



Board of Trustees

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Vice Chair

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René Torres

Ramon Champion Hinojosa

TSC President
Lily F. Tercero, Ph.D.

Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

December 2, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on December 2, 2013, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela Garza, Vice Chair; Trey Mendez, Secretary; Dr. Reynaldo García; Rene Torres; Dr. Robert Lozano and Ramon Champion Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chairman Rendon at 5:30 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

Mr. Robert Uresti, TSC student gave his concerns to the Board of Trustees.

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 on the TSC profile for Fall 2013. There was 3,673 students, with 57% females and 42% males. She stated that about 95% are Hispanic or Latino origin, and about 4.5% are not Hispanic. About 70% of the students are between the ages of 18-25, and 84% of the students are from Brownsville. The remainder are from Cameron and Willacy counties. She stated that the average student is taking 9.6 hours and that 41% of students are enrolled fulltime and 59% are enrolled part-time.

Dr. Tercero reported that TSC continues to go through the hiring process. Currently, 300 full time employees have been hired. About 102 of those are students that are working on a part-time basis. Dr. Tercero reported that an additional 45 people still need to be hired.

Exhibit "A"

6. Approval of Minutes of Previous Meeting

Consideration and Approval of Minutes of the Regular Meeting of October 17, 2013.

A motion was made by Mr. Mendez to approve the Minutes of the Regular Meeting of October 17, 2013 as presented. The motion was seconded by Mr. Hinojosa and carried. Dr. Lozano abstained from the vote.

7. Annual Report of the TSC Foundation, Inc. for Fiscal Year 2012

Chairman Rendon called on Dr. Tercero to make the introduction. Dr. Tercero introduced Msgr. Heberto Diaz, Chairman of the TSC Foundation, Inc. to give the Annual Report. Msgr. Diaz reported that the Foundation held its Annual meeting for 2012 on August 19, 2013. He stated that there was a delay in the meeting date because the audit report was not ready. Msgr. Diaz reported that the TSC Foundation reviewed the Audit Report, which was an unqualified opinion.

Msgr. Diaz also reported that the financial group from Wells Fargo gave a report regarding the foundation. The totals from last year to this year for the Foundation went from \$6 million dollars to \$7.2 million dollars. He reported that information on scholarships that were pending or given to students was not reported because the information was not available. Msgr. Diaz also reported that there will be new officers that will take effect at the next meeting scheduled for December 13, 2013 at the TSC Arts Center.

8. Approval of Resolution to Vote for the Position Eight (8) Representative on the Cameron Appraisal District, As Enacted by Senate Bill 359 during the 83rd Legislative Session

Consideration and Approval of Resolution to Vote for the Position Eight (8) Representative on the Cameron Appraisal District, As Enacted by Senate Bill 359 during the 83rd Legislative Session

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that the Board had previously approved a resolution to nominate Mrs. Adela Garza for placement on the ballot for position eight (8) of the Cameron Appraisal District Board of Directors. The Cameron Appraisal District has now provided the College with a ballot for Position 8 and the TSC Board of Trustees may cast one vote for this position through approval of a Board Resolution. The resolution presented states that the TSC Board of Trustees will cast its vote for Mrs. Adela Garza.

Dr. Tercero read the resolution.

A motion was made by Mr. Hinojosa for approval of the Resolution to Vote for the Position Eight (8) Representative on the Cameron Appraisal District, As Enacted by Senate Bill 359 during the 83rd Legislative Session as presented. The motion was seconded by Dr. García and carried unanimously. *Exhibit "B"*

9. Approval of Resolution Establishing Formal Plan Documents for the Optional Retirement Program 403(b) Tax Deferred Annuity (TDA) Plan

Consideration and Approval of Resolution Establishing Formal Plan Documents for the Optional Retirement Program 403(b) Tax Deferred Annuity (TDA) Plan

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that this is the next step in finalizing the Optional Retirement Program (ORP) for the faculty and staff.

Dr. Tercero read the resolution.

A motion was made by Mr. Torres for approval of the Resolution Establishing Formal Plan Documents for the Optional Retirement Program 403(b) Tax Deferred Annuity (TDA) Plan as presented. The motion was seconded by Dr. García and carried unanimously. *Exhibit "C"*

10. Approval of Comprehensive Annual Financial Report and Audit for Texas Southmost College District for FY Ending August 31, 2013

Consideration and Approval of Comprehensive Annual Financial Report and Audit for Texas Southmost College District for FY Ending August 31, 2013

Chairman Rendon called on Mr. Chet Lewis, Vice President of Administration and Finance to present the item. Mr. Lewis reported that the final Comprehensive Annual Financial Report (CAFR) and Audit for Texas Southmost College District for FY Ending August 31, 2013 was included in the Board packet. He also stated that the audit has been completed earlier than normal because the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires a complete audit of the most recent fiscal year as part of the application for membership. He introduced Mr. Carlos Pecero, Patillo, Brown and Hill.

Mr. Pecero reported that the District has completed the process for Board approval and for submission to the Government Finance Officers Association (GFOA). This will be the seventh consecutive year that the District has submitted the CAFR to the GFOA for the Certificate of Achievement. The College has received the award on the past six submissions.

Mr. Percero reported that Patillo, Brown & Hill has submitted this year's audit and are pleased to report that the District has once again earned an unmodified opinion." He gave thanks to the TSC Finance Office and the TSC District Office Staff for all their time and assistance in completing the report.

A motion was made by Mr. Torres to approve the Comprehensive Annual Financial Report and Audit for Texas Southmost College District for FY Ending August 31, 2013 as presented. The motion was seconded by Mr. Mendez and carried unanimously. Exhibit "D"

11. 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 there are some, such as Leave and Evaluation policies, that were not from TASB, but are needed by the college. Additionally, SACSCOC requires that the College Board of Trustees adopt a Substantive Change Notification policy.

Some members of the Board requested that a workshop be held to further discuss the policies.

Dr. Tercero reminded the Board that some of these policies must be in place prior to the visit by the accreditation team. She also mentioned that there is a Board meeting on December 19th to approve the local policies and that perhaps the Board could hold its workshop prior to that meeting.

After discussion, the Board Chair asked staff to schedule a workshop in the next coming days or week, before the December 19th meeting.

A motion was made by Mr. Hinojosa to table the Local Policies as presented. The motion was seconded by Mrs. Garza and carried. Mr. Torres voted nay. Exhibit "E"

12. Approval of Institutional Strategies – Vision 2017 Strategic Plan

Consideration and Approval of Institutional Strategies – Vision 2017 Strategic Plan

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that a group of faculty and staff have been appointed to serve on the college's Institutional Effectiveness Committee. This group has been working on major activities relating to the Institutional Effectiveness (IE) process and will be presenting strategies that are linked to the goals as defined in the college's strategic plan, for the Boards consideration and approval. Dr. Tercero introduced Mr. Ruben Reyes, Biology Instructor, to make the presentation.

Mr. Reyes reported that the committee was appointed by Dr. Tercero to help facilitate the IE process at TSC. The purpose of the IE Committee is to provide a systematic peer review process of activities associated with the College's IE process. He reported that there are 10 members on the IE Committee. Mr. Reyes also reported that the work of the IE Committee also includes an annual review of the strategic plan and participation in workshops to craft strategies. He then presented the strategies as drafted by the IE Committee for the Boards consideration and approval.

A motion was made by Mr. Hinojosa to approve the Institutional Strategies – Vision 2017 Strategic Plan as presented. The motion was seconded by Dr. García and carried unanimously. Exhibit "F"

13. Partnership with Brownsville Independent School District (BISD): The Early College High School

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero informed the Board that the Brownsville Independent School District (BISD) is seeking to have all of the six high schools designated as Early College High Schools through the Texas Education Agency. Dr. Tercero reported that the BISD has requested that Texas Southmost College serve as its Higher Education partner. The College is excited about this new initiative and has been assisting the BISD in the completion of its proposal through the state.

No action was necessary.

14. Discussion on Considering the need for a Board Retreat or Appointment of a Board Committee on the Matter of Board Governance Policies

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that this item was placed on the agenda at the request of the Chairman. Given

that the college is still in the process of adding local policies, including those relating to governance, a workshop would provide the Board with an opportunity for expanded discussion on the policies relating to this section. After discussion, the Board Chair asked staff to schedule a Board Workshop after the new year.

No action was necessary.

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

The Board convened in Executive Session at 7:10 p.m.

The Board reconvened in Regular Session at 8:31 p.m.

16. Consideration and possible action on matters discussed in Executive Session

Consultation with Attorney on Pending or 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. Hinojosa to authorize TSC Attorney Frank Perez to negotiate a deal with the Border Fence issues presented and authorize Mr. Perez to sign disclaimers and waivers as needed. The motion was seconded by Mr. Torres and carried unanimously.

17. Proposed Meeting Dates

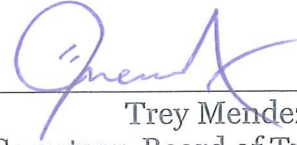
Thursday, December 19, 2013

Adjournment

The meeting was adjourned by Chairman Rendon at 8:32 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 2, 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.