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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

November 16, 2017

The Board of Trustees of the Texas Southmost College District convened in open session on November 16, 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; Dr. Reynaldo Garcia and Dr. Tony Zavaleta. Also present was Dr. Jesus Roberto Rodriguez, President of Texas Southmost College. Absent were Art Rendon and Dr. Ruben Gallegos.

1. Call to Order

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

2. Pledges of Allegiance

Dr. Tony Zavaleta led the United States Pledge of Allegiance and the Texas Pledge of Allegiance.

3. Public Comment

No public speakers.

4. President's Report

Mrs. Garza called on Dr. Rodríguez to present the report. Dr. Rodríguez reported that 2,004 students have registered on campus for the Spring 2018 semester, and 1,448 dual enrollment and early college high school students. Student Services staff are continuing to reach out to currently enrolled students as well as prospective students. He stated that faculty are making announcements to encourage students to register early and Marketing is running ads on radio and television in English and Spanish, as well as social media, newspaper ads, billboards, and movie theater advertisements.

In the Spring, TSC is launching hybrid Saturday courses. The hybrid courses will be taught in eight week sessions, with students receiving one third of their instruction face-to-face and two thirds online. He stated by offering these Hybrid Saturday courses in eight week blocks, students will be able to enroll for a full twelve semester credit hour schedule in the Spring, while taking all their classes on Saturdays. This is one of the initiatives TSC is putting in place to create more opportunities for non-traditional students to attend TSC. The courses offered this Spring are English Composition I and Composition II, History II, and College Algebra.

Dr. Rodríguez provided an update on the TSC endowments. Mr. Mike Shannon, Vice President of Student Services and Mr. Santos Alarcon, Vice President of Finance and Administration, are leading the team working on the TSC endowments. He stated of the thirty seven endowments, ten have reached maturity, allowing TSC to begin issuing scholarships this spring semester. The team is also working with TSC attorney, Mr. Frank Perez, regarding the remaining endowments to see if we can adjust the maturity levels to begin issuing scholarships for those endowments as well.

Dr. Rodríguez reported that on November 8, he attended a meeting at Workforce Solutions regarding the Cameron County Economic Overview and Manufacturing Outlook. He stated that at the meeting there was crucial information for current and future planning strategies. TSC will be evaluating this information, as well as the feedback TSC is receiving from the strategic planning meetings, as TSC moves forward on developing workforce training programs.

Dr. Rodríguez informed that Board of the following upcoming events:

Tree Lighting Ceremony

The Annual Tree Lighting ceremony is planned for Wednesday, November 29th at 5:30 p.m. The event will take place in front of Gorgas Hall.

TSC Art Gallery

The TSC Art Faculty will be opening the new Art Gallery at International Technology, Education and Commerce Center. The opening art show will feature artwork from our Studio Design students and faculty members on Thursday, November 30th, from 6:00 p.m. – 9:00 p.m.

Historical Marker Dedication Ceremony

The City of Brownsville Historical Marker Dedication Ceremony is scheduled for Friday, December 8th at 10:00 a.m. at the TSC Commissary Building. Following the ceremony, guests can participate in a tour of the markers at the Fort Brown Commissary and Guardhouse, the Fort Brown Post Hospital, and concluding at the Stillman House at approximately 11:30 a.m.

TSC Annual Employee Holiday Celebration

The TSC Annual Employee Holiday Celebration will be held Friday, December 8th, at 11:30 a.m. in the Jacob Brown Auditorium. TSC Administrators will be serving lunch, and there will be a variety of entertainment to recognize the staff for their service to the College.

Commencement

Fall Commencement is scheduled for Saturday, December 16th. There will be two ceremonies, the first at 10:00 a.m. and second at 3:00 p.m.

Dr. Rodríguez next introduced a video, highlighting some of the recent activities. The video documented the following events:

1. RGV STEM Faculty Institute – Cohort III Graduation, Nov. 2nd
2. Dia de lo Muertos, Nov. 3rd
3. Walk to End Alzheimer's, Nov. 4th
4. Second Annual Copa Girls 7-on-7 Soccer Tournament, Nov. 4th
5. HEB Feast of Sharing, Nov. 8th
6. 5th Annual Veterans Day Ceremony, Nov. 9th
7. City of Los Fresnos – Meet & Greet, Nov. 9th

8. FASFA Super Saturday, Nov. 11th
9. Blood Drive, Nov. 14th
10. Meeting with UTRGV President and Deputy President, Nov. 15th
11. Strategic Planning Meetings, Nov. 14th – 15th

A second video was presented, featuring two public service announcements, filmed recently on the TSC campus, highlighting two GEAR UP students, as part of a series airing on KRGV Channel five. The students are Gloria Ramirez, from Brownsville Veterans Early College High School, and Heriberto Caballero, from Port Isabel High School. Both students are in their freshman year at TSC. GEAR UP has partnered with KRGV for many years providing information to the public regarding access to higher education, and these videos will be televised on KRGV as public service announcements. Gloria and Heriberto were present at the meeting. Also present was Angela Delamar, Education Specialist, from GEAR UP. Ms. Delamar works in partnership with local Institutes of Higher Education, with local GEAR UP school districts, and with business and industry partners to provide customized support to the cohort students. He stated that these videos are the first draft, and TSC is getting a “sneak peek”. He thanked Gloria, Heriberto, and Ms. Delamar.

Dr. Rodriguez recognized the following faculty and staff for their outstanding work:

- Mrs. Antonia Saldivar, Mr. Michael Dones and Mrs. Mary Loo Rodriguez from the Department of Educational Technology & Online Learning (ETOL). The ETOL has played an integral role in offering online and hybrid courses. The department offers weekly professional development opportunities for faculty and were instrumental in transitioning of all the faculty from Pearson Learning Studio to the Canvas Learning Management System. Mrs. Saldivar and the team always deliver services with superb customer service and continuously seek new and innovative ways with the technological tools that instructors need to meet the diverse student population.
- Dr. Leslie Meyer and Mrs. Martha Warburton with the TSC Behavioral and Social Science students, hosted TSC’s inaugural Dia de los Muertos Event on November 1st. TSC students, Rivera High School students, Veterans High School students, and their families participated in the Dia de los Muertos parade. A presentation of altars, music and stories were

shared with the audience. Over three hundred people participated in this event.

- Mr. Robert Ramaker and Mr. Dirk Yarker, who led efforts to host TSC's inaugural Living History Day Event on October 14th. The event provided the TSC family, local school districts, and the community with a living history experience. Attendees were able to interact with historians dressed in era appropriate clothing, who described the era and its major historical influence. Over five hundred people participated in this event.
- Mr. Edgar Chrnko-Salas, Mr. Alejandro Rodriguez, Mr. Frank Morris, Mr. Christian Menard and Ms. Christina Lopez from Marketing and Community Relations, and Special Events, for providing exemplary customer service and consistent high performance. Their high standards of professionalism and dedication to the student's success are a testament of TSC's values of integrity, access, excellence, service, innovation and success.

This concluded the President's Report.

5. Consideration and Approval of the Minutes of the Regular Meeting of October 30, 2017

Consideration and Approval of the Minutes of the Regular Meeting of October 30, 2017

A motion was made by Mr. Herrera to Approve the Minutes of the Regular Meeting of October 30, 2017. The motion was seconded by Dr. Zavaleta and carried unanimously.

6. Presentation of the Charro Days Association Scholarship

Mrs. Garza called on Mrs. Melinda Rodriguez, Vice President of Institutional Advancement and Workforce Training, to present the item. Mrs. Rodriguez presented representatives from the Charro Days Association and Twentieth Century Rides Organization that have been in partnership with TSC for many years. She introduce Mrs. Lucy Escamilla, 2018 President of Charro Days Inc. Mrs. Escamilla stated that on behalf of the

Charro Days Inc., Officers, Director and Honorary Directors presented a scholarship fund check in the amount of \$5,000. She stated five Texas Southmost College students will benefit with \$1,000 each to continue their college education. With this contribution Charro Days Inc., hope to continue their support with Texas Southmost College.

7. Academic Subcommittee Report

Mrs. Garza called on Mr. Herrera to give the report. Mr. Herrera reported that the Academic Subcommittee met on November 9, and are recommending approval of the following items: 7a. Memorandum of Understandings: 1. TSC Foundation, Inc. and TSC, 2. IME Becas (Consulate of Mexico) and TSC, 7b. Brownsville Rotary Sunrise Lease Agreement, 7c. Academic Agreement with San Benito Consolidated Independent School District, and 7d. Community College Survey Student Engagement Agreement.

Mr. Mendez asked for an explanation on 7d. Community College Survey of Student Engagement. Dr. Joanna Kile, Vice President for Instruction, explained that it is a nationally recognized survey through the University of Texas at Austin. She stated that most community colleges participate. The survey is to gauge student's behaviors and how that influences their retention rates and student learning. Dr. Kile stated that a sample of the students according to guidelines will be surveyed and TSC will be presented with the results and provide comparative benchmarking data on others that participate in the survey nationwide.

Mr. Herrera asked if this will help TSC with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation. Dr. Kile stated that student engagement and student learning is helpful for SACSCOC review.

A motion was made by Mr. Herrera for approval of 7a, 1&2, 7b, 7c and 7d. The motion was seconded by Dr. Zavaleta. Dr. García abstained from voting on 7b. due to being a member of The Rotary Club of Brownsville Sunrise, but voted "for" on 7a. 1&2, 7c and 7d. Motion carried.

8. Budget/Finance Subcommittee Report

Mrs. Garza called on Dr. Zavaleta to give the report. Dr. Zavaleta reported that the subcommittee met on November 9, and are recommending Approval for the following items: 8a. Proposals for Promotional Items, 8b. Payment for Compliance Assist Software License Fees, 8c. Annual Contracts for Fiscal Year 2017-2018: 1. Fox Mechanical – Preventive Maintenance Services for Campus Thermal Plants, 2. Marcis and Associates, Inc. – Campus Custodial Services, 3. Shepard Walton King – Windstorm and Hail Property Insurance, 4. Texas Association of School Boards – Property, Auto, and Liability Insurance, and 8d. Preferred Vendor List for Fiscal Year 2017 – 2018.

Mr. Mendez asked for an explanation for 8a. Proposals for Promotional Items. Mr. Herrera stated that the Budget/Finance Subcommittee had reviewed the proposal. Mr. Chrnko-Salas, Director of Marketing and Community Relations, explained that the three vendors that were selected were preferred vendors but could also go to other vendors as well.

Mr. Mendez posed another question regarding the 8c.3. Shepard Walton King – Windstorm and Hail Property Insurance. He asked when the contract renewal period would end for the Windstorm Insurance. Mr. Carlos Pecero, Controller, stated that it would end in February 2018. Mr. Herrera stated that a Consultant had been hired to assist in making sure that TSC is properly covered and that TSC has covered all the bases in terms of insurance. Mrs. Patricia Saldivar, Coordinator of Purchasing, provided the Board information regarding the services that were provided by that Consultant. Ms. Saldivar explained that the Consultant services were to review the existing policy that TSC currently has and provide feedback regarding the value of the building contents and the financial stability of the company. The Consultant Company agreed with TSC to renew the policy and move forward with Shepard Walton King. Mr. Mendez asked for clarification as to what the consultant actually did, if it was just a renewal for the same buildings and the same values. Mr. Pecero said that there were changes to the content value for the buildings and specific buildings that were excluded from the policy.

A motion was made by Dr. Zavaleta to approve item 8a. Proposals for Promotional Items, 8b. Payment for Compliance Assist Software License Fees, 8c. Annual Contracts for Fiscal Year 2017-2018 and 8d. Preferred Vendor List for Fiscal Year 2017-2018. The motion was seconded by Mr. Herrera and carried unanimously.

9. Discussion and Possible Action on Renaming of the TSC Arts Center

Mrs. Garza called on Dr. Deborah Huerta, Acting Dean of Humanities, to present the item. Dr. Huerta stated that the Division of Humanities and the Art and Music Faculty would like to recommend renaming the TSC Arts Center to the TSC Performing Arts Center. At the end of the month, TSC will be launching the Grand Opening of the TSC Fine Arts Gallery. By renaming the TSC Arts Center to the TSC Performing Arts Center, TSC will be able to distinguish between the two facilities and the events at each location.

Dr. Garcia expressed some concerns about the existing process for naming buildings. He stated that although a policy on naming buildings after an individual already exists, it does not address other types of building name changes. He also inquired about the budget implications of making the change and notifying the community about the proposed change. It was shared that the practice is for the Board to approve building name changes. Examples of similar name changes to buildings that were presented and approved by previous boards were discussed.

A motion was made by Dr. Garcia to table this item. The motion was not seconded. Motion failed.

A motion was made by Mr. Mendez to approve the renaming of the TSC Arts Center to the TSC Performing Arts Center, as presented. The motion was seconded by Mr. Herrera. Dr. Garcia voted nay. Motion carried.

10. Consideration and Approval of the Resolution to Vote for the Position Eight (8) Representative on the Cameron Appraisal District Ballot

Consideration and Approval of the Resolution to Vote for the Position Eight (8) Representative on the Cameron Appraisal District Ballot

A motion was made by Mr. Herrera for TSC to cast its vote for Antonio Zavaleta for Position Eight (8) on the Cameron Appraisal District Board of Directors and approve the Resolution, as presented. The motion was seconded by Mr. Mendez and carried unanimously.

11. Executive Session

The Board convened in Executive Session at 6:21 p.m.

The Board reconvened in Regular Session at 6:53 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.

No action was taken.

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

A motion was made by Mr. Herrera to approve the salary schedule provided to the Board by Dr. Jesus Roberto Rodriguez; President of Texas Southmost College. The motion was seconded by Dr. Zavaleta motion carried unanimously.

13. Proposed Meeting Dates

Wednesday, December 13, 2017

Regular Board Meeting

Wednesday, January 24, 2018

Regular Board Meeting

Adjournment

The meeting was adjourned by Chair Mrs. Garza at 6:55 p.m.