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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

March 21, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on March 21, 2013, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela G. Garza, Vice Chair; René Torres; Dr. Reynaldo García; Dr. Robert Lozano and Ramon Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Board member absent was Trey Mendez, Secretary.

1. Call to Order

The meeting was called to order by Chairman Rendon at 5:34 p.m.

2. Announcements

Chairman Rendon called on Dr. Tercero to make the announcements. Dr. Tercero announced that the hiring of two new staff members.

Dr. Angelica M. Fuentes, Dean of the College of Preparatory Studies. Dr. Fuentes has over ten years of experience teaching developmental education programs for The University of Texas at Brownsville/Texas Southmost College (UTB/TSC). In addition to her teaching experience, Dr. Fuentes has also served as the Director of the Sabal Palms Writing Project—a Texas site of the National Writing Project, which included working on K-16 initiatives relating to college readiness and secondary to post-secondary curriculum alignment and facilitating numerous professional development programs for K-16 educators. Dr. Fuentes earned both her Bachelor's degree in English and her Master's degree in Curriculum & Instruction from UTB/TSC. She holds a Ph.D. in Curriculum & Instruction with an emphasis in Literacy from Texas A&M University-Corpus Christi.

Mr. Alejandro Salinas, Director of Admissions and Records. Mr. Salinas began his career in higher education at UTB/TSC, where he coordinated the freshman mentoring program and assisted students with their advising, registration, financial aid, testing, and tutoring. Prior to joining Texas Southmost College, Mr. Salinas served as the Director of Admissions for the University of Texas at Austin Valley Admissions Center. He received an Associate of Arts in 2002, a Bachelor of Business Administration in 2004, and a Master's in Business Administration in 2006, from UTB/TSC. He is currently enrolled in a doctoral program at Our Lady of the Lake University in San Antonio and is scheduled to receive his Ph.D. in Leadership in 2014. Mr. Salinas will officially start work with TSC on Monday, April 8th.

Dr. Tercero announced that on Tuesday, February 26th at 9:00 a.m., an official signing ceremony was held between BISD and TSC to commemorate an extensive collaborative effort between the BISD and TSC's Career and Technical Education Academy in Air Conditioning and Refrigeration Technology.

Dr. Tercero presented samples of the new advertising bill boards prepared by the College's marketing firm, as information for the Board.

3. Speakers to Agenda Items and Public Discussion

There were no speakers.

4. Mission Statement

Chairman Rendon read the existing mission for Texas Southmost College District as follows:

"Transforming our communities through innovative learning opportunities"

5. Approval of Minutes of Previous Meetings

Consideration and Approval of Minutes of the Regular Meeting on February 21, 2013

A motion was made by Mr. Torres to approve the Minutes of the Regular Meeting on February 21, 2013 as presented. The motion was seconded by Mr. Hinojosa and carried. Dr. Lozano abstained from the vote.

6. Proposal for General Liability, School Professional Legal Liability, Auto and Crime Insurance Protection Plan through the Interlocal Agreement with TASB Risk Management Fund

Consideration and Approval of Proposal for General Liability, School Professional Legal Liability, Auto and Crime Insurance Protection Plan through the Interlocal Agreement with TASB Risk Management Fund

Chairman Rendon called on Mr. Chet Lewis, Vice President of Finance and Administration to present the item. Mr. Lewis reported that TSC has requested a proposal for General Liability, School Professional Legal Liability, Auto and Crime Insurance Protection Plan from the Texas Association of School Boards (TASB) Risk Management Fund (Fund).

The Fund is a risk-sharing pool of local governments organized by TASB in accordance with the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code. The Interlocal Participation Agreement allows political subdivisions to pool risks ordinarily assumed on an individual basis including worker's compensation exposures, claims administration and loss prevention services. TASB currently provides TSC with the services included on its Property/Casualty and Worker's Compensation Insurance Protection Plans.

The proposal received from TASB includes Crime coverage for employee dishonesty, faithful performance, money and securities and computer fraud; General Liability coverage that includes personal injury liability; School Professional Legal Liability for wrongful acts, errors, or omissions; and Automobile coverage for both liability and physical damage. Covered persons include any board members, student teacher, volunteer and employee of TSC. TSC began participation in this insurance program last year with a pro-rata contribution from September 1, 2012 to April 1, 2013. The current proposal is a continuance of the same insurance policy for full year coverage from April 1, 2013 to April 1, 2014 with automatic renewals for successive one-year terms.

A motion was made by Mrs. Garza to accept the Proposal from TASB to provide General Liability, School Professional Legal Liability, Auto and Crime Insurance Protection Plan in the total amount of \$34,886 and to authorize the President to execute the contract as presented. The motion was seconded by Dr. Lozano and carried unanimously. Exhibit "A"

7. Furniture Purchase for the One-Stop Student Services Center at the Arnulfo Oliveira Library through TXMAS Contracts with National Business Furniture, LLC and KI Furniture

Consideration and Approval of Furniture Purchase for the One Stop Student Services Center at the Arnulfo

Oliveira Library through TXMAS Contracts with National Business Furniture, LLC and KI Furniture

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that progress continues in the renovation of TSC's One-Stop Student Services Center at the Arnulfo Oliveira Library in preparation for providing independent student services by the Fall 2013 semester.

Furniture must now be acquired for this area. The procurement of furniture has been identified as one of the numerous cost control strategies implemented by the administrators of this project. The Office for Instruction and Student Services obtained two separated cost estimates from National Business Furniture, LLC and KI Furniture for the Student Services Center.

National Business Furniture, LLC has contracts with several manufacturers that have purchase agreements with TXMAS, a state wide procurement pool. By using this company, the Office of Instruction and Student Services has been able to select furniture pieces from several manufacturers with a variety of models, materials, styles, finishes and reasonable price ranges that better meet the College's budget.

The proposed plan will furnish the offices needed for the opening of TSC's One-Stop Student Services Center.

A motion was made by Mr. Torres to approve Furniture Contracts for TSC's One-Stop Student Services Center at the Arnulfo Oliveira Library through TXMAS Contract with National Business Furniture, LLC and KI Furniture in the amount of \$51, 236.76 and \$35, 592.30 respectively and Authorize the President to Execute the Contract as presented. The motion was seconded by Dr. García and carried unanimously.

Exhibit "B"

8. Report on the Establishment of TSC's One-Stop Student Services Center

Chairman Rendon called on Dr. Tercero. Dr. Tercero introduced Mr. Mike Shannon, Associate Vice President for Student Services to give the report. Mr. Shannon reported that the Oliveira Library is being remodeled for TSC's new One-Stop Student Services Center and gave a short presentation on the construction work underway. *Exhibit "C"*

9. Update on TSC's College Preparatory Studies Division

Chairman Rendon called on Dr. Tercero to give an update on TSC's College Preparatory Studies Division. Dr. Tercero introduced Dr. Angelica Fuentes, Dean of the College of Preparatory Studies. Dr. Fuentes explained the division's mission, highlighted research on developmental education students, discussed the developmental education acceleration model and the developmental education sequence, and highlighted the division's goals.

TSC students will have the opportunity to accelerate through the developmental education (DE) sequence within one semester through 8-week fast-track options. In addition, non-course competency-based options (NCBO) will be available to TSC students. With the availability of NCBOs, students who are identified as needing this type of instruction will have the opportunity to exit this DE sequence before the academic semester and enroll in credit-bearing courses. Additionally, TSC students who need to enroll in developmental education courses for the entire semester will have the opportunity to co-enroll in credit bearing courses. TSC will be implementing a second level of assessment for student placement. This second tier of assessment will allow TSC to develop individualized learning instruction based on a more reliable diagnostic picture of the student's strengths and weaknesses, in order to enhance support services to students and to improve student success. *Exhibit "D"*

10. Update on TSC's Hiring Process

Chairman Rendon called on Dr. Tercero to give an update on the hiring process. Dr. Tercero informed the Board that TSC has implemented an online system that will help with the hiring of faculty and staff that will be taking place over the next few months.

Dr. Tercero demonstrated the online system, which is available on TSC's Web Page. It is open to the public and individuals interested in employment opportunities at TSC may view job postings, job details, apply for open positions, book mark the job they are interested in, or email the job description to a friend.

This online system allows TSC to automate the application process; thereby, improving efficiency. Dr. Tercero also announced that many additional job descriptions are being finalized and posting of such positions will begin over the next few days and continue until TSC is fully staffed.

Dr. Tercero reminded the Board that the College will fill many faculty positions; however, the start date for the majority of faculty will coincide with start of the fall semester. The hiring of staff has already begun and will continue through the coming months. There are also individuals who have been reassigned to TSC through August 31, 2013, through the Partnership. This process has been beneficial to both entities, but most importantly, to the individual employees.

11. Update on Letter of Support and Resolution from the Brownsville Chamber of Commerce

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero informed the Board that the Brownsville Chamber of Commerce has sent a letter of support for the reestablishment and full funding of TSC as a comprehensive, public community college. The membership also passed a resolution supporting TSC. Dr. Tercero expressed her sincere appreciation to the Brownsville Chamber of Commerce for their continuing support for TSC.

12. Report on the San Benito Economic Development Council Recognition Event

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reported that the San Benito Economic Development Corporation hosted a reception honoring TSC. She reported that it was a wonderful event and some of the TSC Board members were in attendance. Other attendees included the Mayor, Joe H. Hernandez, city commissioners, members of the San Benito EDC board, the San Benito EDC Executive Director, city administrators, community residents, and business owners. Dr. Tercero expressed her sincere appreciation for the opportunity to introduce TSC to the San Benito community.

13. Executive Session as provided by Government Code, Chapter 551.071, 551.072 and Chapter 551.074.

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

The Board reconvened in Regular Session at 8:02 p.m.

14. Consideration and possible action on matters discussed in Executive Session**Consultation with Attorney on Pending Contemplated Litigation, Section 551.072, Texas Government Code.**

No action was taken.

Consultation with Attorney on Pending Real Estate Issues, Section 551.072, Texas Government Code. The Real Property Discussion will address the purchase, exchange, lease, or value of Real Estate.

No action was taken.

Consultation with Attorney on Pending Personnel Issues, Section 551.074, Texas Government Code. The Deliberation may include a discussion of the Evaluation and Employment Contract of the President, and the Board of Trustees' Appraisal Process.

A motion was made by Dr. Garcia to extend the contract for Dr. Lily F. Tercero for 36 months at a compensation of \$210,000 per year retroactive to October 1, 2012, the anniversary date of her contract. The motion was seconded by Dr. Lozano and carried unanimously.

15. Proposed Meeting Dates

Thursday, April 18, 2013

Adjournment

The meeting was adjourned by Chairman Rendon at 8:07 p.m.



Mr. Francisco G. Rendon
Chairman, Board of Trustees



Trey Mendez, J. D.
Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on March 21, 2013, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.