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Texas Southmost College District

Minutes of the Special Meeting of the Board of Trustees

July 19, 2018

The Board of Trustees of the Texas Southmost College District convened in open session on July 19, 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; Ms. Eva Alejandro, Mr. Art Rendon, Dr. Tony Zavaleta and Mr. J.J. De Leon, Jr. Absent was Dr. Reynaldo Garcia. 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 5:33 p.m.

2. Pledges of Allegiance

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

3. Administering the Oath of Office to Elected Member

Mrs. Garza announced the swearing in of the newest member of the Board of Trustees of the Texas Southmost College District, Mr. J.J. De Leon, Place 6.

Mr. De Leon was sworn into office by The Honorable Judge Janet Leal.

Chair Garza called for a recess at 5:48 p.m. for a reception at the Oliveira Student Service Center.

Chair Garza reconvened the meeting at 6:30 p.m.

**Note: Dr. Reynaldo Garcia arrived after Mr. De Leon was sworn in; therefore, Dr. Garcia is listed as absent for the portion of the Board Meeting when he was still a Trustee.*

4. Recognition of Dr. Reynaldo Garcia for his years of service to the Board.

The Board of Trustees and President Rodriguez presented Dr. Garcia with a resolution honoring his years of service to the Board.

A motion was made by Mr. Herrera to approve the resolution honoring Dr. Reynaldo Garcia for his years of service to the Board, as presented. The motion was seconded by Mr. Mendez and carried unanimously.

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

There were no speakers.

6. Consideration and possible action on the Minutes of the Regular Meeting of June 21, 2018 and the Special Meeting of July 2, 2018.

**Consideration and possible action on
the minutes of the Regular Meeting of June 21, 2018
and the Special Meeting of July 2, 2018**

A motion was made by Mr. Herrera to approve to the Minutes of the Regular Meeting of June 21, 2018 and the Special Meeting of July 2, 2018, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.

7. Presentation of the Scholarship by Rotary Club of Brownsville Sunrise

Ms. Garza called on Mrs. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, to present the item. Mrs. Rodriguez introduced Mr. Andres Zamaripa, President of the Brownsville Sunrise Rotary Club. Mr. Zamaripa spoke about the history of the club and its partnership with TSC and presented a \$7,000 check on behalf of the Rotary Club for TSC Student Scholarships.

8. President's Report

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

- **Introduction of New Dean of STEM/CTE Division.** Dr. Murad Abusalim was introduced as the new Dean of the Division of Science, Technology, Engineering, and Mathematics –Career and Technical Education (STEM-CTE). Dr. Abusalim joined TSC in fall of 2008 and previously held the position of architectural instructor, chair of the engineering, Design and Technology Department, and most recently he was acting dean of the Division of STEM-CTE.

- **21st Texas Century Grant Update.** Dr. Rodriguez informed the Board that Texas Southmost College was preliminarily selected for a 21st Texas Century Community Learning Center grant, also known as Texas Afterschool Centers on Education or Texas ACE. TSC will be the fiscal agent for this grant. The grant award is for \$1.5 million for the 2018-19 school year and TSC is eligible for up to 2 additional years of continued funding.
- **JET Grant Update.** In addition to the 21st Texas Century grant, Dr. Rodriguez announced that TSC was awarded \$282,509 by the Texas Workforce Commission from the Jobs and Education for Texans (JET) grant program. The JET grant will expand TSC's capacity to provide high quality training in the Automotive Technology program through the purchase of additional equipment and trainers. This expansion will afford TSC the opportunity to provide additional training for on-campus students and dual credit students in the Brownsville, Los Fresnos, and Point Isabel school districts.

Dr. Rodriguez noted that TSC has been awarded over \$2 million (\$2,007,509) in grants this summer that will funnel into the community to support student enrichment, career and technical education, and innovative program development. He thanked Ms. Melinda Rodriguez, Dr. Angelica Fuentes, and Dr. Prisci Tipton for their efforts in obtaining these grants.

- **Fall 2018 Enrollment Update.** Dr. Rodriguez reported that as of today, TSC has 2,824 on-campus students registered for the upcoming fall semester; a 21% increase from last month. This data shows that TSC continues to move on an upward trend. Dr. Rodriguez mentioned the ongoing efforts to better serve our students, such as holding special registration events, extended hours, and flexible schedules for student services.
- **SACSCOC Substantive Change Approval.** TSC has received two substantive change approvals from SACSCOC to offer more than 50 percent of a program at the following two high schools: Jubilee Brownsville and First Baptist. Students at these high schools can now complete a full associate degree while still in high school.
- **VP OF IACR Recertified As Certified Fund Raising Exec.** Dr. Rodriguez announced that Mrs. Melinda Rodriguez, VP of Institutional Advancement and Community Relations, was recertified as a Certified Fund Raising Executive (CFRE) by Certified Fund Raising Executive International. This is the third time that Mrs. Rodriguez has earned recertification since receiving the distinguished credential in 2009. She is among only 6,000 professionals around the world that hold this designation. She is the only CFRE in the Rio Grande Valley.

Dr. Rodriguez congratulated Mrs. Rodriguez and thanked her for her continued service and commitment to Texas Southmost College.

- **Upcoming Events.** Dr. Rodriguez provided a list of upcoming meetings and events for the trustees.
- **Video Presentation.** Dr. Rodriguez announced that TSC has continued to be very active with our community outreach efforts and college events. He presented a video highlighting the following activities:
 - President's trip to Universidad de Seguridad y Justicia de Tamaulipas in Victoria, Tamaulipas, Mexico
 - New Student Orientation – SETB Lecture Hall
 - National Selfie Day – North/South Courtyard
 - Learning to Lead Kickoff Event – SETB Lecture Hall
 - 3M Hire Our Heroes Grant Award – Auto Body Shop
 - Rubric and Signature Training – Benito Longoria
 - Historical Artifacts Presentations – North 216 & South 106
 - Diagnostic Medical Sonography Program Orientation – ITECC
 - Texas Association of Community Colleges (TACC) Policy Summit at South Texas College
 - National Hot Dog Day – Gazebos
 - Haircut & Spa Day – North 119 & 121
 - Scorpion Registration Rally – Oliveira Student Services Center

9. Academic Subcommittee Report

Ms. Garza called on Mr. Herrera to present the items.

a. Respiratory Care Sciences Program Update

Dr. Joanna Kile, Vice President of Instruction, provided a brief overview of the information to be presented. She then introduced Mr. Scott Nelson, Acting Dean of the Division of Health Professions, to provide further details. Mr. Nelson provided a review of the accreditation requirements from the Texas Medical Board and the Commission on Accreditation for Respiratory Care, the rationale for the citation of deficiency, and the measures taken by TSC faculty and administration to remedy the deficiencies cited.

This item was for information purposes only. No action is required.

b. Consideration and possible action on Data Use Agreement with Abt Associates, Inc.

Mr. Oscar Hernandez, Executive Director of Institutional Research and Compliance, explained that Abt Associates, Inc. is working under contract with the U.S. Department of Health and Human Services and the Administration for Children and Families. The data use agreement would allow Abt Associates to collect data from TSC about students who participate in the VIDA program. VIDA is a workforce development program designed to

respond to the job training needs of the Rio Grande Valley's Empowerment Zones. TSC currently has about 100 students participating in the program.

Mr. Hernandez stated that under the agreement, Abt Associates provides the college with a list of students and the college provides data, such as social security numbers, grades, and overall grade distribution throughout the student's time at TSC. Mr. Hernandez explained that the data is FERPA protected and that the college has secure file servers that are used to provide the data to Abt Associates in a secure manner.

A motion was made by Mr. Herrera to approve the Data Use Agreement with Abt Associates, Inc. as presented. The motion was seconded by Mr. Mendez and carried unanimously.

10. Budget/Finance Subcommittee Report

Ms. Garza called on Dr. Zavaleta to present the items.

**a. Consideration and possible action on
Notice of Grant Award (NOGA) for the Texas Workforce Commission
– Jobs and Education for Texans (JET) Grant Program**

Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, and Dr. Murad Abusalim, Dean of the Division of STEM/CTE, provided an overview of the purpose of the JET grant. The grant funds will be used to purchase equipment and tools to provide hand-on training to prepare students for a career as an Automotive Service Technician. Ms. Rodriguez stated that the Board previously approved a five-percent cash match in the amount of \$14,869.00. Dr. Abusalim stated that the local automotive dealers play an important part in the accreditation of the program by serving on the advisory board for the program and offering internships to our students. Dr. Abusalim stated that the faculty and students are very appreciative of the investment the TSC Board of Trustees has made in the automotive programs.

A motion was made by Dr. Zavaleta to accept the award and authorize President Rodriguez to sign the Notice of Grant Award and related documents. The motion was seconded by Mr. Herrera. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**b. Consideration and possible action on
award of RFP 18-08 for Automotive Educational Trainers
for the Automotive Technology Program**

Dr. Gisela Figueroa, Vice President of Finance and Administration, explained that this equipment is being funded with JET grant funds. The equipment includes educational trainers to provide students with basic concepts of electrical circuits and troubleshooting, suspension and steering systems, antilock brake systems (ABS), and safety procedures.

A motion was made by Dr. Zavaleta to approve the proposal from ATech Training, Inc. for the purchase of Automotive Trainers for the Automotive Technology Program in the amount of \$191,910, as presented. The motion was seconded by Mr. Herrera. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**c. Consideration and possible action on
award of RFP 18-09 for Automotive Shop Equipment
for the Automotive Technology Program**

Dr. Gisela Figueroa explained that this equipment is also being funded with JET grant funds. The equipment includes an aligner, a lift and a recovery system, which will be used for hand-learning on engine repair, suspension and steering systems, climate control systems, and safety procedures.

A motion was made by Dr. Zavaleta to approve the proposal from Petroleum Solutions, Inc. for the purchase of the equipment for the Automotive Technology program in the amount of \$68,522.48. The motion was seconded by Mr. Mendez. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**d. Consideration and possible action on
Notice of Grant Award for the Texas 21st Century
Community Learning Centers Grant.**

A motion was made by Dr. Zavaleta to accept the award and authorize President Rodriguez to execute the Notice of Grant Award and related documents. The motion was seconded by Mr. Rendon. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**e. Consideration and possible action on
the Amendment to the Memorandum of Understanding (MOU) with
CK Technologies, LLC for the Skills Development Fund Grant**

Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, and Dr. Joseph Fleishman, Associate Vice President of Instruction Workforce Development, presented information on the item. Dr. Fleishman explained that the amendment pertains to a decrease in the maximum total number of CK Technologies employees that will be trained under the MOU. This decrease is a result of increased production schedules for CK Technologies. Dr. Fleishman confirmed that there is no negative repercussion to the College due to the adjustment made in the maximum number of employees that can be trained.

A motion was made by Dr. Zavaleta to accept and approve the amendment to the Memorandum of Understanding and authorize President Rodriguez to execute the

related documents. The motion was seconded by Mr. Herrera. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**f. Consideration and possible action on
the Amendment to the Notice of Federal Grant Award (NOGA)
for the Texas Workforce Commission – Skills Development Fund Grant
in partnership with CK Technologies, LLC**

A motion was made by Dr. Zavaleta to accept and approve the amendment to the Notice of Federal Grant Award and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. Rendon. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**g. Consideration and possible action on
Fiber Optic Network and College Internet Services**

Mr. Rene Villarreal, Director of Application Services, and Dr. Gisela Figueroa, Vice President of Finance and Administration, presented the details of this item. Mr. Villarreal stated that this item is being presented because the overall cost for FY2019 will exceed \$25,000. The cost includes the annual maintenance fees in the amount of \$6,000, a one-time fee of \$7,000 for construction and relocation services to connect the Fort Brown campus to ITECC, and the annual cost for internet services in the amount of \$22,920, for a total amount of \$35,920.

A motion was made by Dr. Zavaleta to approve the fiber optic network and college internet services for FY2018-2019 from VTX Communications, LLC in the amount of \$35,920, as presented. The motion was seconded by Mr. Herrera. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**h. Consideration and possible action on
Summer 2018 Computer Equipment Purchase**

Mr. Rene Villarreal, Director of Application Services, and Dr. Gisela Figueroa, Vice President of Finance and Administration, presented the details of this item. Mr. Villarreal provided information regarding the age of existing computer inventory at TSC, the industry standards for the useful life of a computer desktop and laptop, as well as financial details of overall replacement cost.

Mr. Villarreal stated that as computers are replaced, the disposal of the older computer includes removing and destroying the hard drive for security reasons, other units are recycled and used for replacement parts, and some units may be auctioned. Dr. Figueroa stated that a proposal for the disposal of computers will be presented to the Board at an upcoming meeting. Dr. Zavaleta asked that consideration be given to a plan that would provide functioning computers to those who may need them within the community.

Mr. Villarreal elaborated on the reasons for selecting Dell computers. He stated that the research showed Dell offers the best value for the price, their products offer more stability and the better life cycle, which fits into the proposed replacement plan brought before the Board at the previous meeting. Dell also offers free on-site training to our technicians to become certified to troubleshoot issues without voiding the warranty.

Mr. Villarreal also clarified that the computer models that are being proposed to be purchased are not available for purchase online or at a store by the general public. The software is available through the existing contract that the College has with Microsoft; therefore, there will not be an additional cost for software.

A motion was made by Dr. Zavaleta to approve the Summer 2018 purchase of computer for students, faculty and staff consisting of 719 computers for a total of \$955,870 directly from the manufacturer – Dell Marketing, LP through Texas Department of Information Resources (DIR) Contract number TSO-3763. The motion was seconded by Mr. Herrera and carried unanimously.

**i. Consideration and possible action on
Budget Amendment 18-002 for FY2018**

Dr. Gisela Figueroa, Vice President of Finance and Administration, explained that the request for a budget amendment is to recognize additional revenue in the General Fund and allow for the payment of college commitments, such as electricity and the contract with Dynamic Campus for IT services, as well as fund IT training for employees and the purchase of computers.

A motion was made by Dr. Zavaleta to approve Budget Amendment 18-002 for Fiscal Year 2018, as presented. The motion was seconded by Mr. Herrera and carried unanimously.

**j. Consideration and possible action on
Local Policy CAK – Appropriations and Revenue Sources Investments**

A motion was made by Dr. Zavaleta to approve Local Policy CAK Appropriations and Revenue Sources Investments, as presented. The motion was seconded by Mr. Rendon. Mr. De Leon abstained. The motion carried with six votes in favor and one abstention.

**k. Report on the Monthly Financial Statements for the
Month Ending May 31, 2018**

Mr. Pecero, Controller, provided an overview of the budget to actuals report for the month ending May 31, 2018.

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

I. Report on the 3rd Quarter Investment Report for Fiscal Year 2018

Dr. Figueroa provided a report on the 3rd Quarter Investment Report for Fiscal Year 2018.

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

Dr. Figueroa announced that a Request For Proposals (RFP) for investment services and for bank depository services were both posted. Vendor responses are due in August and a recommended will be brought to the Board during the fall semester.

11. Consideration and possible action on Election of Officers of the Board of Trustees: Chair, Vice Chair, and Secretary

**Consideration and possible action on
Election of Officers of the Board of Trustees: Chair, Vice Chair, and Secretary**

Chair Garza opened the floor for nominations and discussions for the election of officers.

Chair

A motion was made by Vice Chairman Mendez to elect Mrs. Adela Garza as Chair of the Board of Trustees. The motion was seconded by Ms. Alejandro and carried unanimously.

Vice Chair

A motion was made by Mr. Herrera to elect Mr. Trey Mendez as Vice Chair of the Board of Trustees. Dr. Zavaleta seconded the motion, and it carried unanimously.

Secretary

A motion was made by Mr. De Leon to elect Mr. Ruben Herrera as Secretary of the Board of Trustees. The motion was seconded by Ms. Alejandro and carried unanimously.

12. Executive Session

The Board convened in Executive Session at 7:58 p.m.

The Board reconvened in Regular Session at 8:29 p.m.

***Note: Mr. Trey Mendez and Mr. Art Rendon did not return from Executive Session.**

13. 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.**

i. Instrument for Evaluation of the President

A motion was made by Mr. Herrera to table the approval of the instrument for evaluation of the President. The motion was seconded by Mr. De Leon, Jr. and carried unanimously.

14. Proposed Meeting Dates

a. 1st Budget Workshop
July 23, 2018, 5:30 p.m.

b. 2nd Budget Workshop Meeting and First Reading of the Budget/Tax Rate
Thursday, August 2, 2018, 5:30 p.m.

c. 1st Public Hearing (if applicable)
Monday, August 13, 2018, 5:30 p.m.

d. 2nd Public Hearing (if applicable)
Thursday, August 16, 2018, 5:30 p.m.

e. Regular Board Meeting
Thursday, August 23, 2018, 5:30 p.m.

Adjournment

A motion to adjourn the meeting was made by Mr. Herrera. The motion was seconded by Mr. De Leon, Jr. and carried unanimously. The meeting was adjourned at 8:34 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 July 19, 2018, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Senior Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996.