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## **Texas Southmost College District**

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

**February 8, 2018**

The Board of Trustees of the Texas Southmost College District convened in open session on February 8, 2018, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Trey Mendez, Vice Chair; Mr. Ruben Herrera, Secretary; Dr. Reynaldo García, Dr. Tony Zavaleta, Mr. Art Rendon and Dr. Ruben Gallegos. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

#### **1. Call to Order**

The meeting was called to order by Chair Adela Garza, at 5:31 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. Consideration and Approval of the Minutes of the Regular Meeting of January 18, 2018**

**Consideration and Approval of the  
Minutes of the Regular Meeting of January 18, 2018**

**A motion was made by Dr. Gallegos to Approve the Minutes of the Regular Meeting of January 18, 2018. The motion was seconded by Mr. Mendez and carried unanimously.**

**5. President's Report**

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

- New Director of Associate Degree Nursing. Ms. Beth Kasprisin joined TSC as the new Associate Degree Nursing (ADN) Director. Ms. Kasprisin has been a Registered Nurse since 1997 and has worked in academia since 2008, after receiving her Master of Science Degree with an emphasis in nursing education from Walden University. She came to TSC from Collin College where she served as Director of Nursing. Ms. Kasprisin is currently pursuing her Doctorate of Nursing Practice at the University of South Alabama. She brings a wealth of experience and knowledge to TSC that will greatly assist in the successful reopening and accreditation of the ADN Program.
- Enrollment Update. The current spring 2018 enrollment is 6,751 students, including 3,397 on-campus, 1,468 dual enrollment, and 1,888 early college high school students.
- SACSCOC Activities.
  - On January 26<sup>th</sup>, TSC attended the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Orientation for the Class of 2020. TSC attendees included President Rodríguez, Dr. Joanna Kile, Mr. Santos Alarcon, Mr. Donald Crouse and Mr. Oscar Hernandez. This orientation provided TSC with information regarding changes to the SACSCOC Principles of Accreditation, and will be critical in preparation for TSC five year visit from SACSCOC.

- TSC staff will attend regional workshops to learn about the recently adopted Principles of Accreditation. The workshops are scheduled for February 12<sup>th</sup> at Saint Philip's College in San Antonio and February 15<sup>th</sup> at Lone Star College in the Woodlands. The information from the workshops will assist the College in preparation for the next site visit from SACSCOC.
- On April 30<sup>th</sup> through May 2<sup>nd</sup>, a SACSCOC On-Site Committee will visit Texas Southmost College and five Brownsville Independent School District Early College High Schools. The visit is related to the substantive change submission for institutions accredited by SACSCOC for less than ten years who initiate the addition of an off-campus location (such as high schools) at which a student can earn more than 50% of credit toward an educational program.
- Commencement. Spring Commencement is scheduled for May 12<sup>th</sup>. TSC will again have two ceremonies at 10:00 a.m. and 2:00 p.m. Dr. Rodríguez announced that Dr. Belle Wheelan, SACSCOC President, has agreed to be the keynote speaker for both ceremonies. Dr. Wheelan has been an advocate for Texas Southmost College and is honored and delighted to be the keynote speaker for the commencement ceremonies.
- Mr. Amigo. On Thursday, February 22<sup>nd</sup>, Mr. Amigo, Pedro Fernandez, will be honored at a ceremony hosted by Texas Southmost College, University of Texas Rio Grande Valley (UTRGV) and Mr. Amigo Association at the TSC Performing Arts Center. The program will begin at 11:00 a.m. and will feature a special performance by the TSC Childcare Center children along with mariachi's, folklorico dancers, and the Mr. Amigo Presentation. Prior to the event, there will be a parade beginning at 10:45 a.m., leading from the UTRGV Student Union through the TSC Paseo. Following the event, from noon until 2:00 p.m., the Office of Student Life will host a festival featuring music, games and food vendor booths operated by TSC Student Organizations.
- Law Enforcement Expo. On February 28<sup>th</sup>, TSC will be hosting a Law Enforcement Expo from 10:00 a.m. to 2:00 p.m., at the Jacob Brown Auditorium. The Law Enforcement Expo is sponsored by the Criminal

Justice Program, in collaboration with the Office of Student Life. The Expo will provide students and community members with information on careers in law enforcement, and demonstrate how law enforcement plays a vital role in the community. Law enforcement agencies from the local, state and federal levels will be participating, in addition to the military branches.

- National Legislative Summit. On February 11<sup>th</sup> – 14<sup>th</sup>, the President and several trustees will be attending the Association of Community College Trustees (ACCT) National Legislative Summit, in Washington, D.C. TSC will hear from members of the U.S. Congress, leading political analysts, and other high-profile speakers, regarding federal policy issues that impact community colleges and students.
- Reader's Choice Awards. TSC was voted Favorite College/University by the Brownsville Herald's Reader's Choice Awards as published in the Brownsville Herald on Sunday, January 28<sup>th</sup>. Dr. Jonathan Dotson, TSC Faculty, was a recipient of the Readers' Choice Award for Favorite Music Teacher. Dr. Rodriguez congratulated Dr. Dotson, as well as the faculty, staff and the Board of Trustees for their leadership.
- Super Bowl Commercial. A video of the 30-second student testimonial commercial produced by TSC was played. The video aired multiple times on KVEO Channel 23 (NBC) during the Road to the Super Bowl and Super Bowl pre-game shows.

Dr. Rodríguez next presented a brief video highlighting the following activities:

- Welcome Week: Go-To Crew at North and South Hall
- Welcome Week: Back 2 School Photo Booth at South Hall
- Smoothies at the REC
- Welcome Week: Dance for Donuts at North and South Courtyard
- Guest Author: Rudy H. Garcia at Tandy
- Welcome Week: Dance for Donuts at ITECC Main Plaza
- Charro Days Picture Unveiling
- Telemundo 40 Financial Aid Promo shoot at Oliveira and Medical Lab Technology
- Art Class Photos at Recreation Center

- Leader of the Pie/Resource Fair at North and South Courtyard
- Winter Wellness Walk
- Guest Author: Yolanda Zamora at Tandy
- Student Leadership Academy at the Lightner Center
- Rec Fest

Dr. Rodríguez thanked the entire Institutional Advancement and Community Relations team for their efforts in putting the video together.

**6. Report on the Monthly Financial Statement for the Month Ending December 31, 2017**

Mrs. Garza called on Mr. Santos Alarcon, Vice President of Finance and Administration, to present the item. Mr. Alarcon introduced Mr. Carlos Pecero, Controller, to give the report. Mr. Pecero gave a brief presentation regarding the Budget to Actuals report for the month ending December 31, 2017. The item was for informational purposes only and no action was taken.

**7. Report on the Comprehensive Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2017**

Mrs. Garza called on Mr. Alarcon to present the item. Mr. Alarcon introduced Mr. Pecero to give the report. Mr. Pecero gave a brief explanation regarding the comprehensive annual financial report for TSC. The report encompasses the results of operations for Fiscal Year 2017, beginning September 1, 2016 and ending August 31, 2017. Mr. Pecero reported that TSC's audit was conducted by an independent accounting firm. Mr. Pecero stated that TSC had very good results from the audit, with "no findings" reported.

Mr. Carlos Cascos of Patillo, Brown and Hill the independent accounting firm that conducted the audit, explained the method for auditing records. Mr. Cascos stated that the firm randomly selects a percentage of transactions done within the year and follows each procedure from beginning to end. A

general discussion on the audit methodology was held. The item was for informational purposes only and no action was taken.

## **8. Budget/Finance Subcommittee Report**

Mrs. Garza called on Dr. Zavaleta to give the report. Dr. Zavaleta stated that the Budget/Finance Subcommittee met on January 31<sup>st</sup>. Mr. Herrera chaired the meeting in his absence. Ms. Adela Garza, Chair, was also present. The Subcommittee is recommending approval of the following items:

### **Consideration and possible action on the amendment to the Notice of Federal Grant Award for the Perkins Basic Grant Program**

Mrs. Melinda Rodriguez, Vice President for Institutional Advancement and Community Relations, presented the item. Mrs. Rodriguez explained that TSC had previously received a \$247,434 notice of grant award from the Carl Perkins Basic Grant Program, and in addition, had just been notified that TSC would be receiving an additional \$27,454. The additional funds would be applied specifically to purchase equipment for the various technology programs.

**A motion was made by Dr. Zavaleta to Approve the Amendment to the Notice of Federal Grant Award for the Perkins Basic Grant Program and authorize President Rodríguez to sign the Notice of Grant Award, as presented. The motion was seconded by Mr. Herrera and carried unanimously.**

### **Consideration and possible action on the Notice and Order of Election**

Mr. Edgar Chrnko-Salas, Director of Marketing and Community Relations, presented the item. Mr. Chrnko stated that per the Texas Election Code, political subdivisions, such as TSC, are required to publish a notice and order of election on or before the 21<sup>st</sup> day before the election. The notice and order includes the type of election, date of the election, the location of the polling places and early voting sites, and hours.

**A motion was made by Mr. Herrera to Approve the Notice and Order of Election, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**Consideration and possible action on Advertising Services from  
Benchmark Outdoor Media and Lamar Texas Limited Partnership**

Mr. Chrnko-Salas presented the item. Mr. Chrnko stated that the advertising includes TSC campaigns for student recruitment. The static and digital billboards included in the campaign target an important demographic area for the college's outreach efforts, its rebranding, and marketing initiatives.

**A motion was made by Dr. Gallegos to Approve the Advertising Services from Benchmark Outdoor Media and Lamar Texas Limited Partnership for a not to exceed amount for Fiscal Year 2018 of \$41,850.00 and \$63,118.08, respectively, as presented. The motion was seconded by Mr. Herrera and carried unanimously.**

**Consideration and possible action on award of  
RFP-18-03 for an Automotive Educational Trainer for  
the Automotive Technology Program**

Dr. Murad Abusalim, Acting Dean of STEM/CTE, presented the item. Dr. Abusalim stated that students in the Automotive Technology Program are currently trained using their own vehicles and are limited to diagnostic testing only. Instructors cannot insert "faults" into the students' vehicles. The trainers will allow instructors to be able to insert faults for the students' training to allow them to conduct diagnosis and repair. He stated that currently students are building circuits using simple wiring and battery connections. The purchase of these trainers will provide the opportunity for students to build circuits properly in accordance with industry standards.

**A motion was made by Mr. Herrera to Approve the award of RFP-18-03 Automotive Educational Trainer to ATech Training, Inc. in the amount of \$40,055.00 and authorize President Rodríguez to execute the purchase order, as presented. The motion was seconded by Mr. Rendon and carried unanimously.**

**Consideration and possible action on  
award of RFP-18-04 for Cooling Tower Repairs**

Mr. Alarcon stated that the TSC Main Thermal Plant currently has four out of five cooling towers available for operation during the summer months. It is imperative that the fifth cooling tower be placed back in operation so that

a backup system exists, to ensure an efficient operation of the Chiller System.

**A motion was made by Mr. Herrera to Approve the award of RFP-18-04 for Cooling Tower Repairs to ProTech Mechanical in the amount of \$74,187.00 and authorize President Rodríguez to execute the contract, as presented. The motion was seconded by Mr. Mendez and carried unanimously.**

**Consideration and possible action on the renewal  
of the contract with Pattillo, Brown and Hill, L.L.P. to  
conduct audit services for Fiscal Year 2018**

Mr. Alarcon stated that the State of Texas mandates that all community colleges undergo an annual financial statement audit performed by an independent accounting firm, which is authorized and licensed to practice in the state of Texas. In September 2016, TSC executed a contract for audit services with Pattillo, Brown & Hill, L.L.P., (one year contract with four annual options to renew). Pattillo, Brown & Hill, L.L.P. conducted the audit for Fiscal Years 2016 and 2017. Staff recommends to exercise the option to renew the contract for a third year of the allowable five year term.

**A motion was made by Mr. Herrera to authorize the President to execute the renewal option with Pattillo, Brown & Hill, L.L.P. for audit services for Fiscal Year 2018, as presented. The motion was seconded by Mr. Mendez and carried unanimously.**

**Consideration and approval of the Memorandum of  
Understanding between the United Way of Southern Cameron  
County All-In Internship Program and Texas Southmost College**

Dr. Zavaleta stated that due to a proposed change to the Memorandum of Understanding (MOU) between the United Way of Southern Cameron County All-In Internship Program and Texas Southmost College, he recommends to table the item until the proposed changes are incorporated.

**A motion was made by Dr. Zavaleta to table item 8g until the proposed changes are incorporated. The motion was seconded by Dr. Gallegos and carried unanimously.**



**9. Executive Session**

**The Board convened in Executive Session at 6:51 p.m.**

**The Board reconvened in Regular Session at 7:33 p.m.**

**10. 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**

**A motion was made by Mr. Rendon that the TSC Board authorize the President to work with the Purchasing Department to advise Administration and the Board on the procedural requirements for the possible sale for the Port Mansfield property currently owned by Texas Southmost College. The motion was seconded by Dr. Zavaleta and carried unanimously.**

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

No action was taken.

**11. Proposed Meeting Dates**

**Thursday, March 8, 2018**

Regular Board Meeting

**Thursday, April 19, 2018**

Regular Board Meeting

**Adjournment**

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