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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

April 18, 2019

The Board of Trustees of the Texas Southmost College District convened in open session on April 18, 2019, at 5:31 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair, Mr. Ruben Herrera, Secretary, Mr. J.J. De Leon, Jr., Mr. Art Rendon, Dr. Antonio Zavaleta, and Ms. Eva Alejandro. Absent was Mr. Trey Mendez, Vice Chair. 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. Pledge of Allegiance

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

3. Public Comment.

There were no speakers.

4. Consideration and possible action on the:

a. Consideration and possible action on the Minutes of the Regular Board Meeting of February 21, 2019

A motion was made by Mr. Herrera to approve the Minutes of the Regular Meeting of February 21, 2019. The motion was seconded by Dr. Zavaleta and carried with six votes and one absent.

b. Consideration and possible action on the Minutes of the Regular Board Meeting of March 21, 2019

A motion was made by Mr. Herrera to approve the Minutes of the Regular Meeting of March 21, 2019. The motion was seconded by Ms. Alejandro and carried with six votes and one absent.

5. President's Report

Chair Garza called on President Rodriguez to give his report. Dr. Rodriguez reported on the following items.

- **Spring 2019 Commencement**

Spring Commencement will be held on Saturday, May 18th at the Jacob Brown Auditorium. TSC will be hosting two ceremonies, the first at 10 a.m. and the second at 2 p.m. The commencement speaker this year will be the Texas Workforce Commissioner Representing Labor, Mr. Julian Alvarez, III.

- **THECB Presentation**

On April 4th, Mr. Oscar Hernandez, Executive Director of Institutional Research and Compliance, and President Rodriguez presented at the Texas Higher Education Coordinating Board Accountability meeting in Austin.

The presentation highlighted areas where TSC has shown impressive improvements, including: Male completion and 3-year graduation rate. Dr. Rodriguez reported that since 2016, TSC has had an 11.4% increase in male completion and our 3-year graduation rate stands at 24.3%, which represents a 9.2% increase since 2016. This is approximately two percentage points higher than the state average.

Dr. Rodriguez thanked the entire campus community for their hard work and efforts in improving the success rate of our students and thanked the Board of Trustees for their continued leadership and support.

- **Enrollment Events & Activities**

The TSC Recruitment team has been active with summer and fall 2019 enrollment events and activities. Over 4,700 acceptance letters were mailed to seniors from Brownsville, Los Fresnos, Harlingen, Port Isabel, and Rio Hondo school districts, as well as Idea Public Schools and Premier.

Recruitment staff also conducted weekly visits to several BISD high schools and BISD high school college labs. Prospect letters and pending admissions requirements letters were delivered to over 4,600 seniors. A monthly direct mail campaign has been implemented and is being sent out to all high school seniors in Cameron County.

Student Services also held the first of a series of Registration Rallies on April 13th and participated in the TSC Easter Bunny at the Mall. Additional Rallies will be held in June, July and August.

Furthermore, the Division of Instruction has held 24 Career Information Sessions and 6 Parent Roundtable Discussions. Over the course of these 30 sessions and discussions, TSC staff presented to over 1,900 students and parents. 11 additional Career Information Sessions as well as four additional Parent Roundtables are scheduled.

The High School Programs and Services Office held a Counselors' Training in La Feria and hosted a Santa Maria visit to the ITEC Center. They have participated in six Apply Texas Events

at BISD and Harlingen CISD high schools, as well as three high school senior registration events at Los Fresnos CISD and BISD, five Dual Credit Summer and Fall Course Registration events at BISD, Los Fresnos CISD and Harlingen CISD, and held a Scorpion Academy event.

- **Upcoming Events**

Dr. Rodriguez stated that a list of upcoming meetings and events was provided to the Trustees in their binders.

- **Video Presentation**

The President concluded his report by sharing the month's video presentation, which highlighted several events and activities that occurred since the last Board Meeting. Dr. Rodriguez expressed appreciation for everyone's continued hard work and commitment.

6. Executive Session

The Board convened in Executive Session at 5:43 p.m.

The Board reconvened in Regular Session at 6:48 p.m.

7. Action on Executive Matters

7a. Consultation with Attorney on Pending or Contemplated Litigation, Section 551.071, Texas Government Code

No action was taken in open session.

7b. Consultation with Attorney on Pending Real Estate Issues, Section 551.072, Texas Government Code

No action was taken in open session.

7c. Deliberation on Personnel Matters, Section 551.074, Texas Government Code

No action was taken in open session.

8. Legislative Update

Chair Garza called on Mr. Joe Garcia, of The Garcia Group, to present the item. Mr. Garcia updated the board on recent and up-coming legislative activity. This item was for information purposes only. No action was taken.

9. Budget and Finance Committee Report

Chair Garza called on Mr. Herrera to make the report. The committee met on April 8th to discuss several items.

9a. Consideration and possible action on Notice of Grant Award from Communities Foundation of Texas, Educate Texas for the Talent Hub Initiative

Mr. Herrera called on Ms. Melinda Rodriguez, Vice President of Institutional Advancement and Community Relations, to present the item. Ms. Rodriguez stated that through this grant, \$35,000 would be awarded in support of Student Services for the purpose of re-engaging students to promote completion of their college education. The grant will cover the purchase of a laptop and funding for additional retention staff.

A motion was made by Mr. Herrera to accept the award from Communities Foundation of Texas, Educate Texas for the Talent Hub Initiative in the amount of \$35,000 and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. Rendon and carried with six votes and one absent.

9b. Consideration and possible action on approval of the renewal of the consortium agreement and subcontract for the Brownsville ISD Adult Continuing Education Consortium for Cameron County, BISD, YouthBuild, TSC, and TSTC

Mr. Herrera called on Ms. Melinda Rodriguez to present the item. Ms. Rodriguez explained that with the Board's support, the college would renew its participation in the Continuing Education Consortium and receive \$57,000 to serve 22 students with 40 contact hours for the purpose of adult continuing education, adult basic education, and integrated education.

Mr. Herrera inquired if the college will be paying or receiving the \$57,000. Ms. Rodriguez clarified that TSC will receive the \$57,000 for this item. Mr. Rendon inquired if the college is managing these funds in partnership with BISD. Ms. Rodriguez responded that the college is the fiscal agent of these funds.

A motion was made by Mr. Herrera to accept the renewal of the consortium agreement and subcontract for the Brownsville ISD Adult Continuing Education Consortium for Cameron County in the amount of \$57,000 and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. De Leon and carried with six votes and one absent.

9c. Consideration and possible action on award of RFP 19-11 for "Air-Cooled Chiller Replacement"

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Ariel de la Fuente, Executive Director of Facilities & Physical Plant, to present the item. Dr. Figueroa began the presentation by introducing the RFP Timeline for the proposed replacement of two chillers at the Jacob Brown Auditorium and continued her presentation

to provide further details regarding the purpose for replacement, the process that was followed, the specific criteria used in making a selection for recommendation, and the financial impact to the college. Dr. Figueroa elaborated that, if approved, the college would use current budgeted funds to cover the cost of this item; therefore, no additional funds are being requested to cover the replacement of the two chillers.

Mr. Herrera stated that the reason the bidder with the lowest cost was not selected is because the college purchased a chiller from the recommended vendor two years ago and the TSC Maintenance Department has been extremely satisfied with the company's service and response time for addressing any problems.

Dr. Zavaleta asked about the age of the two units that will be replaced and the life expectancy for a chiller unit. Dr. Figueroa responded that the current units are twelve years old and they have a ten-year life expectancy. She clarified that the recommended company has an emergency technical support office located in McAllen and three technicians that are located in Brownsville and service the area. Dr. Zavaleta requested confirmation that these replacement units would be new units and not used. Dr. Figueroa confirmed that the two units are brand new.

A motion was made by Mr. Herrera to award Option B of RFP 19-11 for "Air-Cooled Chiller Replacement" to Johnson Controls, Inc., in the amount of \$139,468 plus an owner's contingency of \$5,000 to cover unforeseen costs and authorize to the President to execute the purchase order contract, as presented. The motion was seconded by Mr. Rendon and carried with six votes and one absent.

9d. Second Quarter Investment Report for Fiscal Year 2019

Dr. Gisela Figueroa presented the Second Quarter Investment Report for the quarter ending on February 28, 2019.

Mr. Herrera asked if distributions are currently being made from the interest that has been generated from endowments and various funds. Dr. Figueroa responded that funds are allocated according to the amount and restrictions of the endowment. She explained that our Financial Aid department reviews the endowment restrictions and specifications and awards scholarships to students when as funds become available.

This item was for information purposes only. No action was taken.

9e. Monthly Financial Statement Report for the month ending February 28, 2019

Dr. Gisela Figueroa gave an overview of the Financial Statements for the month ending February 28, 2019.

Ms. Alejandro asked how much the college pays Adjunct Professors. Dr. Angelica Fuentes responded that for a typical three-hour lecture, the college pays \$2,550. She added that Adjunct Professors are allowed to teach up to three courses.

Further discussion ensued as Dr. Zavaleta recalled Dr. Figueroa's statement that the funds to cover the chillers for item 9.c were allocated in the approved budget. He asked if that was because the replacement was something that was already anticipated. Dr. Figueroa explained that when the budget request was submitted, it included a request for anticipated costs of the chiller replacement. This project was anticipated due to the age of the chillers. She confirmed that there is a line item in the budget that accounts for this project along with other repairs that are needed throughout the year.

This item was for information purposes only. No action was taken.

10. Student Services Committee Report

Chair Garza called on Mr. Art Rendon to present the item. He stated that the committee met on Wednesday, April 10th and explained that the committee continued its discussion regarding food services and conducted a tour of three possible locations on campus. These locations included the Tandy Lobby, the second floor of the Oliveira Building, and the former cafeteria in the Lightner Center.

Additionally, the committee discussed the food services survey that will be conducted in order to gain better insight into the wants and needs of our student population. Mr. Rendon stated that the committee would continue to keep the Board informed and share the survey results once they were available. He added that he and Mr. Trey Mendez participated in this meeting and together with Dr. Rideaux, Vice President of Student Services, and his team they are approaching this project very thoroughly and prudently. Mr. Rendon went on to describe the current state of dilapidation of the old cafeteria in the Lightner Center and stated that much of it would need to be rebuilt or go under a massive remodeling job to be brought back to life. He concluded his remarks by stating that the committee is going to continue aggressively to look into what kind of meal services can be provided for our students.

Mr. Herrera asked why these three possible locations were chosen, when the data shows that the bulk of our students are located in the North and South buildings. He also addressed Dr. Rideaux and requested to see the instrument that would be used as the food survey. Dr. Rideaux responded that the survey had been sent out earlier that day and would remain in circulation for student participation until Friday of the following week. Mr. Herrera stated that he wanted to see the instrument before it was sent out. Mr. Rendon joined the discussion to address the question regarding the possible locations, which are not near the North and South buildings. He stated that the staff is looking into viable space in other areas that can be transformed into a suitable kitchen and food service facility. Furthermore, he added that the survey had been discussed with the committee and stated that he told Dr. Rideaux and his team to move quickly on the survey in order to collect some data before students leave for the semester. Chair Garza asked Mr. Rendon if the committee authorized the survey. Mr. Rendon confirmed that the committee authorized the survey.

Chair Garza recounted a recent event in which she and Mr. Mendez sat with five students who expressed what they wanted in a food service. The students felt the best location would be in the Oliveira building. Chair Garza stated that although our students take classes in North and South buildings, they like to hang out closer to the Oliveira Student Services Center. Dr. Rideaux added

that there is a great deal of activity that occurs near the possible locations that were looked at by the committee. For example, classes take place in Tandy Hall, Oliveira offers a social environment for students to study both upstairs and downstairs, and the college also hosts occasional events in the courtyards between Oliveira and Lightner.

Dr. Zavaleta asked if a study had been conducted to show the location of students by day and hour in order to locate the density of the student population. Dr. Rideaux responded that this type of study had not been conducted yet.

An inquiry was made regarding other possible buildings that could be used, such as the childcare center, the former bookstore space in South Hall, and the Newman Center. Dr. Figueroa confirmed that the childcare center is still being utilized as well as the former bookstore in South Hall. The Newman Center is currently vacant.

This item was for information purposes only. No action was taken.

11. Announcement of Proposed Meeting Dates

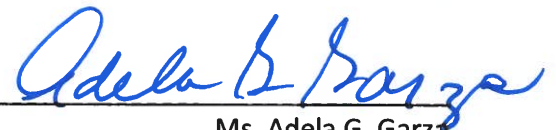
Chair Garza announced the following proposed meeting dates:

Thursday, May 16, 2019, 5:30 p.m.
Regular Board Meeting

Thursday, June 27, 2019, 5:30 p.m.
Regular Board Meeting

13. Adjournment

A motion to adjourn the meeting was made by Mr. Rendon. The motion was seconded by Mr. De Leon and carried with six votes and one absent. The meeting was adjourned at 7:32 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Ruben Herrera, J.D.
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on April 18, 2019, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Coordinator of Administrative Services. Videotaping of the Board of Trustees' meetings began on April 11, 1996.