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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

December 13, 2017

The Board of Trustees of the Texas Southmost College District convened in open session on December 13, 2017, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Adela Garza, Chair; Trey Mendez, Vice Chair; Ruben Herrera, Secretary; Art Rendon, Dr. Ruben Gallegos and Dr. Reynaldo García. Also present was Dr. Jesus Roberto Rodríguez, President of Texas Southmost College. Absent was Dr. Tony Zavaleta.

1. Call to Order

The meeting was called to order by Chair, Adela Garza, at 5:30 p.m.

2. Pledges of Allegiance

Mr. Art Rendon led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment

No public speakers.

4. Consideration and Approval of the Minutes of the Regular Meeting of November 16, 2017

**Consideration and Approval of the
Minutes of the Regular Meeting of November 16, 2017**

A motion was made by Mr. Herrera to Approve the Minutes of the Regular Meeting of November 16, 2017. The motion was seconded by Mr. Rendon and carried unanimously.

5. Presentation of the Brownsville Public Utilities Board Energy Efficiency Rebate Project

Mrs. Garza called on Mr. Antonio Guevara, Executive Director of Facilities and Physical Plant, to present the item. Mr. Guevara presented the College's participation in two energy efficiency rebate programs: the chiller replacements, which saved \$9,100.00, and the interior and exterior lighting project, which saved \$21,190.86, for a total savings of \$30,290.86. Mr. Guevara stated that both projects were completed in-house by TSC employees.

Mr. Guevara introduced representatives from the Brownsville Public Utilities Board (BPUB) to present a rebate check to TSC. Present from BPUB were Mr. Eduardo Campirano Jr., Key Accounts and Business Development Manager; Mr. Eddie Hernandez, Director of Customer Service and Information Services; Mr. Danny Mare, Senior Key Account Representative; and Mr. Alex Zepeda, Energy Efficiency and Conservation Coordinator. Mr. Campirano stated that TSC and BPUB had a long-standing relationship as community partners, and this project highlights TSC's dedication to energy efficiency and the conservation of natural resources. Mr. Campirano presented a check in the amount of \$30,290.86 on behalf of BPUB and thanked the TSC Facilities and Physical Plant department for their work and commitment to energy efficiency.

6. President's Report

Mrs. Garza called on Dr. Rodríguez to present the report. Dr. Rodriguez reported on the following items:

- There are currently 4,190 students registered for the spring semester, consisting of 2,735 on-campus and 1,455 dual enrollment and early college high school students. TSC will be holding two Registration Rallies at the Oliveira Student Services Center on Thursday, January 4, 2018, and on Saturday, January 6, 2018, targeting students taking evening and Saturday classes.
- TSC will begin offering scholarships from the TSC Endowments Fund in the spring semester. Student Services is continuing to reach out to students via email, Facebook, and the TSC web site to make them aware of these opportunities.
- Fall Commencement is scheduled for Saturday, December 16. There will be two ceremonies, the first at 10:00 a.m. and second at 2:00 p.m.
- The Licensed Vocational Nursing Class of 2017 Pinning Ceremony will take place on Monday, December 18, at 2:00 p.m. in the Science, Engineering, and Technology Building Lecture Hall.
- The Criminal Justice Institute held a graduation ceremony for the Basic Peace Officer Class of 2016-2017B on Saturday, December 2. This was the largest graduating class since TSC became an independent institution in the fall of 2013, with 34 graduating cadets. The graduates achieved an overall passing rate of 90% on their Texas Commission on Law Enforcement (TCOLE) exams and all have accepted positions with law enforcement agencies. A video highlighting the graduating class activities was played. Dr. Rodriguez recognized Ms. Willemina Edwards, Director of the Criminal Justice Institute, for her leadership and dedication to student success.
- Mr. Antonio Guevara, Executive Director of Facilities and Physical Plant; Mr. Armando Garcia, Building Maintenance Supervisor; Mr. Raul Hernandez, Building Maintenance Supervisor; Mr. Hector Espino, Building Maintenance Supervisor; Mr. Gerardo Mascorro, HVAC Supervisor; and Mr. David Ramos, Warehouse Specialist; were recognized for being instrumental in the energy savings initiatives that have resulted in thousands of dollars in savings. Dr. Rodriguez thanked these individuals for their commitment to TSC's values of excellence and innovation.

- Interviews are currently being conducted for the Director of the Associate Degree Nursing Program.

7. Academic Subcommittee Report

Mrs. Garza called on Mr. Herrera to present the report. Mr. Herrera stated that the Academic Subcommittee met on December 6. The Subcommittee received a presentation regarding the new Online College initiative.

Dr. Joanna Kile, Vice President of Instruction, and Mrs. Antonia Saldivar, Director of Educational Technology and Online Learning, provided the Board with information regarding TSC's Online College. Mrs. Saldivar also shared future projects that include use of open educational resources and an Adjunct Faculty Academy.

8. Budget/Finance Subcommittee Report

Mrs. Garza called on Mr. Herrera to give the report. Mr. Herrera reported that the Budget/Finance Subcommittee met on December 6 and 7. He asked Dr. Rodriguez to elaborate on each of the items discussed.

Consideration and Possible Action on a Resolution Appointing the Agent for the TSC District Election

Dr. Rodríguez stated that by state statute, the Board must appoint an Agent for the Elections if the Secretary for the Board does not keep office hours at the District. The duties of the Agent include receiving applications for place on the ballot, campaign finance reports, and election results. Staff recommends appointing Mr. Edgar Chrnko Salas, Director of Marketing and Community Relations, to serve as the District's Agent for the May 2018 election. Mr. Edgar Chrnko Salas served in that capacity during the last Board election.

A motion was made by Mr. Herrera to Adopt the Resolution Appointing Edgar Chrnko Salas as the District's agent for the May 2018 Trustee Election, as presented. The motion was seconded by Dr. Gallegos and carried unanimously.

**Consideration and Possible Action on Authorization to
Enter into Contract Negotiations with Cameron County
Elections Administrator to Conduct Election Services**

Dr. Rodríguez stated TSC is again planning to hold joint elections with the Brownsville Navigation District for convenience of the voters (same polling places) and for cost containment. This item will allow staff to negotiate a contract with the Cameron County Elections Administrator. The proposed contract and polling locations will be presented to the Board for approval at an upcoming board meeting.

A motion was made by Dr. Gallegos to Authorize to Enter into Contract Negotiations with Cameron County Elections Administrator to Conduct Election Services for the May 2018 Trustee Election, as presented. The motion was seconded by Mr. Rendon and carried unanimously.

**Consideration and Possible Action on
Advertising Services from Aim Media Texas Operating, LLC**

Dr. Rodríguez stated that Aim Media holds exclusive rights to advertising local content in various forms of media, which makes them a sole source. The College is anticipating spending approximately \$70,000 in advertising, which is in line with the amount spent last fiscal year.

A motion was made by Mr. Herrera to Approve Advertising Services from Aim Media Texas Operating, LLC., as presented. The motion was seconded by Dr. Gallegos and carried unanimously.

**Consideration and Possible Action on a Resolution
Approving the Proposal by the Cameron Appraisal
District for Renovation of the Appraisal District Headquarters**

Dr. Rodríguez called on Mr. Richard Molina, Chief Appraiser for the Cameron Appraisal District. Mr. Molina explained the Appraisal District is in the process of constructing an addition to their building to accommodate expected growth. According to the Texas Property Tax Code, the Appraisal District must obtain approval from $\frac{3}{4}$ of all taxing entities in order to proceed with construction.

A motion was made by Mr. Herrera to Approve the Proposal by the Cameron Appraisal District for Renovation of the Appraisal District Headquarters, as presented. The motion was seconded by Mr. Mendez and carried unanimously.

Consideration and Possible Action on the Agreement with STOPIT to provide Services to Students and Employees to Anonymously Report Sexual Assault, Family Violence, or Stalking Committed Against or Witnessed.

Dr. Rodriguez stated that in accordance with the Education Code, Section 51.9365, TSC has a process for anonymously reporting allegations of sexual assault, family violence or stalking committed against or witnessed by students and employees. The agreement with STOPIT would allow TSC to comply with this requirement as well as allow staff to provide a follow up to the person who made the report.

A motion was made by Mr. Herrera to Approve the Agreement with STOPIT to provide Services to Students and Employees to Anonymously Report Sexual Assault, Family Violence, or Stalking Committed Against or Witnessed. The motion was seconded by Mr. Rendon and carried unanimously.

9. Facilities Subcommittee Report

Mrs. Garza called on Dr. Gallegos to make the report. Dr. Gallegos reported that the Facilities Subcommittee met on December 7. The Subcommittee discussed energy savings performance contracting, which is a construction method that allows an entity to complete energy-saving improvements within an existing budget, by financing them with money saved through reduced utility expenditures. Dr. Gallegos stated that the Subcommittee recommends scheduling a special board workshop to hear presentations from three vendors that submitted proposals in response to a Request for Qualifications (RFQ) issued by the College in August. He asked staff to work with the Trustees to select a date for the workshop.

Dr. Gallegos also stated that the Subcommittee discussed the Campus Wide Roof Repair Project. A contract with Amtech Solutions for Phase II of the project is being finalized and will be presented to the Board at a subsequent meeting.

10. Report on the Monthly Financial Statement for the Month Ending September 30, 2017

Mrs. Garza called on Mr. Carlos Pecero, Controller, to present the item. Mr. Pecero gave a brief presentation regarding the Budget to Actuals Report for the period Sept 1, 2017 through Sept 30, 2017.

11. Executive Session

The Board convened in Executive Session at 6:48 p.m.

The Board reconvened in Regular Session at 7:30 p.m.

12. Action on Executive Session Matters

**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.**

**i. Between the United States Department of Education and Texas
Southmost College**

A motion was made by Mr. Rendon that the Board direct President Rodriguez to pursue the option with the United States Department of Education in abrogating the educational restrictions of the U.S. Coast Guard Station (.20 acres) located in South Padre Island, Texas, including the adjacent parking lot property (.33 acres). The motion was seconded by Dr. García and carried unanimously.

**Deliberation on Personnel Matters,
Section 551.074, Texas Government Code.**

No action was taken.

13. Proposed Meeting Dates

Thursday, January 18, 2018

Regular Board Meeting

Thursday, February 8, 2018

Regular Board Meeting

Thursday, March 8, 2018

Regular Board Meeting

Adjournment

The meeting was adjourned by Chair, Mrs. Garza at 7:34 p.m.