



**Board of Trustees**

*Francisco G. Rendon*  
Chair

*Adela G. Garza*  
Vice Chair

*Trey Mendez, J.D.*  
Secretary

*Robert A. Lozano, M.D., Ph.D.*

*Reynaldo García, DDS*  
*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**

February 20, 2014

The Board of Trustees of the Texas Southmost College District convened in open session on February 20, 2014, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela G. Garza, Vice Chair; Trey Mendez, Secretary; Dr. Reynaldo García, Ed Rivera and Ramon Champion Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Absent was René Torres.

**1. Call to Order**

The meeting was called to order by Chairman Rendon at 5:34 p.m.

**2. Approval of Resolution Honoring Dr. Robert A. Lozano for his Years of Service to the Board**

**Consideration and Approval of  
Resolution Honoring Dr. Robert A. Lozano  
for his Years of Service to the Board**

This item was tabled.

A motion was made by Mr. Hinojosa to table the Resolution Honoring Dr. Robert A. Lozano for his Years of Service as presented. The motion was seconded by Dr. García and carried unanimously.  
*Exhibit "A"*

### **3. Administering the Oath of Office and Statement of Appointed Officer Newly Appointed Trustee Ed Rivera**

Chairman Rendon stated that at the January 16, 2014 meeting, the Board of Trustees appointed Mr. Ed Rivera to fill the vacancy created in Place 3 on the Board of Trustees due to the resignation of Dr. Robert A. Lozano.

Mr. Rivera was sworn into office by the Honorable Congressman Filemon Vela. A reception at the Texas Southmost College (TSC) Arts Gold Room followed after the Board meeting.

### **4. Announcements**

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

### **5. Speakers to Agenda Items and Public Discussion**

Mr. Robert Uresti, TSC student gave his concerns to the Board of Trustees. Mr. Jaime Garza, community member gave thanks to the Board of Trustees for all their hard work.

### **6. Mission Statement**

Chairman Rendon read the existing mission for Texas Southmost College District as follows:

“Transforming our communities through innovative learning opportunities”

### **7. President’s Report**

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reported that there were administrative positions filled, as follows: Jeffrey Gregor, Dean of Health Care, Career and Technical Education; Donald Crouse, Dean of Humanities; and Lissa Frausto, Director of Human Resources. She reported that the Spring 2014 preliminary enrollment figure is 4,245 students, including dual enrollment.

She also stated that there is a new scholarship available for students. She stated that the Stripes College Scholarship Fund is a state wide initiative and TSC students have an opportunity to be considered for this \$1,000 scholarship. She noted there was an April 1 deadline.

She updated the Board on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) application process. A final review of the application is being completed and it will be submitted early next week. She thanked staff and faculty for the help in the application process and also thanked Dr. Marti Flores and Dr. Angela Fuentes for their special efforts.

Lastly she stated that all the documents had been signed with University of Texas System regarding property and lease agreements. She personally thanked each Board member for their wisdom, courage, and tenacity in staying on course for TSC.

## **8. Approval of Minutes of Previous Meeting**

### **Consideration and Approval of Minutes of the Regular Meeting of January 16, 2014**

A motion was made by Mr. Hinojosa to approve the Minutes of the Regular Meeting of January 16, 2014 as presented. The motion was seconded by Dr. García and carried. Mr. Mendez abstained from the vote.

## **9. Approval to Retain the Emergency Medical Science Program**

### **Consideration and Approval to Retain the Emergency Medical Science Program**

Chairman Rendon called on Dr. Tercero. Dr. Tercero reported that the Texas Higher Education Coordinating Board (THECB) is responsible in overseeing the academic programs for higher education institutions in Texas. She said part of their responsibilities include collecting and reporting the number of graduates for all programs offered by institutions of higher education and recommending whether or not an institution should consider closing, consolidating or retaining programs that do not meet the defined thresholds. Dr. Tercero introduced Dr. Marti Flores, Vice President of Instruction, to make the presentation. Dr. Flores presented regarding the Emergency Medical Science Program, which has been defined by the THECB as a low producing program.

A motion was made by Mrs. Garza to approve to Retain the Emergency Medical Science Program and Authorize the President to notify the Texas Higher Education Coordinating Board as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. *Exhibit "B"*

## 10. Approval of Notice and Order of Election

### Consideration and Approval of Notice and Order of Election

Chairman Rendon called on Mr. Chet Lewis, Vice President of Finance and Administration, to present the item. Mr. Lewis stated as per the Election Code, political subdivisions are required to publish a notice and order of election on or before the 21<sup>st</sup> day before the election. For the May 10, 2014 election, this date would be on or before Monday, April 21, 2014. Since the 21<sup>st</sup> day before the election falls on a Saturday, the deadline is extended to the next business day.

He stated that the notice and order includes the type and date of election; the location of each polling place; hours the polls are open; location of each early voting place; dates and hours for early voting; and the early voting clerk's mailing address. The notice and order proposes 20 polling locations for General Election Day and 7 early voting sites. The number and locations of polling places is the same as the last election.

He also said that the notice and order will be published in English and Spanish as required by Law in the Brownville Herald, Los Fresnos News, Port Isabel – South Padre Island Press, and the San Benito News on Monday, April 21, 2014.

**A motion was made by Mr. Rivera to Approve the Notice and Order of the General Election as presented. The motion was seconded by Mr. Mendez and carried unanimously. *Exhibit "C"***

## 11. Approval of Rental of Voting Equipment

### Consideration and Approval of Rental of Voting Equipment

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis said the College will be conducting elections for Places 1 and 2, as well as the unexpired term for Place 3, on May 10, 2014. He said that in the last election, Cameron County rented election balloting equipment to the College; however, they have informed TSC that the balloting equipment will not be available for the election this year.

He stated that voting systems must be certified by the State of Texas to be used in an election by the College. Currently, there are only four (4) voting vendors that are authorized to provide voting systems in Texas. After contacting representatives from all four voting system vendors, only two options are available for the rental of voting equipment for the upcoming election.

He said staff reviewed both proposals for renting equipment using the two available voting systems. The proposal providing the best price is the Premier Voting System equipment from RBM Consulting estimated at a total of \$38,800. This proposal is for the equipment rental of \$35,000 and reimbursement of estimated round trip delivery costs of \$3,800 for the voting equipment.

A motion was made by Dr. García to authorize the President to enter into a rental agreement for the leasing of the Premier Voting Equipment from RBM Consulting for \$35,000 plus reimbursement of actual delivery costs as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. *Exhibit "D"*

## 12. Approval of Proposal for Cooling Tower Repair Services

### Consideration and Approval of Proposal for Cooling Tower Repair Services

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that the repair services to Cooling Tower #1 of the main campus Thermal Plant are part of the TSC campus facilities deferred maintenance projects list. These repairs will improve cooling towers' performance to increase and conserve energy efficiency and provide cooling system redundancy and guarantee sustainable facility operations.

He stated that TSC conducted an Invitation to Bid process from qualified companies to provide repair services to the Cooling Tower. The newspaper advertisements were published on Friday, January 24<sup>th</sup> and January 31, 2014. The bid deadline was Friday, February 7, 2014.

Bids were received from Pro Tech Mechanical Inc., TD Industries, Inc., Fox Mechanical and Tower-Tech Services. The lowest responsive bidder and best value respondent identified was Pro Tech Mechanical, Inc. with a bid amount of \$57,835. The determination of the best value respondent was primarily based on 1) price, 2) reputation of vendor, 3) quality of services and 4) past relationship with the College. The Bid process complies with all State of Texas purchasing requirements.

He further stated that the scope of work described in the Invitation to Bid was to provide a turn-key solution to repair a 750 ton cooling tower including all materials, equipment, labor, tools, appliances, delivery and transportation required for the completion of the project. The repairs are estimated to be completed after 90 days upon purchase order execution.

A motion was made by Mr. Mendez to accept bid proposal from Pro Tech Mechanical, Inc. to provide repair services to Cooling Tower #1 in the amount of \$57,835 and authorize the President to execute a

**purchase order contract as presented. The motion was seconded by Mr. Rivera and carried unanimously. Exhibit "E"**

### **13. Approval of Proposal for Storage Array Network Solution**

#### **Consideration and Approval of Proposal for Storage Array Network Solution**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis said in an effort to continue improving business productivity and ensuring optimal performance of data enterprise applications and virtual server workloads, TSC is in need of a new Storage Array Network. Furthermore, a new storage array network will provide added storage capacity to meet growth and demand. In addition, this network will be able to increase bandwidth requirements, more usable storage capacity for future growth and storage controllers.

TSC conducted a Request for Proposal (RFP) process from qualified companies to provide a storage array network solution. The newspaper advertisements were published on Friday, January 24th and January 31, 2014. The bid deadline was Friday, February 7, 2014.

He stated that the proposals were received from Insight Public Sector, Sequel Data Systems, Inc. and Waypoint Solutions, Inc. The proposals were evaluated based on a list of general requirements such as system administration management, technical specifications, maintenance support and pricing. The evaluation results identified Insight Public Sector as the highest ranked respondent.

He also said that the proposal from Insight Public Sector includes all equipment, material, installation and training costs to provide a Storage Array Network turnkey solution for a onetime cost of \$45,442.85 with three years maintenance services. This RFP complies with all the State of Texas bidding requirements.

He stated that the configuration of the services will be performed by Dynamic Campus and Insight Public Sector.

**A motion was made by Mr. García to accept the bid proposal from Pro Tech Mechanical, Inc. to provide repair services to Cooling Tower #1 in the amount of \$57,835 and authorize the President to execute a purchase order contract as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. Exhibit "F"**

### **14. Update on College's Organizational Chart**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that an updated organizational chart has been provided to each Board member

and is also available on the TSC website under the faculty and staff section. She said there are currently 359 employees at TSC. She stated that this equates to a full-time equivalent (FTE) of 276 employees.

#### 15. Update on Retention and Recruitment Efforts

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that enrollment numbers have increased. This is a reflection of TSC's efforts relating to retention and recruitment, which have resulted in positive results. TSC is currently working with one of the ISD partners to establish new partnership effort that will expand opportunities for students. She also noted that the Student Services area has been placing great attention to retention for enrollment.

She stated that TSC has been working with Breeden and McCumber regarding the marketing for the College including TV Spots, Radio Spots and billboards. TSC's goal is to develop a more comprehensive marketing plan for the College in the coming months.

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

The Board convened in Executive Session at 7:06 p.m.

The Board reconvened in Regular Session at 8:23 p.m.

#### 17. 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.  
The deliberation may include the discussion of leases at ITECC.

A motion was made by Mr. Mendez to authorize the President to negotiate a three year contract with an option to renew for the space occupied at ITECC by the Mexican Consulate. The motion was seconded by Mr. Rivera and carried unanimously.

**Consultation with Attorney on Pending  
Personal Issues, Section 551.074, Texas Government Code.  
The deliberation may include a discussion of the evaluation  
and employment contract of the President and the  
Board of Trustees' Appraisal Process.**

No action was taken.

**18. Proposed Meeting Dates**

**Thursday, March 27, 2014**

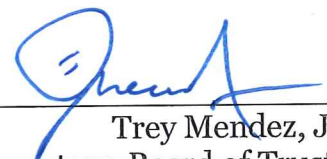
**Adjournment**

The meeting was adjourned by Chairman Rendon at 8:25 p.m.



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Mr. Francisco G. Rendon  
Chairman, Board of Trustees



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Trey Mendez, J. D.  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on February 20, 2014, 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.