



# Texas Southmost College

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## Board of Trustees

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*Ramon Champion Hinojosa*

*Art Rendon*

*Tony Zavaleta, Ph.D.*

## TSC Interim President

*Mike Shannon*

## Texas Southmost College District

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

October 27, 2016

The Board of Trustees of the Texas Southmost College District convened in open session on October 27, 2016, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Adela G. Garza, Chair; Trey Mendez, Vice Chair; Ruben Herrera, Secretary; Dr. Reynaldo García; Art Rendon and Ramon Champion Hinojosa. Absent was Dr. Tony Zavaleta. Also present was Mr. Mike Shannon, Interim President of Texas Southmost College.

### 1. Call to Order

The meeting was called to order by Chair Mrs. Garza at 5:31 p.m.

### 2. Pledges of Allegiance

Mrs. Garza leads the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

### 3. Moment of Silence

The Board took a moment of silence to recognize the passing of one of TSC's family members, Dr. Alberto Herrera.

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

Chair Mrs. Garza called on John Feist, Community Member. Mr. Feist informed the Board that the \$936,000.00 in scholarship funds would now be invested appropriately and that the “Margarita De Luna Hinojosa” scholarship endowment fund would now be able to begin issuing scholarships to students. He thanked the Board and new Administration for their work in moving forward with the scholarship investment.

Mrs. Garza then called on Mr. Gene Fernandez, the Brownsville Historical Association. Mr. Fernandez is seeking the Boards promise to securing the Hunter Room Collection to the Brownsville Historical Association. Mr. Fernandez discussed the progress of the upgrading of the Market Square Facility that was given by the City of Brownsville for the purpose of a true museum complex for all of South Texas.

#### **5. President’s Report**

Chair Mrs. Garza called on Mr. Shannon to give the report.

Mr. Shannon reported the enrollment for the Spring 2017 semester is at 1,321 students after just one week of registration.

Mr. Shannon informed the Board on the Vice President for Instruction search. He stated that the committee was being selected and the application review would begin next week.

Mr. Shannon then shared some calendar items with the Board. He announced on November 11 is Veteran’s Day and TSC will be having a ceremony by the flag pole right outside Gorgas Hall at 9:00 a.m. He also announced the annual Tree Lighting Ceremony will be on December 1, at 5:30p.m., in front of Gorgas Hall as well. He stated that following the Tree Lighting Ceremony, TSC will hold a Christmas Party at 6:30 p.m. for all employees, their families and Board Members.

Dr. García at this point questioned the status of the national Presidential search for TSC. Mr. Shannon notified Dr. García that the search has not been started and that to his understanding the Board was going to lead that effort.



## **6. Consideration and Approval of Minutes of Previous Meeting**

### **Consideration and Approval of Special Meeting of September 19, 2016 and the Regular Meeting of September 22, 2016**

**A motion was made by Mr. Herrera to Approve the Minutes of the Special Meeting of September 19, 2016 and the Regular Meeting of September 22, 2016. The motion was seconded by Mr. Mendez. Dr. Garcia voted against. Motion passed.**

## **7. Recognition of TSC Student “Street Art” Contest Winners at the 20<sup>th</sup> Annual Latin Jazz Festival**

Mrs. Garza called on Donald Crouse, Dean of Humanities, to introduce the item. Mr. Crouse then called on Mr. David Ransom and Mr. Robert Andes, both Art Instructors at TSC. Mr. Ransom addressed the Art Program and the works done by the art students. He then introduced Mr. Andes who showcased some of the art projects done throughout the community; including the Good Settlement House, the 20<sup>th</sup> Annual Latin Jazz Festival Street Art Contest, and a Service Learning Project – Book Illustration. He also mentioned that the students had participated for the second time in the Domestic Violence Art Contest of Cameron County. Four of the art students introduced their art works to the Board. The Board applauded their works and took several photos with the students.

## **8. Legislative Update**

Chair Mrs. Garza called on Mr. Buddy Garcia, President of Modern Stewardship Government Consulting. Mr. Garcia brought legislative updates and shared strategies for community college funding issues. He shared a letter from Dan Patrick, Lieutenant Governor asking for a 4% reduction from all state agencies. Mr. Garcia explained how our local State Representatives should be contacted for help regarding the funding issues for TSC. His suggestion was to target Base Funding from the Legislation. Mr. Garcia shared ideas of ways to get additional funding through using our present resources. His examples were the border security issues that are already an

obligation of the Government. He stressed the importance of requesting funds now as the legislation is preparing for next year's budget already.

## **9. Consideration and Approval of the Budget Amendment for FY 2017**

### **Consideration and Approval of the Budget Amendment for FY 2017**

Chair Mrs. Garza called on Mr. Shannon to present the item. Mr. Shannon discussed the Budget Amendment Request to the Board and explained that the listed items on the report were a one-time expense and that the Board would still be required to approve each individual expense over \$25,000. Mr. Mendez requested a line by line breakdown of the amounts needing approval. Mr. Shannon offered to give the Board Members copies of the individual items being requested by the departments so they could further understand the institutional need. Mr. Rendon questioned the automotive area, the equipment needed and the reason TSC is requesting a surveillance system. Mr. Shannon explained that the one presently being used is of poor quality and not all cameras on campus are operational. The cameras would be for both the main campus and ITECC.

**A motion was made by Mr. Herrera to Approve Budget Amendment 17-001 for Fiscal Year 2017 as presented. The motion was seconded by Mr. Hinojosa and carried unanimously. *Exhibit "A"***

## **10. Consideration and Approval of the Proposal for the Purchase and Installation of a New Audio/Video System for the Gorgas Board Room**

**A motion was made by Mr. Herrera to table the Proposal for the Purchase and Installation of a New Audio/Video System for the Gorgas Board Room. The motion was seconded by Mr. Rendon and carried unanimously. *Exhibit "B"***

## **11. Consideration and Approval of the Change Orders on the Contract with Alpha Building Corporation for the TSC Nursing and Allied Health Relocation at the International, Technology, Education and Commerce Center**



**Consideration and Approval Payment  
Against Outstanding Change Orders to Alpha  
Building Corporation Associated with the TSC Nursing and  
Allied Health Labs relocation to the International, Technology,  
Education and Commerce Center (ITECC)**

Mrs. Garza called on Mr. Antonio Guevara, Director of Facilities and Physical Plant, to present the item. Mr. Guevara was seeking approval to move forward on payment to Alpha Building Corporation for the completion to activate equipment previously purchased for the Respiratory Program lab. Mr. Guevara introduced Mr. Tomas Ramos, Program Director, who further explained the need for the equipment so that the program students could fully benefit from hands-on training with the actual equipment that would be used in a hospital setting. Mr. Guevara stated that the outstanding balance of \$314,552 was negotiated to \$189,665.00, and that Alpha Building Corporation is working with TSC to help get the program functional.

**A motioned was made by Dr. Garcia to Approve the Payment to Alpha Building Corporation in the Amount of \$189,665.37 for all Remaining Outstanding Change Orders Associated with the TSC Nursing and Allied Health Labs Relocation over to the ITECC Facility and Authorize the Interim President to Execute the Payment. The motion was seconded by Mr. Herrera and carried unanimously. *Exhibit "C"***

**12. Consideration and Approval of the following Local Policies:**

**a. CAK Appropriations and Revenue Source – Investment**

Mrs. Garza called on Mr. Mike Shannon to present. Mr. Shannon asked Mr. Carlos Pecero, Controller, to present on the first item. Mr. Pecero explained to the Board that no changes were being requested at this time for the CAK Appropriations and Revenue Source – Investment. It is required by the Public Funds Investment Act that this policy be reviewed and approved on an annual basis. Since no changes were being made Mr. Pecero was only seeking approval from the Board at this time.

**A motion was made by Mr. Herrera to approve CAK Appropriations and Revenue Source – Investment Local Policy. The motion was seconded by Mr. Hinojosa and carried unanimously.**

**b. Personnel: DC Employment Practices**

Mr. Shannon wishes to revise the Employment Practices Policy. The Policy originally stated "The Board delegates to the College President the authority to hire all employees." The new revision to the policy would read "The Board shall approve the hiring of all Deans, Associate Vice Presidents, and Vice Presidents. The Board delegates to the College President the authority to hire all other employees." Dr. Garcia voiced his concerns regarding the change being considered that the Board should not be responsible for hiring anyone other than the President of the College.

**A motion was made by Mr. Mendez to Approve the Change in Local Policy for DC Employment Practices. The motion was seconded by Mr. Herrera. Dr. Garcia and Mr. Art Rendon voted against.**

**c. DJ Assignment, Work Load, and Schedules**

Mr. Shannon is requesting that the policy on Assignment, Work Load, and Schedules be revised. The number of office hours that a full-time faculty member is presently required to maintain is 10 hours per week, he is requesting that be changed to 5 hours per week.

**A motion was made by Mr. Hinojosa for the full-time faculty office hours be changed from 10 hours per week to 5 hours per week. The motion was seconded by Mr. Mendez and carried unanimously.**

*Exhibit "D"*

**13. Consideration and Approval of the Proposal for Windstorm and Hail Property Insurance****Consideration and Approval of the Proposal  
for Windstorm and Hail Property Insurance**

Chair Mrs. Garza called on Mr. Pecero to present the item. Mr. Pecero shared with the Board Members the comparison between 3 Insurance Agencies that responded to the RFP. He explained each offer from each agency to include: Shepard Walton King from McAllen, Texas, Texas Insurance Service Center from Harlingen, Texas and The Klement Agency from Prosper, Texas. Mr.



Pecero discussed the scope of product and services along with an evaluation matrix rating for each agency. He share his recommendation of Option A: Shepard Walton King or Option B: The Klement Agency.

Mr. Rendon moved to approve Option B: The Klement Agency for Windstorm and Hail Property Insurance coverage. Dr. Garcia seconded the motion. At this time Mr. Herrera and Mr. Hinojosa voted against, and Mr. Mendez abstained from voting. Mr. Rendon then suggested the item get tabled. Mr. Rendon then withdrew his motion to give the board more time to compare the policies. Mr. Shannon then notified the Board that the present policy is scheduled to expire on October 31, 2016. Mrs. Garza tabled the item and suggested to call a Special Meeting on Monday, October 31, 2016 at 12:00 pm.

**A motion was made by Mr. Rendon to withdraw the previous motion and table the Approval of the Proposal for Windstorm and Hail Property Insurance. The motion was seconded by Mr. Mendez and carried unanimously. *Exhibit "E"***

#### **14. Discussion and Possible Action Regarding Investing with Cooperative Pools**

##### **Discussion and Possible Action Regarding Investing with Cooperative Pools**

Mrs. Garza called on Mr. Pecero to present this item. Mr. Pecero presented a power point detailing the specifics of Investment Pools. Mr. Pecero shared the pools being considered at this time: TEXPOOL, TEXPOOL – Prime, LOGIC & TexSTAR. Some of the main objectives addressed were safety of principal, liquidity, and competitive rate of return. He stressed the importance of a positive return from the investment as the rate of return would benefit the endowment scholarships for our students. Mr. Pecero was seeking a motion from the Board to authorize management to participate in the Investment Pools.

**A motion was made by Mr. Rendon to Approve and Authorize Management to Participate in the Following Investment Pools: TEXPOOL, TEXPOOL-Prime, TexSTAR, and Logic as presented. The motion was seconded by Mr. Mendez and carried unanimously. *Exhibit "F"***

### **15. Report of the Third Quarter Financial Statements and Investment Report for Fiscal Year 2016**

Chair Mrs. Garza called on Mr. Pecero to give the report Mr. Pecero reported on the 3<sup>rd</sup> Quarter Financial Statements and Investment Report. Mr. Pecero detailed the expenditures, procedures and financial support for the College. This is in part for the Compliance Funds Investment Act. No Action Required. *Exhibit "G"*

### **16. Monthly Budget Report**

Chair Mrs. Garza called on Mr. Carlos Pecero to give the report. Mr. Pecero notified the Board that his previous presentation included the Monthly Budget Report as well and required, No Action from the Board. *Exhibit "H"*

**The Board convened in Executive Session at 7:38 p.m.**

**The Board reconvened in Regular Session at 8:11 p.m.**

**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.



### **17. Proposed Next Meeting Date**

Thursday, November 17, 2016  
Regular Board Meeting

### **Adjournment**

The meeting was adjourned by Chair Mrs. Garza at 8:13 p.m.

**NOTE:** The tape of the Regular Board of Trustees meeting held on October 27, 2016, 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 Irene Perez, Senior 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.