



## Board of Trustees

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

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*Ramon Champion Hinojosa*

## TSC President

*Lily F. Tercero, Ph.D.*

## Texas Southmost College District

### Minutes of the Regular Meeting of the Board of Trustees

May 16, 2013

The Board of Trustees of the Texas Southmost College District convened in open session on May 16, 2013, 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; René Torres; Dr. Reynaldo García and Ramon Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College. Absent was Dr. Robert Lozano.

#### 1. Call to Order

The meeting was called to order by Chairman Rendon at 5:36 p.m.

#### 2. Announcements

Chairman Rendon called on Dr. Tercero to make the announcements. Dr. Tercero announced the hiring of the Dean of Humanities, Mr. Jim Mills. Mr. Mills has over twenty years of experience in higher education including working with the Learning Enrichment Center and as a faculty member in the History Department at UTB/TSC. Mr. Mills has served as acting chair of the history department and chair of the curriculum committee, served as facilitator of the Content Proficiency Exams for students seeking teaching certification, the department scholarship committee, and library committee. Mr. Mills holds both a B.A. and an M.A.I.S degree with an emphasis on History and Government. Mr. Mills is the recipient of the UT Regents' Outstanding Teaching Award, the Chancellor's Council Outstanding Teaching Award, and has recently been awarded the Mary Faye Barnes Award for Excellence in Community History Projects through Baylor University. He has published numerous articles on history and has recently published a book entitled, "Memories of Fort Brown."

Dr. Tercero announced that the Architecture Program students presented the College with their building analysis project, which focused on the historical building of the Fort Brown Campus. This was their final project for Architectural Freehand, a first year second semester course, in which students continue to develop their hand drawing skills, as well as, learn analytical drawing techniques, building models, and fundamental design principles. Dr. Tercero introduced the course instructors, Dr. Murad Abusalim and Mr. Eric Diaz. The students were introduced and recognized for their contribution to the College.

Dr. Tercero announced that the Brownsville Chamber of Commerce hosted a Ribbon Cutting Ceremony for TSC's new Student Services Center located at the Arnulfo L. Oliveira Memorial Library the morning of May 16. The new TSC Student Services Center is a one-stop facility where students complete all admissions, registration, testing, and advising processes. TSC registration begins on Monday, May 20<sup>th</sup> at 8:00 a.m.

### **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. Approval of Minutes of Previous Meetings**

#### **Consideration and Approval of Minutes of the Regular Meeting on April 18, 2013**

**A motion was made by Mrs. Garza to approve the Minutes of the Regular Meeting on April 18, 2013 as presented. The motion was seconded by Mr. Torres and carried unanimously.**

### **6. Approval of a Contract with Sequel Data Systems, Inc. to Purchase a HP Server**

#### **Consideration and Approval of a Contract with Sequel Data Systems, Inc. to Purchase a HP Server**

Chairman Rendon called on Mr. Chet Lewis, Vice President for Finance and Administration, to present the item. Mr. Lewis explained that we are currently in the process of implementing the College's student information system called Colleague. This new server will act as a test environment for applications and updates prior to implementation in the live system and will provide redundancy should the primary server experience a hardware failure. Mr. Lewis explained that this is a DIR vendor, which means they have gone through all the appropriate processes and legal requirements of bidding process.

**A motion was made by Mr. Hinojosa to approve the proposal from Sequel Data Systems, Inc. to provide a HP Server through a DIR contract in the amount of \$27,707.05 and to authorize the President to execute the contract. The motion was seconded by Mr. Mendez and carried unanimously. Exhibit "A"**

**7. Approval of (Local) Policies: DBA-Credentials and Records; DBB-Medical Examinations and Communicable Diseases; DBD-Conflict of Interest; DBE-Nepotism; DDA-Term Contract Employment; DCC-At-Will Employment; DEE-Expense Reimbursement; DGBA-Employee Complaints; DHB-Searches and Alcohol/Drug Testing**

**Consideration and Approval (Local) Policies:  
DBA-Credentials and Records; DBB-Medical Examinations and Communicable Diseases; DBD-Conflict of Interest; DBE-Nepotism;  
DDA-Term Contract Employment; DCC-At-Will Employment;  
DEE-Expense Reimbursement; DGBA-Employee Complaints;  
DHB-Searches and Alcohol/Drug Testing of Proposed**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero explained that these are the policies the College has been working on with the support of the Texas Association of School Boards (TASB). Staff recommends approval of these policies as presented. She stated that additional policies are forthcoming for the Board's review and consideration.

**A motion was made by Dr. Garcia to approve the Local policies as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. Exhibit "B"**

**8. Approval of Salary Schedules**

**Consideration and Approval of Salary Schedules**

Chairman Rendon called on Dr. Tercero to present this item. Dr. Tercero reported that as the College moves to become independently operational in fall 2013 and separately accredited by 2015, this is one of many steps that must be completed.

The enclosed salary schedule is based on the work conducted by Public Sector Personnel Consultants, who conducted the compensation study for the various types of college employees. Staff recommends the approval of the salary schedules as presented.

**A motion was made by Mrs. Garza to approve the Salary Schedules as presented. The motion was seconded by Mr. Torres and carried unanimously. Exhibit "C"**

**9. Update on TSC's Hiring Process and Announcement of Process Relating to the Educational Partnership Cooperation Contract Regarding Personnel**

Chairman Rendon called on Dr. Tercero present this item. Dr. Tercero reported that over the last year-and-a-half, extensive work has been underway toward reestablishing Texas Southmost College as a fully comprehensive, public community college. For example, key administrative positions have been filled; instructional programs have been reviewed and evaluated; budget projections have been developed; and program space needs have been reviewed. Ongoing discussions continue with the UT System regarding the transition and space needs. Extensive work to secure state funding has been undertaken. TSC has been working with TASB to develop the College's policies. These efforts are needed to seek accreditation. Once the legislative session ends, the College will be notified of the amount of state funding it will receive. This will allow the College to move forth with finalizing the budget. Work has also been underway on developing a process to address those former TSC employees who were employed on August 31, 1992, and who are no longer required for continued employment by UT Brownsville.

Dr. Tercero reported that there are now 54 employees working at TSC, of which 9 have been hired by Dynamic Campus. This number will continue to grow over the coming months.

Dr. Tercero announced that meetings will be scheduled next week with those former TSC employees who were employed on August 31, 1992, and who are no longer required for continued employment by UT Brownsville. Dr. Tercero reported that every effort will be made to find a comparable position for each individual; however, position titles, job responsibilities and salary levels may differ given that TSC is a public community college.

**10. Update on TSC's Employee Directory/ Web Page**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero introduced Mr. Arnold Gonzalez, Chief Information Officer, to give an update on the web page. Mr. Gonzalez demonstrated the employee directory as it will be

presented online. Pictures will be available very soon. Mr. Gonzales also shared the President's Welcome as it will also be presented on the web page.

#### **11. Update on TSC's Branding Campaign**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero introduced Mr. Ben Guerrero, BMG Advertising. Mr. Guerrero reported that the marketing for the college is moving forward. He reported that several regular and digital billboards are currently on display in various locations. Mr. Guerrero also stated that commercials and newspaper ads are ongoing.

#### **12. Renaming of the Arnulfo L. Oliveira Library to the Arnulfo L. Oliveira Student Services Center**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero explained that the Arnulfo L. Oliveira Memorial Library is now being repurposed and will serve as the College's Student Services Center. Staff recommends that the Board consider the renaming of the building to the Arnulfo L. Oliveira Student Services Center.

**A motion was made by Mr. Hinojosa to approve the renaming of the Arnulfo L. Oliveira Library to the Arnulfo L. Oliveira Student Services Center as presented. The motion was seconded by Mr. Mendez and carried unanimously.**

#### **13. Renaming of The Arts Center to the TSC Arts Center**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero explained that as the College moves forward to reestablishing itself as a fully comprehensive, public community college, there may be several buildings that may need to be renamed or that will be repurposed. Staff recommends that the Board consider renaming The Arts Center to the TSC Arts Center.

**A motion was made by Mrs. Garza to approve the renaming of The Arts Center to the TSC Arts Center as presented. The motion was seconded by Mr. Torres and carried unanimously.**

#### **14. Report on TSC's One-Stop Student Services Center**

Chairman Rendon called on Mr. Mike Shannon, Associate Vice President for Student Services to give the report. Mr. Shannon reported that the One-Stop Student Services Center is complete. He announced that TSC Registration for Fall 2013 classes begins on Monday, May 20, 2013 at 8:00 a.m.

**15. Proposed Meeting Dates**

Thursday, June 27, 2013

**Adjournment**

The meeting was adjourned by Chairman Rendon at 6:21 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 May, 16, 2013, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/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.