coordinating Board would support plans to offer three degrees by fall 2024, which include Bachelor of Applied Science (BAS) in Criminal Justice, Bachelor of Applied Science in Early Childhood, and Bachelor of Applied Technology in Organizational Management.

The board engaged in a brief discussion of the types of bachelor degrees TSC may offer and the college's leadership in gaining approval of the BAS and BAT degrees from the legislature.

A motion was made by Trustee Zavaleta to approve TSC to begin planning the three bachelor's degrees and allow President Rodríguez to sign and submit notification letter to the Texas Higher Education Coordinating Board. Vice Chair De Leon seconded the motion, which carried unanimously.

d. Consideration and possible action on approval of Memorandum of Understanding between Texas Southmost College and Workforce Solutions Cameron for paid internships

Dr. Brian McCormack, Intern Vice President of Instruction, and Dr. Angelica M. Fuentes, Associate Vice President of Instruction, were called upon to present the item. Dr. Fuentes reported that the MOU supports collaboration on the Texas Internship Initiative Grant, awarded to Workforce Solutions Cameron in early 2022. The grant will support paid internships for students in the following programs: Computer Information Systems/Cybersecurity, Automotive Technology, and Electrician.

A motion was made by Trustee Zavaleta to approve the Memorandum of Understanding between Texas Southmost College and Workforce Solutions Cameron for paid internships and authorize President Rodríguez to execute the MOU as presented. Trustee Alejandro seconded the motion, which carried unanimously.

10. Facilities Committee

Chair Garza called on Secretary Aldrete to present the report.

a. Consideration and possible action on award of RFP 23-01 for "Science, Engineering and Technology Building (SETB) Roof Spot Repairs"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. Dr. Figueroa reviewed the RFP timeline, scope of work, evaluation committee, pricing and scoring tabulation, evaluation criteria, and budget and financial impact. Four vendors responded to the RFP with RCJ Roofing and Construction receiving the highest score from the committee.

A motion was made by Secretary Aldrete to award RFP 23-01 for "Science, Engineering and Technology Building (SETB) Roof Spot Repairs" to RCJ Roofing & Construction in the amount of \$78,643 plus ten percent contingency for unexpected events and authorize President Rodríguez to execute the purchase order, as presented. Vice Chair De Leon seconded the motion, which carried unanimously.

b. Consideration and possible action on award of RFP 23-02 for "Fence Replacement for the Child Care Center"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. Dr. Figueroa reviewed the RFP timeline, scope of work, pricing and scoring tabulation, review criteria, and budget and financial impact. One vendor responded to the RFP. The project will be funded through a grant award, which has been approved by the funding organization.

The board engaged in a brief discussion of the timing of the work as well as specifics for the job.

A motion was made by Secretary Aldrete to award RFP 23-02 for "Fence Replacement for the Child Care Center" to Garcia Fence Co. in the amount of \$53,000 and authorize President Rodríguez to execute the purchase order, as presented. Trustee Zavaleta seconded the motion, which carried unanimously.

c. Consideration and possible action on approval of Charro Days Festivities sponsorships as detailed in GD LOCAL (Community Expression and Use of College Facilities) policy

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. She reported that TSC had received requests from three organizations for Charro Days sponsorship requests. She also referenced GD LOCAL approved by the Board in April 2022 that specifies the scope of sponsorship allowed, as well as the estimated sponsorship costs.

A motion was made by Secretary Aldrete to approve the sponsorship requests made by Charro Days Fiesta, Inc. and Rotary – Club of Brownsville Sunrise, as presented, and to accept the Charro Days Fiesta "Charro" level sponsorship. Trustee Saenz seconded the motion, which carried unanimously.

d. Facilities update

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported out on the status of the Dillard's roof, campus parking lot improvement, TSC Courtroom and Criminal Justice Program project, Oliveira Student Services building second floor restroom additions project, the Jacob Brown rigging/lighting project, and the fixed asset inventory services.

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

11. Executive Session

The Board convened in Executive Session at 6:59 p.m.

The Board reconvened in Open Session at 8:10 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.

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

No action was taken.

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

Trustee Saenz made a motion to approve the salary schedule as discussed in executive session. Vice Chair De Leon seconded the motion, which carried unanimously.

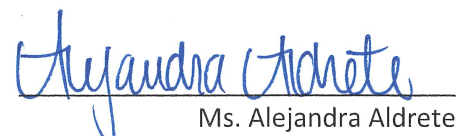
13. Announcement of Proposed Meeting Dates

- a. Regular Board Meeting – Thursday, December 15, 2022, 5:30 p.m.—if needed
- b. Regular Board Meeting – Thursday, January 19, 2023, 5:30 p.m.

14. Adjournment

A motion to adjourn the meeting was made by Immediate Past Chair Herrera. The motion was seconded by Secretary Aldrete. The meeting was adjourned at 8:12 p.m.


Ms. Adela Garza
Chair, Board of Trustees


Ms. Alejandra Aldrete
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on November 17, 2022 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.