



Board of Trustees

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Lily F. Tercero, Ph.D.

Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

December 19, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on December 19, 2013, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Trey Mendez, Secretary; Dr. Reynaldo García, René Torres and Ramon Champion Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Absent were Adela G. Garza, Vice Chair; and Dr. Robert Lozano.

1. Call to Order

The meeting was called to order by Chairman Rendon at 5:50 p.m.

2. Announcements

Chairman Rendon called on Dr. Tercero to make the announcements. Dr. Tercero said there were no announcements.

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. President's Report

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reported that six faculty and staff members attended the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Conference December 6-10, 2103 in Atlanta, Georgia.

Dr. Tercero reported that TSC's first winter commencement ceremony was a success and there were many positive comments about the graduation ceremony. She said there were 126 certified graduates that were processed and a total of 402 applications that are going through a certification process, which will continue through January.

Dr. Tercero also reported that TSC was a sponsor for the BiNational Economic Development Zone Summit (BiNED) that was held on December 5-6, 2013 at the University of Texas at Brownsville (UTB) Student Union Building. The purpose of the BiNED Summit is to develop a path forward for the implementation of a BiNED Pilot Zone in the Brownsville/Matamoros area. The effort is to create an integrated innovative and competitive binational advanced manufacturing zone along the US/Mexico border for economic development purposes. Dr. Tercero stated that TSC will continue to be involved with this very important initiative.

Dr. Tercero announced that the TSC Student Art Club and two TSC Art Professors, Mr. Robert Andes and Mr. David Ransom, held an Art Show on December 5, 2013.

6. Approval of Minutes of Previous Meeting

Consideration and Approval of Minutes of the Regular Meeting of December 2, 2013 and Special Meeting of December 12, 2013.

A motion was made by Mr. Torres to approve the Minutes of the Regular Meeting of December 2, 2013 and Special Meeting of December 12, 2013 as presented. The motion was seconded by Mr. Mendez and carried unanimously.

7. Approval on Adopting a Resolution Granting Certain Tax Exemptions to Certain Historic Sites Under the 2014 Heritage Plan

Chairman Rendon called on Mr. Chet Lewis, Vice President for Administration and Finance to make the presentation. Mr. Lewis introduced Mr. Peter Goodman, Director of the Downtown Historic District for the City of Brownsville, to present the item. Mr. Goodman presented the resolution granting certain tax exemptions to certain historic sites under the 2014 Heritage Plan. He stated that this would be the 27th year of continued commitment to the restoration and preservation of

historic properties in Brownsville. The financial implications to the District would be a total of \$10,735.41 in tax forgone for the 67 properties.

Mr. Lewis read the resolution.

A motion was made by Mr. Torres to adopt the resolution granting certain tax exemptions to certain historic sites under the 2014 Heritage Plan as presented. The motion was seconded by Dr. García and carried. Mr. Mendez abstained from the vote. *Exhibit "A"*

8. Approval of Proposal to Provide Telecommunications Services through a Hosted Voice Solution

Consideration and Approval of a three year Contract with Insight Public Sector to Purchase a Voice Over IP Unified Communication Services

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that Texas Southmost College (TSC) has been using Megapath to provide basic telecommunication services and has outgrown the services. TSC chose Megapath for its initial implementation which consisted of month to month phone services to begin the colleges operations. TSC will be upgrading to a Voice Over IP Unified Communication Service to facilitate student, faculty and staff communication and collaboration. The telecommunication service will be upgraded and expanded to meet the College's continued growth.

Mr. Lewis reported that TSC went through the request for proposal (RFP) process to acquire services from local and national vendors. For fiscal year 2013, the yearly cost for the proposed solution will be \$74,570. The annual cost to TSC for phone services will be \$112,056. On average the cost per phone is \$31.12 per month. The Insight Public Sector proposal is based on a three year contract. The proposal provides a lower cost per phone and includes additional collaboration features. The current solution with Megapath is approximately \$50 per phone.

He stated that the configuration of the Voice Over IP Unified Communication Service will be performed by Dynamic Campus and Insight Public Sector.

A motion was made by Dr. García to approve the three year proposed contract from Insight Public Sector to provide Voice Over IP Unified Communication Service and authorize the President to execute the contract as presented. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit "B"*

9. Approval to Purchase Software License for Server Database

Consideration and Approval to Purchase Software License for Server Database

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that TSC has been utilizing Ellucian's Colleague system as their primary system for Student, Finance, and Human Resources modules. The Ellucian Colleague System has been using a unidata database; and therefore TSC is in need of migrating to a windows environment which will require a Colleague upgrade license to the database and the purchase of Microsoft a server software.

Mr. Lewis reported that TSC requested pricing for the purchase of the software license from Ellucian. The pricing proposal received from Ellucian was \$35,000 after a discount of \$15,000. The procurement acquisition method is through a Sole Source justification given that Ellucian owns exclusive rights for this software license.

Mr. Lewis stated that the implementation services will be performed by Dynamic Campus staff.

A motion was made by Dr. Garcia to approve purchase of software license for sever database from Ellucian in the amount of \$35,000 and authorize the President to execute the contract as presented. The motion was seconded by Mr. Mendez and carried unanimously.
Exhibit "C"

10. Approval of Appointment of Election Agent for TSC District Elections

Consideration and Approval on Adoption of a Resolution to Appoint an Agent to the District

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that Trustees are elected to the Board on even numbered years. Positions 1 and 2 of the TSC Board of Trustees are up for election in May 2014.

Mr. Lewis stated that according to the Election Code, Chapter 31.123, the Board must appoint a member of the staff to perform the duties of the Secretary of the Board in matters related to an election given that the Secretary of the Board does not keep office hours at the District. He also stated that the duties of the Agent include: receiving applications for placement on the ballot, campaign finance reports, and election results.

He stated that staff recommends appointing Mr. Chet Lewis, Vice President of Finance and Administration, as the District's Agent for the May 2014 election.

Mr. Lewis read the resolution.

A motion was made by Dr. García to adopt the Resolution appointing the District's agent for the May 2014 Trustee Election as presented. The motion was seconded by Mr. Torres and carried unanimously.

A motion was made by Mr. Torres to amend the Resolution to add Position 3 for the May 2014 Trustee Election that was presented. The motion was seconded by Mr. Mendez and carried unanimously.

Exhibit "D"

11. Approval to Hire Consultant to Administer the Election Process

Consideration and Approval of the Proposal to Provide Consulting Services for the Administration of Election Process

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reported that TSC conducted a Request for Proposal (RFP) process for consulting for election services. The newspaper advertisements were published on Friday, November 22, 2013 and November 29, 2013. The RFP deadline was Friday, December 6, 2013.

Mr. Lewis reported that the RFP called for a list of general requirements and qualifications including ability to provide services to TSC, qualifications, project team and management expertise and references. He said that one proposal was received from RBM Consulting in the amount of \$80,290.

He stated that the scope of work in the RFP included activities to coordinate, supervise and handle all aspects of administering the early voting and election day for the May 2014 Election for TSC District in accordance to provisions in the Texas Education Code and under the submissions required by the Federal Voting Rights Act of 1965. The contract terms include the management, coordination, supervision and handling all aspects of the mentioned election, develop and complete timelines for election planning, securing ballots, precinct kits, and other supplies, preparation of ballot layout, election coding, programming and testing, complete hiring and training for all poll workers among others. The estimated contract term is six (6) weeks.

A motion was made by Mr. Mendez to select RBM Consulting, LLC to administer Election Services for TSC and authorize the President to negotiate and execute a contract. The motion was seconded by Mr. Torres and carried unanimously. *Exhibit "E"*

12. Approval of the Following Local Policies:**Section D, Personnel:**

- a. DC Employment Requirements and Restrictions Hiring Practices
- b. DEA Compensation and Benefits Salaries and Wages
- c. DEC Compensation and Benefits Leaves and Absences
- d. DED Compensation and Benefits Vacations and Holidays
- e. DH Employee Standards of Conduct
- f. DI Assignment and Schedules
- g. DJ Work Load
- h. DLA Status of Employment Evaluation
- i. DMAA Term Contracts Dismissal
- j. DMAB Term Contracts Nonrenewal
- k. DMAC Term Contracts Resignation
- l. DMAD Term Contracts Reduction in Force
- m. DO Employee Welfare
- n. DOA Employee Welfare Freedom from Discrimination, Harassment, and Retaliation

Section E, Instruction:

- o. EE Substantive Change Notification
- p. EGC Academic Achievement Graduation

Section F, Students:

- q. FB Admissions
- r. FC Attendance
- s. FD Tuition and Fees
- t. FEA Financing Education Financial Aid and Scholarships
- u. FFD Student Welfare Freedom from Discrimination, Harassment, and Retaliation
- v. FFE Student Welfare Freedom from Bullying and Dating Violence
- w. FLD Student Rights and Responsibilities Student Complaints
- x. FMA Discipline and Penalties Discipline Procedures

Section G, Community and Governmental Relations:

- y. GF Student and Community Use of College District Facilities

**Consideration and
Approval of the Local Policies**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that the local policies presented are policies primarily recommended by the Texas Association of School Boards (TASB). Dr. Tercero reported that revisions were made to the policies as per the Board's comments received during the Board's Workshop Session.

A motion was made by Mr. Mendez to approve all of the policies defined in b through y, and table a. DC Employment Requirements and Restrictions Hiring Practices. The motion was seconded by Mr. Torres.

The motion failed after discussion and lack of vote. Mr. Torres, Dr. García and Mr. Rendon voted nay.

A motion was made by Mr. Torres to approve the Local Policies as presented. The motion was seconded by Dr. García and carried. Mr. Mendez voted nay. *Exhibit "F"*

13. Approval of Procedure to Fill, through Resolution or Special Election, a Vacancy on the Board of Trustees for Texas Southmost College

Consideration and Approval of Procedure to fill, through Resolution or Special Election, Vacancy on the Board of Trustees for Texas Southmost College

Chairman Rendon announced that Dr. Robert Lozano has resigned from the Board of Trustees. Mr. Rendon announced that the reason Dr. Lozano resigned was because of his workload responsibilities having to do with the Veteran's office at the hospital. Mr. Rendon called on Dr. Tercero to present the item.

Dr. Tercero reported that the legal policies state that the Board has an option to fill a vacancy through a special election that can be held at the same time the general election is being held, which is May 2014, or appointment by resolution naming a person to fill the vacancy until the next general election of May 2014. Dr. Tercero stated that if a person is appointed to fill the unexpired term, this person shall serve until the next regular election, at which time the position shall be filled by election for a term appropriately shorten to conform with what regularly would have been the length of the term for that position.

Dr. Tercero announced that at the next meeting, staff will present the process for nominating a candidate, including discussing the eligibility requirements and all other issues required for the Board to make nominations.

A motion was made by Mr. Torres to approve the Procedure to fill, through a Resolution, A Vacancy on the Board of Trustees for Texas Southmost College as presented. The motion was seconded by Mr. Mendez and carried unanimously. *Exhibit "G"*

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

The Board convened in Executive Session at 6:52 p.m.

The Board reconvened in Regular Session at 7:31 p.m.

15. 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.**


No action was taken.

16. Proposed Meeting Dates

Thursday, January 16, 2014

Adjournment

The meeting was adjourned by Chairman Rendon at 7:32 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 December 19, 2013, 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 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.