



**Board of Trustees**

*Adela G. Garza*  
Chair

*Trey Mendez, J.D.*  
Vice Chair

*Ruben Herrera, J.D.*  
Secretary

*Reynaldo García, DDS*

*Ramon Champion Hinojosa*

*Art Rendon*

*Tony Zavaleta, Ph.D.*

**TSC Interim President**

*Mike Shannon*

## Texas Southmost College District

### Minutes of the Regular Meeting of the Board of Trustees September 22, 2016

The Board of Trustees of the Texas Southmost College District convened in open session on September 22, 2016, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Adela G. Garza, Chair; Trey Mendez, Vice Chair; Ruben Herrera, Secretary; Dr. Reynaldo García; and Dr. Tony Zavaleta. Absent were Art Rendon and Ramon Champion Hinojosa. Also present was Mike Shannon, Interim President of Texas Southmost College.

#### 1. Call to Order

The meeting was called to order by Chair Mrs. Garza at 5:35 p.m.

#### 2. Speakers to the Agenda and Public Discussion

Chair Mrs. Garza called on John Feist, Community Member. Mr. Feist detailed his concerns regarding the Margarita de Luna Hinojosa scholarship endowment that is to benefit military veterans at TSC. Mr. Feist feels that his efforts have been ignored in trying to get Texas Southmost College to begin the endowment scholarship. Mr. Feist hopes that TSC will soon begin to utilize the monies for the Margarita de Luna Hinojosa scholarship endowment.

### 3. President's Report

Chair Mrs. Garza called on Mr. Shannon to give the report.

Mr. Shannon discussed that he has been working with staff on 38 endowments and similar funds totaling approximately \$986,000. He stated that staff has reached out to several organizations regarding the investments of these funds and are evaluating options.

Mr. Shannon also reported on campus enrollment for fall 2016 being at 3,603 students, which was a 13.77% increase from fall 2015; Dual Enrollment and Early College High School (DE/ECHS) enrollment is at 1,448 students; a 67.79% increase above fall 2015; Total Enrollment for TSC is at 5,051; a 25.34% increase over fall 2015. Mr. Shannon explained that the reason DE/ECHS enrollment increased so dramatically was due primarily to BISD increasing the number of sections, so more students were able to take the DE/ECHS courses.

Mr. Shannon updated the Board on the Vice President positions at TSC. The VP for Institutional Advancement and Workforce Training is a new position and an individual has been hired. Interviews for the position of VP for Finance and Administration have been scheduled. He stated that the VP of Instruction will be reviewed for applications qualified candidates in the next few weeks.

Mr. Shannon provided the cost to develop the TSC "T" logo. He stated that it cost \$15,000, which included the marketing firm to create the logo and launch a branding campaign.

Mr. Shannon shared the news of the developing of a Staff Senate. The leadership of the Faculty Senate will assist in getting the Staff Senate started. Once the Staff Senate Board is elected it will become a self-governing body that will communicate staff issues and concerns to the college administration.

Mr. Shannon shared some dates for upcoming campus events: September 28, History of the border, 6:00 p.m. – 7:15 p.m. at the SETB Lecture Hall and on October 6, HESTEC (Hispanic Engineering Science Technology), beginning at 8:00 a.m. at the Jacob Brown Auditorium.



#### **4. Consideration and Approval of Minutes of Previous Meeting**

##### **Consideration and Approval of Minutes of the Regular Meeting of August 31, 2016**

**A motion was made by Mr. Herrera to Approve the Minutes of the Regular Meeting of August 31, 2016. The motion was seconded by Dr. Zavaleta and carried. Mr. Herrera amended motion to approve the minutes of August 31, 2016, with the correction that Dr. García voted “nay” on the June 27, 2016, meeting. The motion was seconded by Mr. Mendez and carried unanimously.**

#### **5. Renaming the International, Technology, Education and Commerce Center**

Mr. Shannon stated that he had been approached by a community member about the renaming of International, Technology, Education and Commerce Center (ITECC). He stated that TSC presently does not have a policy on the naming of buildings. Mr. Shannon suggested forming a committee to develop a policy to bring to the Board for approval.

#### **6. Update on Faculty Senate**

Chair Mrs. Garza called on Dr. Murad Abusalim, Faculty Senate President, to present the item. Dr. Abusalim discussed the functions of the Faculty Senate stating that it serves as the primary liaison for faculty communication with the college on matters concerning working conditions. The Faculty Senate was developed to establish and maintain collaborative working relationships with College Administration and Board of Trustees. Mrs. Garza acknowledge Dr. Abusalim's hard work and thanked him for his involvement in leading the team. *Exhibit "A"*

## **7. Presentation on QLESS Software**

Chair Mrs. Garza called on Mr. Alex Salinas, Interim Vice President for Student Services, to present the item. Mr. Salinas introduced the QLESS Software to the Board of Trustees. QLESS is a software solution used with smart phones for eliminating long lines. He stated with its queue management system, it allows customers to wait in a virtual line rather than a physical line. Upon joining the virtual line, customers receive an SMS text as they approach the front of the line notifying them that they are just minutes from being assisted. Mr. Salinas stated that TSC was the only college south of San Antonio that is presently using this system. He also mentioned that he has approached students to ask their opinion about their QLESS experience and he has received good reviews. Mr. Salinas called on Mr. Jeff Jens, Coordinator of Conflict Resolution, to give the cost of the software. Mr. Jens stated that the annual cost of this system was \$1,500.00. *Exhibit "B"*

## **8. Update on the Neighbors in Need of Services, Inc. Cohort**

Chair Mrs. Garza called on Mr. Salinas to present the item. Mr. Salinas stated that Neighbors in Need of Services, Inc. (NINOS, Inc.) had reached out to TSC at the beginning of the semester for assistance in registering some of their employees. He mentioned that there were 22 students from NINOS, Inc. that had decided to attend TSC. He introduced Ms. Toni Sanchez from NINOS, Inc. to share her experience about her employees. She discussed how returning to college has motivated her staff to continue their journey at TSC. She sees that they are enjoying their classes and like their professors. She thanked the Board and staff for making it a reality. She then introduced one of her employees; Marlene Barrientos. Ms. Barrientos is a teacher's aide at NINOS, Inc. She also thanked the Board for all of their support and help in allowing her to return to college. Mr. Herrera then thanked Ms. Tejada and Ms. Rendon for making it possible for these students to attend TSC.



## 9. Update on Campus Projects

Mrs. Garza called on Mr. Antonio Guevara, Director of Facilities and Physical Plant, to present the item. Mr. Guevara wanted to update the Board on projects around campus that are scheduled for this calendar year. In October, some repairs are needed at ITECC, some renovations at the Regiment House and Old Morgue, and lighting in certain areas of the campus totaling approximately \$205,000. In November, some roof repairs on a few buildings, the Amphitheater renovation, vehicle replacements and golf cart replacements totaling approximately \$915,000. In the month of December, Chillers need replacing in Tandy Hall and Jacob Brown Auditorium, Tandy window replacements, lighting, flooring, kitchen repairs, seating and electric panel replacement all in the Fort Brown Memorial Center totaling approximately \$715,000. Mr. Guevara also shared the completed sidewalk from the pedestrian bridge to the parking lot and stated that it has been reopen. *Exhibit "C"*

## 10. Report on Rental Facilities

Mrs. Garza called on Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations, to present the item. Mr. Chrnko listed the TSC Facilities that are presently rented. He included the TSC Arts Center, Fort Brown Memorial Center, Science, Engineering and Technology Building (SET B), and ITECC. He explained that the rental rates were lowered this year to encourage the rental of TSC facilities instead of other venues located in Brownsville. He researched the pricing of local venues and TSC is now offering competitive rates to the community. He also presented that the revenue by rental facility is projected to increase by 80% for 2017. Mr. Chrnko-Salas stated that marketing of the facilities will be through the website, the city of Brownsville, Chamber of Commerce, Convention Bureau and collateral materials. *Exhibit "D"*

## **11. Consideration and Approval on the Proposal for the Annual Financial Audit**

### **Consideration and Approval on the Proposal for the Annual Financial Audit**

Mrs. Garza called on Mr. Carlos Pecero, Controller, to present the item. Mr. Pecero presented a request for proposal for Audit Services. He stated the RFP process timeline began in August with newspaper ads. In September, the pre-proposal conference, the RFP opening, the review and analysis of proposals and finally the consideration for contract award. Mr. Pecero stated that there were four RFP respondents; Belt Harris Pechaceck, Burton McCumber, Clifton Larson Allen, and Pattillo, Brown & Hill. He discussed the details of the evaluation matrix which provided a rating for each firm. According to the matrix, the firm that scored the highest meeting all aspects of the required specifications was Pattillo, Brown & Hill. Staff recommended a Motion to approve the proposal from Pattillo, Brown & Hill, LLP, to provide the annual financial audit for the fiscal year ended August 31, 2016 in the amount of \$30,000 and authorize the Interim President to execute the contract and also exercise renewal options if deemed necessary. Mr. Pecero also stated that it is a one year contract with four additional extensions which will be brought to the board for approval on an annual basis.

**A motion was made by Mr. Herrera to Approve the proposal from Pattillo, Brown & Hill, LLP, to provide the Annual Financial Audit for the Fiscal Year ended August 31, 2016, in the amount of \$30,000 and authorize the Interim President to execute the contract and also exercise renewal options if deemed necessary. The motion was seconded by Mr. Mendez and carried. Dr. Zavaleta voted nay. Motion passed. Exhibit "E"**

## **12. Executive Session as provided by Government Code, Chapter 551.071 and 551.072.**

**The Board convened in Executive Session at 7:01 p.m.**

**The Board reconvened in Regular Session at 7:28 p.m.**



**13. Consideration and possible action on matters discussed in Executive Session**

**Consultation with Attorney on  
Pending or Contemplated Litigation, Section  
551.071, Texas Government Code.**

No action was taken.

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

**A motion was made by Mr. Herrera for the interim president to extend a letter of support to “The Friends of the Fort Brown” to make part of the Fort Brown Memorial Golf Course into a national park. The motion was seconded by Mr. Mendez and carried unanimously.**

**14. Proposed Next Meeting Date**

Thursday, October 20, 2016  
Regular Board Meeting

**Adjournment**

The meeting was adjourned by Chair Mrs. Garza at 7:30 p.m.

**NOTE:** The tape of the Regular Board of Trustees meeting held on September 22, 2016, is on file at the District Office of the Texas Southmost College District. The master tape is on file at TSC Media Services. These minutes were taken and transcribed by Irene Perez, Senior 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.