



Board of Trustees

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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

April 16, 2020

The Board of Trustees of the Texas Southmost College District convened in open session on April 16, 2020 at 5:30 p.m. by video conference in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Mrs. Delia Saenz, Mr. Arturo Rendon, Mr. J.J. De Leon and Ms. Eva Alejandro. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

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

2. Pledges of Allegiance

Secretary 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 Minutes of the following meetings

a. Consideration and possible action on the Minutes of the Regular Meeting of the Board of Trustees held on March 12, 2020

A motion was made by Vice Chair Herrera to approve the Minutes of the Regular Board Meeting of March 12, 2020. The motion was seconded by Mr. De Leon and carried with six votes and one absence.

b. Consideration and possible action on the Minutes of the Special Meeting of the Board of Trustees held on March 24, 2020

A motion was made by Ms. Alejandro to approve the Minutes of the Special Board Meeting of March 24, 2020, as presented. The motion was seconded by Vice Chair Herrera and carried with six votes and one absence.

5. President's Report

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

- **Summer I Enrollment**

President Rodriguez announced that current enrollment for the Summer I semester is four hundred sixty-three students which is a 7.67% increase from last year's enrollment. The first day of class for this semester is scheduled for June 1st and the college continues its efforts with innovative marketing, outreach, and advising. The President expressed his thanks to the Student Services division for doing a great job. He added a note of thanks to the college faculty as well for constantly encouraging students to finish strong during this semester and continue their education during the summer and fall semesters.

- **Alternate Operations**

The college administration continues to monitor the national, state, and local guidance provided in order to protect the safety and health of the campus community. President Rodriguez stated that the college will make any changes deemed necessary. He added that the college administration is meeting on a daily basis with different organizations to ensure that TSC is at the forefront of what is occurring. President Rodriguez also stated that he maintains communication with students, faculty, and staff to ensure their safety and to keep them informed of any adjustments being made during the current health crisis.

Additionally, Vice President of Instruction, Dr. Joanna Kile, along with President Rodriguez hosted an Instruction Update meeting on April 6, 2020 for faculty and staff via Zoom. The meeting highlighted the remote and online instruction transition and provided information on technology support available to students and faculty. Moreover, eleven faculty from various fields were recognized for going above and beyond to support TSC students during this time of transition. The virtual meeting had a tremendous response with two hundred and twenty faculty and staff participating in the meeting.

Furthermore, President Rodriguez met with the Student Government's Executive Board via Zoom on April 13, 2020 to discuss the initiatives that they are conducting and to get feedback on how the student body is adjusting to this transition of remote instruction. Director of Student Development and Retention, Ms. Virginia Sandoval, Vice President of Student Services, Dr. Larry Rideaux and Executive Director of Student Life and Civility, Mr. Armando Ponce also participated in the meeting. President Rodriguez stated that he will remain in contact with the Student Government Association, along with faculty and staff during these testing times.

- **Video Marketing Campaign**

President Rodriguez explained that the college has recently released a series of videos in a campaign to keep the community engaged. He congratulated the TSC Marketing department for their outstanding work. He shared the "Scorpion Strong" video with the Board to showcase a bit of what the college has been doing in this area.

Chair Garza conveyed her thanks to the faculty, staff, and to President Rodriguez for taking charge during this situation and doing a wonderful job.

6. **Budget and Finance Committee**

Chair Garza called on Vice Chair Herrera to make the report.

a. **Update on Grants awarded to Texas Southmost College for the month of March 2020**

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration to present the update.

This item was for information only. No action was taken

**Note: Mr. Rendon arrived toward the end of item 6a at 5:49 p.m.*

b. **Monthly Financial Statement Report for the Month Ending February 29, 2020**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called to present the item. She provided a detailed report for the Board.

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

c. **Second Quarter Investment Report for Fiscal Year 2020**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called to present the item. She provided an overview of the second quarter report ending on February 29, 2020.

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

d. Consideration and possible action on approval to purchase 115 computers for Teaching and Learning Labs from Dell

Vice Chair Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Luis Villarreal, Vice President of Information Technology, to present the item.

Dr. Figueroa provided a presentation for the Board and explained that the computers would be purchased for use in various computer and tutoring labs on campus. She provided details such as the location of the labs and the number of required computers for each location.

Mr. Villarreal joined in the presentation and stated that it was initially estimated that more computers would need to be replaced; however, after an assessment and further review, only one hundred and fifteen need to be replaced at this time. He added that there is a severe backlog with Dell as well as other manufacturers because of the current situation and it could be two or three months before the college will receive the units. Mr. Villarreal stated that his team would like to receive and have the computers installed prior to the start of the Fall semester so that labs are fully operational. Each computer is an all in one unit for \$1,283 per computer and is the best price available through the DIR contract with Dell.

Mr. De Leon asked whether the unit price of these computers was the same as the price of those purchased by the college last year. Mr. Villarreal responded that the computer itself is better than the ones purchased last year, but the price per unit is pretty much the same. Mr. De Leon then asked if the lifespan of these computers would be longer than the ones that were purchased last year. Mr. Villarreal stated that it is anticipated that these units will be good for three to five years.

A motion was made by Vice Chair Herrera to authorize President Rodriguez to execute a contract with Dell to purchase 115 computers in the amount of \$147,545. The motion was seconded by Secretary Zavaleta and carried unanimously.

7. Facilities Committee

Chair Garza called on Vice Chair Herrera to give the report.

a. Facilities Project Updates

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the update. She began her presentation by providing images of the Workforce Labs Projects which was originally anticipated to be completed by March 31, 2020. Dr. Figueroa explained that during the month of March the construction crew began to experience delays in the delivery of building materials and equipment and subcontractors

were not allowed to come in and work in close proximity to one another due to social distancing mandates. For these reasons, the project is still ongoing and the new expected completion date is the end of April or beginning of May.

The welding labs have been mostly completed with the individual welding booths having been installed as well as the external exhaust which will relieve the space of all the hot air. Next, the plumbing, pipefitting, and electrical program lab is in the process of having the ceilings tiles and overhead door installed. This lab also has clear designated spaces for the classrooms as well as a central conference area. The third lab for the industrial maintenance program is in the process of getting the framing set up for a glass area which will house the robotic arm donated from Toyota. Lastly, the criminal justice lab is undergoing some attention to its floor. During construction it was discovered that the floor of the lab was severely unlevelled and cracked and is being addressed by the contractor. Dr. Figueroa stated that the project has continued with slight delays but construction has not stopped.

The second project Dr. Figueroa presented on was the Roofing Renovation. She provided the current completion status for all buildings (Bookstore, Calvary, Garza Gym, Guerra Child Care Center, Cortez Hall, Music Building, Jacob Brown, and Oliveira) and stated that all are expected to be 100% completed by the end of May 2020.

The next project Dr. Figueroa updated the Board on was the Oliveira Student Services area. She stated that the construction crew has experienced delays just as the other contractors have; however, work on the project has not stopped. She added that all new lighting, carpet and tile have been installed. This project is expected to be completed this summer.

Additionally, Dr. Figueroa provided an update on the new orange light posts which have been installed on the newly resurfaced tennis and basketball courts.

Chair Garza commented that the projects looked really good and gave her compliments to those in charge. She stated that everything is moving along rather well and it is exciting!

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

8. Academic Committee

Chair Garza called on Secretary Zavaleta to make the report.

- a. Consideration and possible action to approve the Memorandum of Understanding (MOU) between Texas Southmost College and the Industrial Scaffolding Committee to deliver Industrial Scaffolding Committee Certified Scaffolding Training**

Dr. Joanna Kile, Vice President of Instruction, was called on to present this item. She explained that over the course of the year, TSC has hosted several Industrial Scaffolding classes and have had eighty-three graduates who have all successfully earned their industry credential from the Industrial Scaffolding Committee. Additionally, all eighty-three graduates have been offered employment. Dr. Kile further explained that this item is for an annual contract which the college signs with the Industrial Scaffolding Committee; however, the difference in the contract this year is that the committee has added a \$2,000 maintenance fee. The maintenance fee allows the college to have access to the updated curriculum, to have hosting fees, to maintain the certification exam and covers some auditing expenses for the program.

Mr. De Leon asked how long this Industrial Program class is. Dr. Kile responded that the class is eighty hours which is completed in two weeks. Mr. Rendon then asked if the employment opportunities for these students are here in the valley. Dr. Kile responded that most of the opportunities are outside of the valley. She stated that the graduates travel in groups to other locations out of the valley and provide for their families who stay back home.

A motion was made by Secretary Zavaleta to authorize President Rodriguez to sign the MOU between Texas Southmost College and the Industrial Scaffolding Committee to deliver Industrial Scaffolding Committee Certified Scaffolding Training. The motion was seconded by Mr. Rendon and carried unanimously.

b. Consideration and possible action on articulation agreement with South Texas College (STC) for the articulation of TSC's Associate of Applied Science degrees and the Associate of Arts in Criminal Justice

Dr. Joanna Kile, Vice President of Instruction, was once again called upon to present the item. She explained that this agreement allows TSC students from certain programs to articulate to earn their Bachelors' degrees at South Texas College. The original agreement from previous years did not encompass all the degrees that TSC currently offers. The updated articulation agreement includes many more TSC Associates of Applied Science and Associates of Arts in Criminal Justice degrees which can now be transferred to South Texas College. This means that students who complete one of these associate degrees at TSC can then transfer to South Texas College and get credit towards earning one of four Bachelor's degrees.

Ms. Alejandro asked what the Capstone 1 and 2 courses were in the South Texas College BAS for Childcare and Development. Dr. Kile responded that these courses appear at the end of the semesters because they are the culmination of the student's experiences in the program.

Vice Chair Herrera expressed congratulations to Dr. Kile and Dr. Rideaux for securing this agreement with South Texas College and stated it is a wonderful opportunity for our students.

A motion was made by Secretary Zavaleta to authorize President Rodriguez to sign the articulation agreement with South Texas College (STC) for the articulation of TSC's Associate of Applied Science degrees and the Associate of Arts in Criminal Justice. The motion was seconded by Mr. De Leon and carried unanimously.

c. Consideration and possible action to approve the Guaranteed Transfer Articulation Agreement between Texas Southmost College and Marymount University

Dr. Larry Rideaux, Vice President of Student Services, was called on to present the item.

Dr. Rideaux stated that the item is for consideration and approval of a standard articulation agreement between institutions. He introduced Marymount University as a small private Catholic university out of Arlington, Virginia. The university enrolls anywhere from three thousand three hundred students to three thousand four hundred students per year and they offer undergraduate, masters degrees, as well as doctoral degrees. The agreement guarantees any TSC student who wants to transfer admission to their university upon completion of a few standards. These standards include: completing an AA degree, earning the most recent thirty academic credits at TSC, or presenting a cumulative GPA of 2.75 on a 4.0 scale. Dr. Rideaux continued with a few perks for TSC students which include a waiver of the \$40 application fee and stated the university will accept upwards of sixty-four semester credit hours. He added that the cost of attendance is about \$51,000 per year but the university does offer scholarships to students who want to transfer. The scholarship amounts are contingent on the GPA the student has when transferring. Furthermore, if executed, the agreement would remain in effect for three years but could be terminated by the college with a one-hundred-and-eighty-day notice in writing.

Secretary Zavaleta asked if this agreement was a renewal. Dr. Rideaux responded that this is a first-time agreement for TSC. Mr. Rendon added to the discussion by asking how the college planned to promote this and get students interested in moving out of state. He also asked if the university was offering incentives. Dr. Rideaux responded that the university is offering scholarships as incentives and the current data shows that a great deal of TSC students transfer within the state of Texas; however, TSC hopes to expand student's opportunities by providing as many options as possible and making sure they have access to all of the information.

A motion was made by Secretary Zavaleta to authorize President Rodriguez to sign the MOU between Texas Southmost College and Marymount University. The motion was seconded by Vice Chair Herrera and carried unanimously.

9. Executive Session

The Board convened in Executive Session at 6:34 p.m.

The Board reconvened in Open Session at 6:43 p.m.

10. Action on Executive Session Matters

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

No action was taken in open session.

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

No action was taken in open session.

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

- **Consideration and possible action on FY 2019-2020 Salary Schedule**

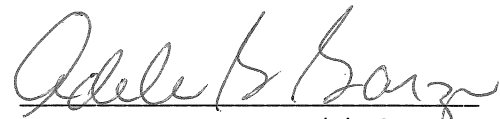
A motion was made by Mr. Rendon to adopt the salary schedule as presented in executive session. The motion was seconded by Vice Chair Herrera and carried unanimously.

11. Announcement of Proposed Meeting Dates

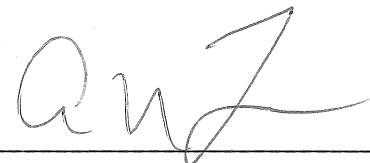
- Regular Board Meeting – Thursday, May 21, 2020 at 5:30 p.m.
- Regular Board Meeting – Thursday, June 18, 2020 at 5:30 p.m.

12. Adjournment

A motion to adjourn the meeting was made by Vice Chair Herrera. The motion was seconded by Mr. Rendon and carried unanimously. The meeting was adjourned at 6:45 p.m.



Ms. Adela G. Garza
Chair, Board of Trustees



Tony Zavaleta, Ph.D.
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on April 16, 2020, is available on the TSC.EDU website. These minutes were taken and transcribed by Claudia L. Cortina, Interim Chief of Staff and Board Liaison. Videotaping of the Board of Trustees' meetings began on April 11, 1996.