



**Board of Trustees**

*Adela G. Garza*  
Chair

*Trey Mendez, J.D.*  
Vice Chair

*Ruben Herrera, J.D.*  
Secretary

*Reynaldo García, DDS*

*Art Rendon*

*Tony Zavaleta, Ph.D.*

*Eva Alejandro*

**TSC President**

*Jesus Roberto Rodríguez, Ph.D.*

**Texas Southmost College District**

**Minutes of the Regular Meeting of the Board of Trustees**

**May 16, 2018**

The Board of Trustees of the Texas Southmost College District convened in open session on May 16, 2018, at 5:30 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; Dr. Ruben Gallegos, Dr. Reynaldo García, Mr. Art Rendon, and Dr. Tony Zavaleta. Also present was Dr. Jesus Roberto Rodríguez, President of Texas Southmost College.

**1. Call to Order**

The meeting was called to order by Chair, Ms. Adela Garza, at 5:30 p.m.

**2. Pledges of Allegiance**

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

**3. Public Comment**

No public comments

**4. Consideration and Approval of the Minutes of the Regular Meeting of April 19, 2018 and the Special Meeting of April 24, 2018.**

**Consideration and Approval of the  
Minutes of the Regular Meeting of April 19, 2018  
and the Special Meeting of April 24, 2018**

**A motion was made by Dr. Gallegos to Approve the Minutes of the Regular Meeting of April 19, 2018 and the Special Meeting of April 24, 2018. The motion was seconded by Mr. Rendon and carried unanimously.**

## 5. President's Report

Mrs. Garza called on President Rodriguez to give the report. Dr. Rodriguez reported on the following items:

- **Spring 2018 Commencement.** There were 405 applicants for spring graduation, making this spring our largest graduating class since we reopened the College. A total of 236 graduates participated in the commencement ceremonies. Both events were well attended.
- **Southern Association of Colleges and Schools Commission on Colleges.** SACSCOC visited Texas Southmost College April 30<sup>th</sup> through May 2<sup>nd</sup>, regarding the College's substantive change request to offer more than 50% of the credits required for an associate's degree at BISD, Los Fresnos, Harlingen ISD high schools. The visit culminated with great news for our College, as our request for a substantive change was found to be in compliance, with no findings or recommendations. The next step is for the visiting team to finalize their report, which is then submitted to SACSCOC for approval at their meeting in December 2018.
- **Summer Enrollment Update.** Last summer, we had 395 Dual Enrollment and Early College High School students attending classes at Texas Southmost College. This summer we have registered 601 students, a 52% increase over last year. We are also doing well with our on-campus student enrollment. To date, we have registered 1,224 students for the upcoming summer terms, a 20% increase over last year's enrollment of 1,021 students. To keep the momentum going, we have scheduled two upcoming enrollment events:
  1. We will be holding the Scorpion Registration Rally on Wednesday, May 30<sup>th</sup>, from 6:00 pm to 9:00 pm. This event is open to all students, but will focus on those who wish to enroll in evening courses. There will be a live radio remote, food and drinks, and students who register will receive a free t-shirt.
  2. Scorpion Saturday will be on Saturday, June 16<sup>th</sup>, from 10:00 am to 4:00 pm, and will target graduating high school seniors.

Both events will take place in the Oliveira Student Services Center.

- **LVN to ADN and ADN Approval.** The Licensed Vocational Nursing to Associate Degree Nursing pathway and the Associate Degree Nursing traditional pathway were both approved by the Texas Higher Education Coordinating Board.
- **Hertz Check Presentation.** The Auto Body Repair Technology program received a \$5,000 Ultimate Collision Education Makeover grant from the Collision Repair Education Foundation. The award is sponsored by the Hertz Corporation. The funds will be used toward the purchase of tools and equipment for TSC students.

- Dr. Rodriguez next presented a video highlighting the following activities:
  - Earth Day Celebration
  - Mariachi Festival Drawing
  - Guest Author Raul Castellanos
  - Scorpion Lecture Series and Writing Workshop featuring Oscar Casares
  - President's visit with Secretary of Education Tamaulipas
  - Autism Race
  - Congressional Art Competition
  - Children's Play day at the Zoo
  - Career/Job Fair
  - MLT Recruitment Event
  - TSC Foundation Luncheon
  - MLT Open House
  - CRLA Awards Ceremony
  - Under the Sea Bougainvillea Ball
  - Scorpion Saturday
  - Symphony in the Park
  - Dia de los Ninos
  - Texas Ranger Visit
  - Graduation Fair
  - DA's Satellite Office Ribbon Cutting
  - SLA Graduation
  - Student Graduation Art Exhibit
  - Employee Appreciation Picnic
  - Mariachi Festival
  - Historical Marker Dedication and Tour

## 6. Trustee Election

Mrs. Garza called on Mr. Edgar Chrnko-Salas, elections administrator, to present the following items:

### **Consideration and possible action on Canvassing and Results of the Texas Southmost College District Election.**

Chair Garza called on Mr. Chrnko-Salas to present the results of the election for the TSC District Trustee election held on May 5, 2018 for Places 6 and 7. Mr. Chrnko-Salas announced that for Place 6 Mr. J.J. De Leon, Jr. received 2,259 votes, Dr. Reynaldo Garcia received 2,315 votes, and Mr. Carlos A. Rios received 1,973 votes. For Place 7, Ms. Eva Alejandro received 4,926 votes. Mr. Chrnko-Salas stated that according to the election results, Ms. Eva Alejandro was duly elected to Place 7 of the TSC Board of Trustees. Mr. J.J. De Leon, Jr. and Dr. Reynaldo Garcia must engage in a run-off election for Place 6.

**A motion was made by Mr. Herrera to approve the canvassing of the results of the Texas Southmost District Election, as presented. The motion was seconded by Dr. Gallegos and carried unanimously.**

**Consideration and possible action on  
Order Declaring Results of the Texas Southmost College District Election.**

Mr. Chrnko-Salas presented the order declaring the results of the Texas Southmost College District Election held on May 5, 2018 for places 6 and 7.

**A motion was made by Mr. Herrera to approve the order declaring the results of the Texas Southmost College District Elections, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**Consideration and possible action on  
Election Services for Runoff Election**

Mr. Chrnko-Salas presented the cost estimate for the Cameron County Elections Administrator to conduct the election services for the runoff election to be held June 23, 2018.

**A motion was made by Mr. Rendon to approve the cost estimate from the Cameron County Elections Administrator to conduct election services for the runoff election in the amount of \$116,120.14 and to authorize the TSC President and District's Election Agent to execute the contract, as presented. The motion was seconded by Mr. Herrera and carried unanimously.**

**Consideration and possible action on  
Notice and Order of the Runoff Election**

Mr. Chrnko-Salas stated that per the Election Code, political subdivisions such as TSC are required to publish a notice and order of election on or before the 5th day after the canvassing of the general election. For the June 23, 2018 runoff election, this date would be on or before Monday, May 21, 2018. Per the Election Contract with the Cameron County Elections Administrator, the notice and order proposes 20 polling locations for the Runoff Election Day and 6 early voting sites. The notice and order will be published in the local newspapers within the college district in English and Spanish as required by law.

**A motion was made by Mr. Rendon to approve the notice and order of the runoff election, as presented. The motion was seconded by Dr. Gallegos and carried unanimously.**

**Consideration and possible action on  
Setting Date and Time for Drawing for Place on the Ballot.**

Mr. Chrnko Salas stated that as required by Election Code, Chapter 52, the order of a candidate name on a ballot shall be determined by a drawing. The District must set a time and date for the drawing to take place. Staff recommends holding a drawing on Thursday, May 17, 2018 at 5:30 p.m. at the Gorgas Board Room.

**A motion was made by Mr. Herrera to set the date and time for drawing for a place on the ballot on Thursday, May 17, 2018 at 5:30 p.m. at the Gorgas Board Room, as presented. The motion was seconded by Mr. Rendon and carried unanimously.**

**Administering of Oath of Office to Elected Trustee**

Ms. Eva Alejandro was sworn into office by The Hon. Judge Rolando Olvera.

**Chair Garza called for a recess at 6:09 p.m. for a reception at the Oliveira Student Services Center.**

**Chair Garza reconvened the meeting at 6:51 p.m.**

**7. Consideration and possible action on approval of the TSC Strategic Plan**

Ms. Garza called on Dr. Rodriguez to present the item. Dr. Rodriguez stated that the work to develop the Strategic Plan began in the fall of 2017 with the selection of Dr. Byron McClenney as the consultant to expedite the strategic planning process.

Dr. Rodriguez stated that multiple sessions were held to gather feedback from the Board of Trustees, students, faculty, staff, administrators, and community leaders. From that work, which occurred during the fall 2017 and spring 2018 and included the voices from all constituent groups, materials were produced and presented during a Board Workshop held on March 22, 2018.

Dr. Rodriguez presented the Strategic Plan, which covers the next five-year period, and the Strategic Priorities, which cover fiscal year 2019. He stated that an annual review process will be developed to provide continuity, flexibility, and take into account changing conditions and the results/outcomes of the past year of work.

Dr. Rodriguez stated that once the Strategic Plan is approved he will work with the college community to develop department level S.M.A.R.T. goals that are aligned with the strategic priorities.

Dr. Zavaleta asked when the Board can anticipate receiving a draft of the goals and measures that support the Strategic Plan. Dr. Rodriguez stated that he would work with the staff to develop department-level goals that support the Strategic Plan. Those goals will be finalized before the budget for fiscal year 2018-2019 is approved by the Board.

Mr. Mendez stated that the Strategic Plan is great and encompasses everything that the Board discussed at their last workshop. He pointed out that the word “onboarding” included in the second bullet point of the Strategic Priorities may not be a term that is widely used and asked Dr. Rodriguez to look into it.

**A motion was made by Mr. Herrera to approve the TSC Strategic Plan and the Strategic Priorities for Fiscal Year 2019. The motion was seconded by Mr. Rendon and carried unanimously.**

#### **8. Academic Subcommittee Report**

Mrs. Garza called on Mr. Herrera, to present the item.

**Consideration and possible action on  
the Amendment to the Memorandum of Understanding (MOU)  
with the Consulate of Career of Mexico in Brownsville, Texas  
for the IME Becas 2018 Scholarship Program**

Mr. Herrera called on Ms. Melinda Rodriguez, Vice President for Institutional Advancement and Community Relations, to present the item. Ms. Rodriguez stated that the Board previously approved a \$10,000 match for the IME-Becas scholarship program. This item it to approve the amendment to the existing memorandum of understanding with the consulate of Mexico to extend the period of completion until December 31, 2018.

**Mr. Herrera made a motion to approve the memorandum of understanding with the Consulate of Mexico and authorize Dr. Rodriguez to execute the MOU, as presented. The motion was seconded by Mr. Mendez and carried unanimously.**

#### **9. Budget/Finance Subcommittee Report**

Mrs. Garza called on Dr. Zavaleta, to present the item. Dr. Zavaleta stated that the subcommittee discussed several items and will be taken up individually.

**Report on bank depository contract.**

Dr. Zavaleta called on Mr. Carlos Pecero, Controller, to present the item. Mr. Pecero stated that the current contract with BBVA expires in January 2019. The College will publish an RFP in the fall to request bids for this service. The item was for information purposes only. No action is required.

**Report and list of checks not honored by bank and reason.**

Mr. Pecero explained the positive pay process that was recently implemented by TSC. He detailed the cause and the number of checks that were not honored by the bank. Dr. Rodriguez stated that he would look into this issue and provide a recommendation to the Board. The item was for information purposes only. No action is required.

**Note: Mr. Rendon left the meeting at 7:24 p.m.**

**Consideration and possible action on  
award of RFP 18-06 for "Police Academy Vehicle"**

**Dr. Zavaleta made a motion to approve the proposal from Silsbee Ford Group for the purchase of a 2018 Dodge Charger Pursuit in the amount of \$32,096 for the Criminal Justice Institute, as presented. Mr. Herrera seconded the motion. Ms. Alejandro abstained. The motion passed with five votes in favor, one abstention, and one absence.**

**Consideration and possible action on  
award of RFP 18-05 for "Campus Custodial Services"**

Mr. Herrera thanked Mr. Antonio Guevara, Executive Director for Facilities and Physical Plant, for negotiating a decrease to the proposed amount of the contract of about \$35,000.

**Dr. Zavaleta made a motion to award Marcis and Associates, Inc. to provide Campus Custodial services through RFP 18-05 and authorize President Rodriguez to enter into contract negotiations for services beginning September 1, 2018, as presented. Mr. Herrera seconded the motion. Ms. Alejandro abstained. The motion passed with five votes in favor, one abstention, and one absence.**

**Consideration and possible action on  
award of RFP 18-07 for "Food Supplier for child Care Center"**

**Dr. Zavaleta made a motion to select Labatt Food Services and Sysco Central Texas to serve as food suppliers for the TSC Early Childhood Center for an amount not to exceed \$75,000 for both suppliers. Mr. Herrera seconded the motion. Ms. Alejandro abstained. The motion passed with five votes in favor, one abstention, and one absence.**

**Consideration and possible action on  
annual contracts and suppliers for FY18-19**

- i. Billboard advertising services with Benchmark Outdoor Media, LLC and Lamar Texas Limited Partnership through sole source.
- ii. Print and digital advertising services with AIM Media Texas Operating, LLC through sole source.
- iii. Promotional items with Jan Hall Promotions, Elite Promotions, and 4IMPRINT through RFP 17-28.
- iv. Accreditation software license fees with Campus Labs, Inc. through sole source.
- v. HVAC maintenance supplies with Baker Distributing and Carrier Enterprise through Buyboard.
- vi. Lightning/Electrical supplies with Bush Supply and Dealers Electrical Supply through Buyboard.
- vii. Maintenance supplies with Lowe's companies and Home Depot through TCPN/US communities.
- viii. Colleague license maintenance fees with Ellucian, Inc. through sole source.
- ix. Worker's compensation insurance with TASB Risk Management Fund through Inter-local agreement.
- x. Office Supplies with Office Depot through TCPN.
- xi. Laboratory supplies with Carolina Biological Supply and Ward's Natural Science through Buyboard.
- xii. Online tutoring services with Upswing International, Inc. through RFP 17-24.

**Dr. Zavaleta made a motion to approve the continuation of the annual contracts and suppliers for fiscal year 2018-2019, as presented. Dr. Garcia seconded the motion. Ms. Alejandro abstained. The motion passed with five votes in favor, one abstention, and one absence.**

**Report on the  
Monthly Financial Statement for the Month Ending March 31, 2018.**

Dr. Zavaleta called on Mr. Pecero, Controller, to make the report. Mr. Pecero provided an overview of the budget to actuals report for the month ending March 31, 2018. This item was for information purposes only. No action is required.

**10. Executive Session**

**The Board convened in Executive Session at 7:48 p.m.**

**The Board reconvened in Regular Session at 8:26 p.m.**

**11. Action on Executive Session Matters**



**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.**

No action was taken.

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

i. Faculty Salary Plan

**A motion was made by Dr. Zavaleta to clarify that the “Faculty Salary Plan” section of the TSC Salary Schedule was used by the Board of Trustees in August 31, 2016 and August 31, 2017 as a salary placement scale for faculty in order to stay competitive. It was never the intention of the TSC Board of Trustees to authorize an automatic annual step increase for faculty. Any such salary increases will be determined by the Board of Trustees upon recommendation of the president. Further, Dr. Zavaleta made a motion to approve the Salary Schedule FY 2017-2018 provided to the Board by President Rodriguez during Executive Session. The motion was seconded by Mr. Mendez and carried unanimously.**

Chair Garza called on Mr. Ruben Peña, attorney at law. Mr. Peña stated that he reviewed the minutes and videos of the Board of Trustees meetings as well as the minutes of the Faculty Senate meetings. He stated that the video evidence clearly showed that it was never the Board’s intention to make the step increase automatic on an annual basis. His opinion is that the motion as passed by the board is accurate and should be acted upon.

**12. Proposed Meeting Dates**

**Thursday, June 21, 2018**  
Regular Board Meeting

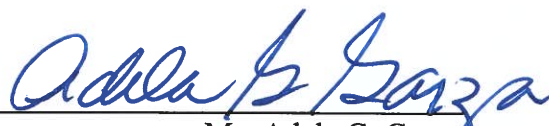
**Thursday, July 19, 2018**  
Regular Board Meeting

Possible dates for the Board Workshops are:

- June 4, 2018 for the Policy Workshop and
- June 28, 2018 for the Budget workshop

**Adjournment**

The meeting was adjourned by Mrs. Garza at 8:32 p.m.



---

Ms. Adela G. Garza  
Chair, Board of Trustees



---

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