



# TEXAS SOUTHMOST COLLEGE DISTRICT

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-3879 • Fax: (956) 882-8811 • www.tsc.edu

## TAKE NOTICE THAT A REGULAR MEETING OF THE BOARD OF TRUSTEES

OF

## TEXAS SOUTHMOST COLLEGE DISTRICT

will be held in the

Gorgas Board Room at The University of Texas and Texas Southmost College,

80 Fort Brown, Brownsville, Texas 78520

commencing at 5:30 p.m. on Thursday, October 18, 2012, to consider

and act on the following Agenda:

### Agenda

*Posted Monday, October 15, 2012*

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS  
ON: Oct 15, 2012 at 02:04P

Joe C. Nivens  
County Clerk  
By  
Marilyn Papp, Deputy  
County Clerk

#### Board of Trustees

*Francisco G. Rendon*  
Chair

*Adela G. Garza*  
Vice Chair

*Trey Mendez*  
Secretary

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

*Reynaldo Garcia, DDS*

*René Torres*

*Ramon Champion Hinojosa*

#### TSC President

*Lily F. Tercero, Ph.D.*

1. Call to Order
2. Announcements
3. Public Comment. No presentation will exceed three minutes.
4. Mission Statement
5. Consideration and Approval of Minutes of the Regular Meeting of September 20, 2012
6. Report on the Agreement for the Career and Technical Education Academy for Refrigeration and Air Conditioning Technology with the Brownsville ISD
7. Consideration and Approval of Budget Amendment for Fiscal Year 2012
8. Update on the TSC Employment Process
9. Update on Transition Process
10. Executive Session
  - a. Consultation with Attorney on Pending or Contemplated Litigation, Section 551.071, Texas Government Code
  - b. Consultation with Attorney on Pending Real Estate Issues, Section 551.072, Texas Government Code
11. Action on Executive Session Matters

## 12. Report on Fourth Quarter Financial Statement and Investment Report for Fiscal Year 2012

## 13. Adjournment and Announcement of Next Meeting Dates

### a. Thursday, November 15, 2012

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Texas Southmost College District in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the Texas Southmost College District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting as non-handicapped individuals enjoy.

## **Texas Southmost College District**

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

September 20, 2012

The Board of Trustees of the Texas Southmost College District convened in open session on September 20, 2012, 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. Robert Lozano; Ramon Hinojosa and Dr. Reynaldo García. 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 5:39 p.m.

#### **2. Announcements**

There were no announcements.

#### **3. Resolution Honoring Dr. Albert A. Besteiro, Sr.**

##### **Consideration and Approval of Resolution Honoring Dr. Albert A. Besteiro, Sr.**

Chairman Rendon recognized the late Dr. Albert A. Besteiro, Sr. who served as a former President for Texas Southmost College from 1977 to 1985. He thanked the late Dr. Besteiro for his work and dedication to TSC by formally acknowledging and reading the resolution, which is incorporated into the minutes of this meeting. Mrs. Olivia Besteiro was present to accept the resolution in his honor.

**A motion was made by Mr. Hinojosa to approve the Resolution Honoring the late Dr. Albert A. Besteiro, Sr. as presented. The motion was seconded by Dr. García and carried unanimously. *Exhibit "A"***

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

There were no speakers.

#### **5. Mission Statement**

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

“Transforming our communities through innovative learning opportunities”

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

**Consideration and Approval of Minutes  
of the Regular Meeting on August 16, 2012  
and the Special Meeting of August 28, 2012**

**A motion was made by Mr. Mendez to approve the Minutes of the Regular Meeting on August 16, 2012 and August 28, 2012 as presented. The motion was seconded by Mr. Torres and carried unanimously. Dr. Lozano abstained from the vote.**

#### **7. Report on Information Technology Outsourcing Services**

Chairman Rendon called on Dr. Lily F. Tercero, President, to present the item. Dr. Tercero introduced Mr. Richard Middaugh and Mr. Mike Glubke from Dynamic Campus Solutions, Inc. to give the report on the work that has been in progress over the last several months.

Mr. Middaugh reminded the board of the technology goals that have been defined for Texas Southmost College. He reviewed the Phase I achievements and introduced the Phase II outcomes and plans for information technology. *Exhibit "B"*

## **8. Amendment to Contract for Information and Technology Consulting and Outsourcing Services**

### **Consideration and Approval of Amendment to Contract for Information and Technology Consulting and Outsourcing Services**

Chairman Rendon called on Mr. Chet Lewis, Vice President of Finance and Administration to present the item. Mr. Lewis reported that in March 2012, TSC requested proposals from qualified firms to provide Information Technology (IT) Consulting and Outsourcing Services to meet the IT needs of the College.

After careful review and evaluation of the proposals received, the staff recommended the selection of Dynamic Campus to implement the College's IT solutions. The Board approved the negotiation of a contract with Dynamic Campus to provide these services. The amount negotiated for Phase I was \$800,000.

Staff has worked with Dynamic Campus to develop an amendment to the contract to proceed with the remaining phase of the proposed services. The amendment will be for the remaining implementation and outsourcing of the Enterprise Resource Planning (ERP) software, business intelligence solutions, database administration, system administration, network management, Voice Over IP (VOIP) services, user support services, web services & academic support services.

The contract for the remaining portion of the proposal would be \$2,042,856 for FY 2013 (Jan 1 – Aug 31, 2013), \$3,568,944 for FY 2014 and \$3,824,616 for FY 2015. The contract includes an option to extend for an additional 3-year term.

Staff has negotiated a termination clause based on the availability of appropriations and available funds, and a six-month notification period regiment prior to the end of a TSC fiscal year.

**A motion was made by Mr. Torres to approve Amendment to the existing contract with Dynamic Campus in the amount of \$2,042,856 for FY 2013 (Jan 1 – Aug 31, 2013), \$3,568,944 for FY 2014 and \$3,824,616 for FY 2015 to provide all Information Technology Consulting and Outsourcing Services and to authorize the President to execute the contract as presented. The motion was seconded by Dr. Lozano and carried unanimously. Exhibit "C"**

## **9. Provider of Textbooks and Instructional Materials Including Digital Solutions**

### **Consideration and Approval of Proposal for Provider of Textbooks and Instructional Materials including Digital Solutions**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that the proposal being presented is from Pearson Learning Solutions. Pearson Learning Solutions is offering learning comprehensive solutions to TSC in a way that has never been offered before. This concept will help students improve their success rate, services, and resources. Dr. Tercero called on Mr. Lewis to make the introduction.

Mr. Lewis stated that as part of the College's strategic planning process, TSC seeks to be a leader in innovative solutions by engaging in the use of current technologies, including digital solutions, e-books, and other electronic solutions. The College is focusing on cost effective solutions that meet the educational needs of students, faculty and staff by providing online learning-based opportunities. With the College's goal to becoming functionally independent by Fall 2013, TSC will need to have all solutions and instructional materials developed and available for students and faculty to support this timeline.

Mr. Lewis reported that TSC requested proposals from qualified companies to provide textbooks and instructional materials for the programs and courses of the College. The Request for Proposals (RFP) called for a list of general requirements and qualifications including proposed services to TSC, project team and management expertise, and project execution.

One RFP was received from Pearson Learning Solutions. The RFP includes access to the vendor's library and learning management system, course design services for up to ten (10) courses, CourseConnect on-ground version for face to face campus courses, instruction education online modules, project management support services, faculty and staff training and a marketing program among other alternative services. The RFP contract term is three (3) years. Mr. Lewis introduced Sylvia Herrera-Alaniz, Executive Director of Pearson Learning Solutions to make a presentation.

Ms. Herrera-Alaniz presented all the offerings of Pearson Learning Solutions to the Trustees. Pearson Learning Solutions' proposed services include an initial vendor investment of \$800,000. She stated that every student will be assessed a course materials fee of \$95.00 for face to face courses, and \$100 for hybrid courses at the time of registration.

Ms. Herrera- Alaniz stressed that Pearson Learning Solutions is ADA compliant. Pearson Learning Solutions has a proven track record of collaborative partnerships, and lasting business relationships. They are willing to make bold partnerships and invest in the success of the clients and customers. Pearson Learning Solutions has over thirty-five years of curriculum development expertise, and places a high priority on technology that improves the education experience.

**A motion was made by Mr. Torres to select Pearson Learning Solutions to provide the Textbooks and Instructional materials including Digital Solutions and authorize the President to negotiate and execute the contract based on the required materials, courses, services and all other instructional needs according to the fee schedule submitted as presented. The motion was seconded by Dr. Lozano and carried unanimously. Exhibit "D"**

## **10. Update on Transition Process**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero reported that TSC continues to work through the transition process. In September, meetings with representatives from the UT System Transition Team were held, and weekly meetings continue to be held locally. Dr. Tercero reported that in the last few weeks, TSC has met with UTB/TSC staff regarding the development of marketing materials that will be used at upcoming college-night events. Dr. Tercero stressed that open communications continue between TSC, UT System and UTB.

## **11. Proposed Meeting Dates**

**Thursday, October 18, 2012**

## **Adjournment**

The meeting was adjourned by Chairman Rendon at 7:33 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 September 20, 2012, 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.

# TEXAS SOUTHMOST COLLEGE



**Career and Technical Education Academy—Air  
Conditioning and Refrigeration Technology**  
Presentation to the Board of Trustees  
October 18, 2012

## Texas Southmost College and Brownsville ISD Partnership

- Agreement whereby TSC provides the facilities and instruction
- BISD students receive dual credits in Air Conditioning and Refrigeration Technology (Geothermal Heating and Cooling)
- BISD leases ( \$1 per year ) AC training equipment to TSC for 20 years. Value of the equipment is over \$400,000
- Dual Enrollment agreement currently exists with BISD





## College Award

- High school students will earn up to 24 SCH's in The Academy during junior and senior years
- Enroll at TSC after high school graduation for the last 12 SCH's to earn the Level I certificate
- The certificate allows students to work under a licensed AC technician until they get two years of experience and may then apply and test for licensure

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## Next Steps

- Install training equipment
- Begin instruction in the fall of 2013
- Develop the AAS in HART
- Develop next Dual Enrollment agreements for Fall 2013
- Extend the Agreement to Los Fresnos and Point Isabel ISD's and eventually to all TSC service area schools
- Update the articulation agreement with UTB for students to be able to earn the Bachelor's Degree in Applied Arts and Sciences (BAAS)

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## Future Academies

- Develop CTE Academies for all other Texas Southmost College CTE programs such as CADD, Auto, Business Technology, Computer Information Systems, etc. (Allied Health and Nursing have special requirements)
- Promote the involvement of business and industry in the academies (scholarships, internships, employment)
- Develop Academic and Transfer Academies such as Teacher Training, Architecture, Engineering, Social Work, etc.

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## Questions



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# Update on the TSC Employment Process

Presented by Dr. Lily F. Tercero  
Board of Trustees Meeting  
October 18, 2012

## Employment-Related Activities

### Phase I

- ✓ Feb 2011 - Board of Trustees approved the option to reestablish Texas Southmost College as a separate institution
- ✓ Feb 2011 – Consultant hired to assist with the transition process
- ✓ May 2011 – Consultant hired to conduct presidential search
- ✓ June 2011 - Interim Vice President of Finance and Administration appointed by the Board of Trustees

### Phase II

- ✓ Oct 2011 - Board of Trustees selects TSC President
- ✓ Jan 2012 - TSC President hires a Vice President for Instruction and Student Services and a Vice President for Finance and Administration
- ✓ Oct/Dec 2012 – Hiring of additional key administrative staff

### Phase III

- ✓ Dec 2012 – Completion of Compensation Study
- ✓ Dec 2012 - Personnel Policies presented to the Board of Trustees, to include procedures relating to the hiring of employees previously employed by TSC prior to the signing of the Partnership Agreement
- ✓ Jan/May 2013 - Additional TSC employees (faculty and staff) hired for FY 2013-2014
- ✓ TSC opens in Fall 2013

## Importance of Developing an Employment Process

- ▶ A defined employment procedure has been established.
- ▶ Ensures the hiring supervisors plus screening and interview committees are in compliance with equal employment opportunity laws.
- ▶ Allows for the selection of the very best faculty and staff.

## TSC Employment Process

### *Major Steps*

- ▶ Identify Funding Source
- ▶ Create Position
- ▶ Develop Job Description
- ▶ Advertise and Recruit (minimum of two weeks)
- ▶ Screen Applications
- ▶ Interview Qualified Candidates (minimum of three)
- ▶ Complete Interview Check Sheets
- ▶ Submission of recommended candidate to College President
- ▶ Conduct Reference Check(s)
- ▶ Select Successful Candidate
- ▶ Make Offer of Employment to Candidate
- ▶ Ensure all Required Documents are Submitted by Applicants

## Projected Hiring Timeline

October-December: Hire key administrative staff  
Note: At this time, only administrative positions are being advertised.

January-May: Hire remaining administrative, professional, technical and support staff

Hire Faculty (Full-Time/Adjunct), majority of whom will have a start date of fall 2013

*¡Gracias!*



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# Pathway to Completing the Transition Process

Presented by Dr. Lily F. Tercero  
Board of Trustees Meeting  
October 18, 2012

## Historical Overview

- ▶ In 1991, Texas Southmost College entered into a contractual arrangement with the UT System and the University of Texas at Brownsville, thereby establishing the UTB/TSC Partnership.
- ▶ Under this contractual arrangement, UTB agreed to deliver the educational courses, programs and services which previously had been offered by TSC since its establishment in 1926.
- ▶ In turn, TSC began transferring to UTB the tuition and fees collected and state appropriations relating to those courses/programs/services previously offered by TSC, as payment for fulfilling the contractual requirements.

## Historical Overview

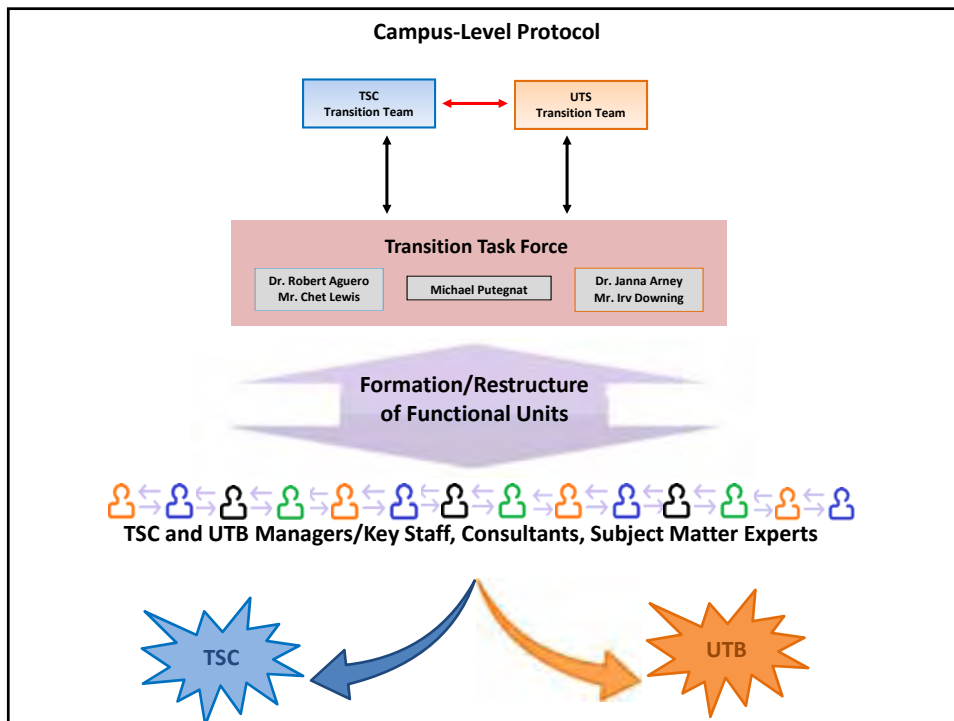
- ▶ At this time, both entities are moving toward becoming separately accredited institutions by fall of 2015. A UT System Transition Team and a TSC Transition Team are overseeing the completion of the termination of the agreement.
- ▶ Texas Southmost College will become independently operational in the fall of 2013. However, it is important to note that both entities remain accredited under the UTB/TSC Partnership until separate accreditation is achieved by both institutions.

## Major Tasks Underway

- ▶ Each institution is in the process of separately redefining its own:
  - Functions
  - Processes
  - Workforce
  - Organizational Framework
- ▶ Interim operating agreements will need to be finalized to address funding and facilities issues associated with the transfer of services and programs from UTB to TSC. If it is agreed that some services will be shared for a specified period of time, it will be reflected in these agreements.
- ▶ Unique processes will need to be designed for services requiring continuation of “shared” obligations. For example, Financial Aid must continue to be offered through the existing *Partnership* “FICE/OPE-ID,” until both entities become separately accredited.

# Methodology

- ▶ Given the enormity of this task, the transition process at the campus-level begin by identifying functions that will be maintained separately by both institutions in the future.
- ▶ The first functional areas to undergo the transition process are as follows:
  - Admissions, Advising, Registration, Other Student Services
  - Information Technology
- ▶ Key items to be addressed for each of these functional areas include:
  - Facility/Space
  - Furniture/Equipment
  - Personnel
  - Funding/Agreement Revisions
- ▶ Both Transition Teams have appointed members to a Transition Task Force to assist with the completion of this phase of the transition.





## Campus-Level Tasks

- ▶ Assist with the design of office space to optimize services for TSC and UTB students.
- ▶ Identify opportunities and challenges relating to the disintegration/restructuring of services.
- ▶ Develop plans of action defining how students will be served.

## Schedule of Major Tasks

### Timeline

October-December 2012

November-January 2013

January-March 2013

March 2013

April 2013

May 2013

### Functions, Programs, & Services

Admissions, Registration, Advising,  
Other Student Services, Information  
Technology

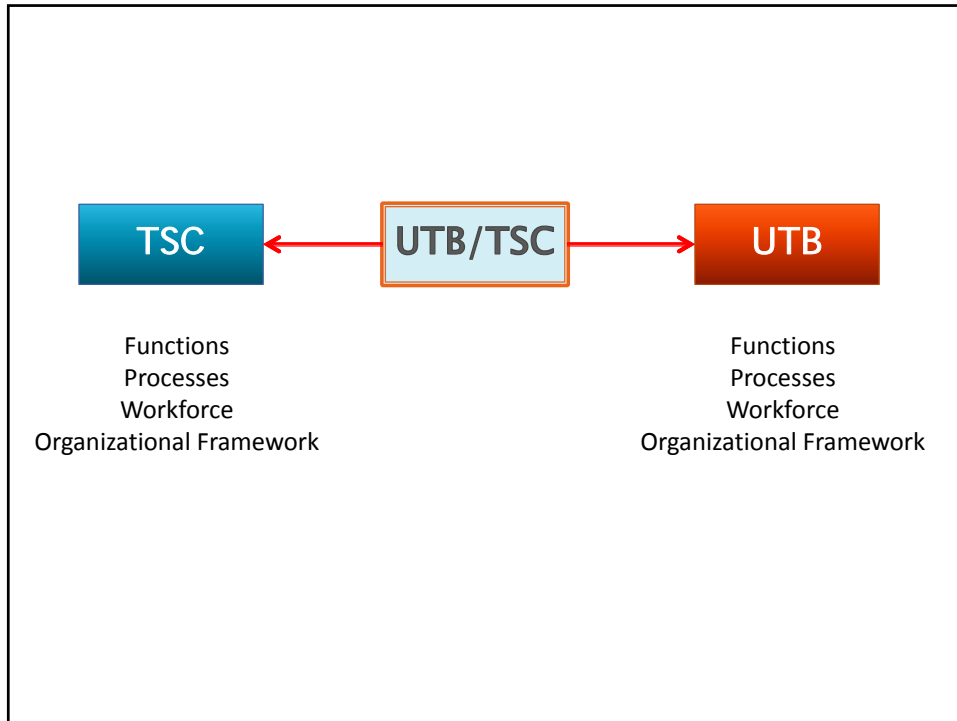
Career and Technical Programs,  
Workforce/Continuing Education

Academic Programs, Learning  
Resources, Security, General  
Administration

Complete Class Schedule/Catalog

Begin registration process for Fall  
2012 semester

Plant Operations & Maintenance



## Additional Tasks Underway

- ▶ Both entities are in the process of building their respective class schedules for FY 2013-2014, to include the identification of classroom and office space for students, faculty and staff.
- ▶ There are numerous tasks relating to human resources that are being addressed.
- ▶ The Transition Teams are continuing work on negotiations relating to facilities, funding and other related issues.

*¡Gracias!*



# TEXAS SOUTHMOST COLLEGE DISTRICT

## BOARD AGENDA REQUEST FORM

<b>Department/Division:</b> Finance Office	<b>Board Meeting Date:</b> October 18, 2012
<b>Agenda Item:</b>  4 <sup>th</sup> Quarter Investment Report for Fiscal Year 2012	
<b>Rationale/Background:</b>  Presentation of the 4 <sup>th</sup> Quarter Investment Report for Fiscal Year 2012.	
<b>Recommended Action:</b>  For the Board's review. No Action necessary.	
<b>Fiscal Implications:</b> Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
<b>Attachments (List):</b>  4 <sup>th</sup> Quarter Investment Report for Fiscal Year 2012	

<b>FOR OFFICE USE ONLY:</b>
<b>Board Action:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
<b>Certified by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____



TEXAS SOUTHMOST COLLEGE DISTRICT  
INVESTMENT REPORT  
FOR QUARTER ENDED  
AUGUST 2012

**RETIREMENT OF INDEBTEDNESS**

Instrument	Book Value 5/31/2012	Market Value 5/31/2012	Book Value 8/31/2012	Market Value 8/31/2012	Avg Yield	Maturity	Interest Earned
TSC Debt Service Fund	\$208,857.15	\$208,857.15	\$208,984.95	\$208,984.95	0.246%	N/A	\$127.80
TSC 1987 Tax Debt Service Fund	\$492,695.80	\$492,695.80	\$498,578.85	\$498,578.85	0.246%	N/A	\$303.15
TSC 2005 Tax Debt Service Fund	\$463,118.97	\$463,118.97	\$291,077.47	\$201,077.47	0.246%	N/A	\$267.83
TSC 2005 WRKC Debt Service Fund	\$5,724,374.78	\$5,724,374.78	\$4,880,377.58	\$4,880,377.58	0.246%	N/A	\$3,451.12
TSC 2006 Tax Debt Service	\$755,211.06	\$755,211.06	\$294,511.78	\$294,511.78	0.246%	N/A	\$421.87
TSC 2007 Tax Debt Service	\$492,522.72	\$492,522.72	\$168,527.11	\$168,527.11	0.246%	N/A	\$227.02
TSC 2008 Tax Debt Service	\$144,579.14	\$144,579.14	\$71,301.56	\$71,301.56	0.246%	N/A	\$81.35
TSC 2009 Tax Debt Service	\$93,916.01	\$93,916.01	\$56,805.20	\$56,805.20	0.246%	N/A	\$57.00
TSC 2006 Maintenance Tax Debt Service	\$123,947.94	\$123,947.94	\$57,698.40	\$57,698.40	0.246%	N/A	\$71.66
TSC 2007 Maintenance Tax Debt Service	\$47,600.60	\$47,600.60	\$19,098.06	\$19,098.06	0.246%	N/A	\$27.20
TSC 2008 Maintenance Tax Debt Service	\$102,767.30	\$102,767.30	\$29,158.98	\$29,158.98	0.246%	N/A	\$57.46
TSC 2009 Maintenance Tax Debt Service	\$66,284.46	\$66,284.46	\$19,559.86	\$19,559.86	0.246%	N/A	\$37.14
TSC Student Union Bldg Fees	\$2,097,301.67	\$2,097,301.67	\$1,622,527.12	\$1,622,527.12	0.246%	N/A	\$1,245.82
							<u>\$6,376.43</u>

**AGENCY FUNDS**

Instrument	Book Value 5/31/2012	Market Value 5/31/2012	Book Value 8/31/2012	Market Value 8/31/2012	Avg. Yield	Maturity	Interest Earned
TSC Alumni Association	\$10,755.87	\$10,755.87	\$10,762.45	\$10,762.45	0.246%	N/A	\$6.58
							<u>\$6.58</u>

TOTAL INTEREST EARNED THIS QUARTER

\$21,290.46

Note: All investments are in accordance with the stated strategies, District Board Investment Policy 4.60, and relevant provisions of the law.

**Interest Summary**

FUNDS	Earned 1st Qtr	Earned 2nd Qtr	Earned 3rd Qtr	Earned 4th Qtr
Current Funds	\$4,810.18	\$9,302.92	\$8,322.79	\$7,595.49
Loan Funds	\$20.88	\$24.93	\$22.54	\$22.50
Endowment & Similar Funds	\$4.93	\$6.21	\$5.56	\$5.34
Plant Funds	\$11,049.38	\$16,253.78	\$13,279.40	\$13,660.55
Agency Funds	\$6.11	\$7.29	\$6.59	\$6.58
<b>TOTAL</b>	<b>\$15,891.48</b>	<b>\$25,595.14</b>	<b>\$21,636.88</b>	<b>\$21,290.46</b>



Chet Lewis, III  
Vice President of Finance  
and Administration



Nancy Saldaña  
Director of Finance