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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Special Meeting of the Board of Trustees

April 30, 2020

The Board of Trustees of the Texas Southmost College District convened in open session on April 30, 2020 at 5:33 p.m. via 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. J.J. De Leon and Ms. Eva Alejandro. Absent was Mr. Arturo Rendon. 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 5:33 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 full and/or partial waiver of tuition and fees for Summer 2020

Chair Garza called on President Rodriguez to present the item.

President Rodriguez stated that from the start of the COVID-19 Pandemic announcement and the shelter in place mandates, the college has continually made efforts to keep the Board informed and involved in conversations about how to support the community by developing a comprehensive plan. He announced that as part of the plan, this item for consideration would waive 100% of the cost of tuition and fees for three semester credit hours in one semester up to a maximum of six semester credit hours across all summer semesters for Texas resident students within the college's taxing district.

The presentation continued as President Rodriguez explained the second part of the recommendation which is a waiver of 50% of the cost of tuition and fees for three semester credit hours in any one semester up to a maximum of six semester credit hours across all summer semesters for Texas resident students outside of the college's taxing district. He stated that the waivers would be offered to all Texas resident students, both in and out of the college's district. President Rodriguez added that this relief would be in addition to the Care Act Funding and is not contingent on the student's Financial Aid.

Furthermore, President Rodriguez expressed these waivers are in alignment with the college's Vision 2023 Strategic Plan to foster student success.

A motion was made by Mr. De Leon to approve full and partial waiver of tuition and fees for Summer 2020, as presented. The motion was seconded by Vice Chair Herrera and carried with six votes and one absence.

5. Consideration and possible action on waiving the TSC proctor fee for all dual credit students through August 31, 2020

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

Dr. Figueroa presented the plan to waive the \$20 per session proctor fee for all dual enrollment students during the Summer of 2020. She added that this item is also in alignment with the Vision 2023 Strategic Plan to support student success.

A motion was made by Ms. Alejandro to approve the waiver of TSC proctor fees for dual credit students through August 31, 2020, as presented. The motion was seconded by Vice Chair Herrera and carried with six votes and one absence.

6. Consideration and possible action on crediting students for TSI testing fees through August 31, 2020 as long as students enroll in TSC for the Summer 2020 and/or Fall 2020 semesters

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She stated that this item is part of the comprehensive care package developed to help and support students during this COVID-19 health crisis. The proposal for this item is to credit students for the TSI testing fees which are taken during the Summer. The testing fee is \$10 per section and the credit can be applied to the Fall semester tuition. Dr. Figueroa added that this effort is also in alignment with the Vision 2023 Strategic Plan.

A motion was made by Mr. De Leon to approve crediting students for TSI testing fees through August 31, 2020 as long as students enroll in TSC for the Summer 2020 and/or Fall 2020 semesters. The motion was seconded by Vice Chair Herrera and carried with six votes and one absence.

7. Consideration and possible action on offering a stipend to adjunct instructor pay for Summer 2020

Chair Garza called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She stated that the proposal of this item is to add a stipend of \$150 per work unit per adjunct instructor for the Summer. This initiative is to help ensure the college has enough adjunct instructors to teach during the Summer. Dr. Figueroa added that this item is also in alignment with the Vision 2023 Strategic Plan.

Ms. Alejandro inquired about how much this was going to cost the college. Dr. Figueroa stated that an estimate was reached based on the need of \$450 per class. The overall inclusive estimate is about half a million dollars. Dr. Kile added to the discussion and explained that administration carefully examined the courses that were offered last year during this time and took into consideration some courses that administration felt might need to be opened due to the circumstances. The current estimate is what the college has come up with after careful consideration; however, it is worth bearing in mind that some of these sections may close.

A motion was made by Vice Chair Herrera to approve a stipend to adjunct instructor pay for Summer 2020. The motion was seconded by Ms. Saenz and carried with six votes and one absence.

8. Consideration and possible action on approval of Budget Amendment 20-003 to recognize revenue to cover COVID-19 initiatives

Dr. Gisela Figueroa, Vice President of Finance and Administration, presented the item. She explained that as the prior items for the comprehensive care package had passed, such as the tuition waiver, testing credit, and adjunct stipend, there is now a need for the college to increase its budget. Dr. Figueroa added that this amendment is a requested increase of \$300,000; however, over \$250,000 of the requested amount has already been earned due to the surplus tuition and fee revenue from the Fall and Spring semesters. In addition to this, the college examined the recent enrollment numbers and with all factors considered came to a conservative estimate of about \$50,000 to \$60,000 in additional revenue. Together, the excess of \$250,000 plus the estimated additional revenue from the students enrolled will provide the \$300,000 to increase the budget.

Furthermore, Dr. Figueroa mentioned that it would take a total of \$500,000 to cover the estimated total cost of implementation for the comprehensive care package. She stated that the difference of the \$200,000 would be coming from budget savings. She explained that President Rodriguez gathered his cabinet to lead a series of initiatives to cut current expenditures during this fiscal year. These cut backs have yielded the remaining \$200,000 needed to afford the total cost of the comprehensive care package.

A motion was made by Mr. De Leon to approve the Budget Amendment 20-003 to recognize revenue to cover COVID-19 initiatives. The motion was seconded by Ms. Alejandro and carried with six votes and one absence.

9. Executive Session

The Board convened in Executive Session at 5:51 p.m.

The Board reconvened in Open Session at 5:56 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

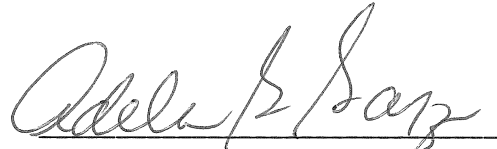
No action was taken in open session.

11. Announcement of Proposed Meeting Dates

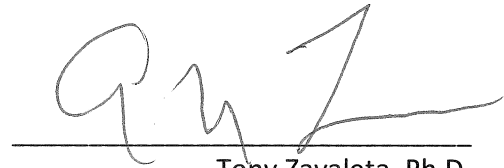
- a. Regular Board Meeting – Thursday, May 21, 2020 at 5:30 p.m.
- b. Regular Board Meeting – Thursday, June 18, 2020 at 5:30 p.m.

12. Adjournment

A motion to adjourn the meeting was made by Ms. Alejandro. The motion was seconded by Ms. Saenz and carried. The meeting was adjourned at 6:02 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 30, 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.