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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

October 24, 2019

The Board of Trustees of the Texas Southmost College District convened in open session on October 24, 2019, at 5:29 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Ms. Eva Alejandro; Mr. J.J. De Leon; and Ms. Delia Saenz. Absent were Ms. Adela Garza, Chair and Mr. Art Rendon. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Vice Chair, Mr. Herrera, at 5:29 p.m.

2. Pledge of Allegiance

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

3. Public Comment. No presentation will exceed three minutes

There were no speakers.

4. Consideration and possible action on the minutes of the following meetings:

Consideration and possible action on the Minutes of the following meetings:

- Special Meeting on August 12, 2019
- Regular Meeting on September 19, 2019
- Special Meeting on October 9, 2019

A motion was made by Dr. Zavaleta to approve the minutes of the Special Meeting on August 12, 2019; Regular Meeting on September 19, 2019; and Special Meeting on October 9, 2019. The motion was seconded by Mr. De Leon and carried with 5 votes and 2 absent.

5. President's Report

Mr. Herrera called on President Rodriguez to give his report. Dr. Rodriguez reported on the following items:

Fall 2019 Enrollment Update

Another enrollment record was set this fall semester. Total enrollment for fall 2019 is 8,628 students, which represents a 21% increase over fall 2018. TSC registered 4,349 on-campus students for the fall semester, representing an 11.3% increase over fall 2018. In addition, there are 2,468 dual enrollment students, a 51.6% increase over fall 2018; and 1,811 early college high school students, a 13.6% increase over fall 2018.

This is the largest fall semester enrollment since TSC reopened the college in fall 2013, and the largest total enrollment for any semester.

Soccer Team Regional Tournament

The TSC Scorpions Men's Soccer Club traveled this morning to Dallas, where they will be representing TSC and the Rio Grande Valley at the NIRSA Region 4 South Tournament. They will be competing for a bid to the National Tournament.

TSC's soccer team will kick off the tournament on Friday, October 25th against Southern Methodist University at 6 p.m. and continue on Saturday, October 26th at noon against tournament host, the University of Texas at Dallas. The tournament ends on Sunday, October 27th with two national bid matches at 11:30 a.m.

The Scorpions won the Texas Collegiate Soccer League South Conference championship with a 6-0 victory over UTSA on October 6th and finished the regular season undefeated with an exciting 3-2 win over UTRGV on October 12th at Edinburg. TSC finished the regular season with a 7-0 record and 21 points. The Scorpions are ranked 10th in the most recent NIRSA Region 4 soccer rankings. TSC is the only community college ranked in the Top 10.

Fall Events Update

Dr. Rodriguez reported there were several successful on-campus events this fall such as Pizza with the President at the Oliveira Student Services Center, Breakfast with the President at the ITEC Center, and the TSC Living History Day event at the TSC Performing Arts Center, to name a few. He pointed out that the focus has been on the upcoming SACSCOC visit. Dr. Rodriguez mentioned that a list of upcoming meeting and events was included in the trustees' meeting binders.

SACSCOC Update

Dr. Rodriguez reported that the SACSCOC Reaffirmation Visit will take place next week, Monday, October 28th through Thursday, October 31st. He then introduced Mr. Oscar Hernandez, Executive Director of Institution Research and Compliance, to provide a brief summary and timeline of action taken over the past 2 years in preparation for the SACSCOC visit, including the rollout of TSC's Quality Enhancement Plan.

- **QEP Video Presentation**

A video was presented to provide an overview of the Quality Enhancement Plan (QEP). The video will also be reviewed by the SACSCOC team during their on-site visit. President Rodriguez thanked everyone for their efforts and commitment during TSC's reaffirmation process.

6. Budget & Finance Committee Report

As Chair of the Budget & Finance Committee, Mr. Herrera presented the report. The Committee met on October 10, 2019. Present for the meeting were Mr. Herrera, Dr. Zavaleta, Dr. Rodriguez and members of the TSC administration. The following items were discussed:

6a. Update on grants awarded to Texas Southmost College from August 27, 2019 to September 3, 2019

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa explained that at the June 2019 meeting of the Board of Trustees, the Board authorized President Rodriguez to execute grant contracts if no matching funds were required. She reported for the period of August 2019 through September 30, 2019 two grants were received. The first was a contract with Los Fresnos for \$29,062.20 for a Certified Nurse Assistant Program to train 20 high-school students from Los Fresnos. The second was a Carl Perkins Grant for \$179,693 for the period of September 1, 2019 through August 31, 2020.

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

6b. Consideration and possible action on annual contracts for FY 2019-2020

Mr. Herrera called Dr. Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa presented information regarding the renewal of the Windstorm and Hail Insurance annual policy indicating this would be the third renewal with Shepard Walton King from an RFP awarded in 2017. She reported that the College has been satisfied with their services and recommends the Board's approval to renew the contract with an estimated increase of 15%.

Mr. Herrera asked Mr. Pecero, TSC Controller, to compare the amount paid three years ago to the current amount paid, and explain the services and benefits of this policy. Mr. Pecero explained there are about \$300,000 in savings resulting from the change in the insurance procurement methodology. The previous methodology of insurance procurement used a combination of all perils and a cap. With the current methodology, Texas Windstorm Insurance Association (TWIA) is not used exclusively, which results in savings for the College. Mr. Pecero specified the coverage has not changed.

Dr. Zavalata asked if there have been any claims in the past three years. Mr. Pecero indicated there have not been any claims on this specific policy, which covers any named windstorm.

A motion was made by Dr. Zavaleta to approve continuation of annual contracts for fiscal year 2019 – 2020 and authorize President Rodriguez to execute the contracts, as presented. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absent.

6c. Consideration and possible action on approval to purchase screens to upgrade law enforcement training system

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa reported that one screen for the law enforcement training system was purchased in January 2019. The screens provide Criminal Justice program students an interactive platform to practice different scenarios throughout the program. The purchase of the additional screens will bring the total to three screens as specified in the original RFP and contract. Carl Perkins grant funds for FY 2019-2020 will cover \$35,000 for the screens, and the additional \$6,500 will be funded from the Workforce Training and Continuing Education account.

Dr. Zavaleta asked if the equipment was state of the art and whether it was approved by instructors and directors of the department. Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce, explained that it is the same system that was

purchased last year and that the purchase was a very strategic and intentional one driven by the Director of the program, Ms. Willemina Edwards. Dr. Zavaleta ask if any feedback had been received from local law enforcement since they are the ones hiring TSC graduates. Dr. Fleishman replied they saw TSC cadets' scores at the firing range were much higher than the traditional scores from the past. This equipment is being used to conduct pre-assessment and post-assessment for the students. He added that the Brownsville Police Department is excited about this program and when the system is available, their cadets line up to use it.

A motion was made by Ms. Alejandro to approve the purchase of two additional screens to upgrade the law enforcement training system from TI Training, LLC in the amount of \$41,500 and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Mr. De Leon and carried with five votes in favor and two absent.

6d. Consideration and possible action on award RFP 19-20 for "Preventive Maintenance Services for Campus Thermal Plants"

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa reported on a Request for Proposal (RFP) for preventive maintenance services for TSC Thermal Plants. The RFP went out on August 28, 2019 with the scope of work for the preventive maintenance to be completed quarterly and annually to ensure the equipment is preserved. The Committee reviewed the three proposals received and is recommending to award the bid to Fox Mechanical from Brownsville, Texas.

Mr. Herrera asked if Fox Mechanical has previously worked with TSC. Dr. Figueroa replied they currently provide the preventive maintenance and the college has been very satisfied with their services. Mr. De Leon asked if the life expectancy of the chillers is longer with the current maintenance. Dr. Figueroa replied that by doing the preventive maintenance the life expectancy of the chillers will be elongated.

A motion was made by Mr. De Leon to award RFP 19-20 for "Preventive Maintenance Services for Campus Thermal Plants" to Fox Mechanical for the period of February 1, 2020 to August 31, 2021 with the option to renew for two (2) additional one-year terms and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Mrs. Saenz and opened for discussion.

Mr. Herrera continued the discussion asking if the renewals for two additional one-year terms would be brought to the Board. Dr. Figueroa stated the request for renewal will be brought to the Board, and in case the Board decides not to renew, there will be time to do another Request for Proposal.

After discussion, the motion carried with five votes in favor and two absent.

6e. Consideration and possible action on award of RFP 19-21 for “Telecommunication Services”

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa presented information regarding the Request for Proposal that was launched on August 28, 2019.

Mr. Villarreal, Vice President of Information Technology, elaborated on the scope of work, stating that TeleSpace, LLC is currently the provider that the Board approved three years ago with one-year renewal options that will expire in February 2020. Mr. Villarreal recommended continuing with TeleSpace, pointing out there would be an approximate saving of \$30,000 per year with the continuation.

A motion was made by Mr. De Leon to award RFP 19-21 for “Telecommunication Services” to TeleSpace, LLC for the period of February 1, 2020 to August 31, 2021 with the option to renew for two (2) additional one-year terms and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absent.

6f. Consideration and possible action on award RFP 20-01 for “Lift Trucks”

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She reported that a Request for Proposal (RFP) to purchase lift trucks for Workforce and Continuing Education Programs was launched September 7, 2019. The lift trucks will be used for the different workforce programs at the ITECC building. The scope of work was developed by the workforce program which utilizes the lift trucks, especially in the new programs including the welding and pipefitting.

After reviewing the three proposals considering the equipment details, training, delivery and warranty, the review committee recommends awarding the RFP to Toyota Lift of South Texas from Pharr, Texas.

Mr. Herrera asked if the lift trucks would be used as training trucks or for the needs at the College. Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, answered they will be used for work at the College but more importantly to provide forklift training to the industry sectors throughout the Rio Grande Valley. Bechtel has requested training for up to 100 forklift drivers.

A motion was made by Dr. Zavaleta to award RFP 20-01 for “Lift Trucks” to Toyota Lift of South Texas for the purchase of two (2) Toyota Lift Trucks Model 8FGU25 in the total amount of \$58,266 and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Mr. De Leon and opened for discussion.

Dr. Zavaleta asked about the capacity of the forklifts. Dr. Fleishman introduced Mr. Thomas Tynan, Director of Workforce Training & Continuing Education, Construction & Manufacturing, who responded that the trucks have the capacity of 5,000 lbs. Dr. Zavaleta added that larger forklifts will be needed in the future and are available through State surplus in Austin. He suggested Mr. Tynan look into that source for future needs.

After discussion, the motion carried with five votes in favor and two absent.

6g. Consideration and possible action on award 20-02 for “Welding Equipment”

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, to present the item. Dr. Figueroa reported that a Request for Proposal (RFP 20-02) for Welding Equipment was launched on September 7, 2019 to purchase welding equipment for the newly developed program.

Dr. Fleishman provided additional information regarding the three lots: equipment, supplies, and an overhead ventilation system. Mr. Herrera added the Budget/Finance committee went through the presentations thoroughly. Dr. Zavaleta asked what type of welding the equipment was for, and Mr. Tynan explained the machines would do all types of welding.

A motion was made by Mr. J.J. De Leon to award RFP 20-02 for “Welding Equipment” to Airgas USA, LLC, Alamo Iron Works, Matheson, and Praxair Distribution, Inc. and authorize President Rodriguez to execute the purchase order contracts, as presented. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absent.

6h. Fourth Quarter investment report for Fiscal Year 2019

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the report. Dr. Figueroa provided the fourth quarter investment report detailing the different budget accounts and balances as of August 31, 2019. She pointed out that in the last summary report, the interest earned had increased as a result of the Board’s approval to diversify the College’s investments.

Mr. De Leon asked if the College still has accounts with BBVA. Dr. Figueroa stated that the College did have accounts with BBVA at the beginning of the fiscal year, but currently does not. Mrs. Delia Saenz added this was a good move resulting in an improvement and increase on the amount of interest earned.

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

6i. Consideration and possible action on approval of the rollover of FY19 purchase order commitments and pending projects

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She stated the approval would be to rollover funds to the current fiscal year for the projects currently in progress with contracts already in place from the prior year.

Mr. Herrera asked if these funds had been allocated and approved. Dr. Figueroa explained the fund were allocated and approved by the Board in fiscal year 2019.

Mrs. Saenz asked about the South Padre Island improvements. Dr. Figueroa explained the College owns a property in South Padre Island (former Coast Guard building) which is in needs of structural repairs. The process has been started with an application to the Texas Historic Commission to be able to begin the work.

A motion was made by Mr. De Leon to approve the rollover of the FY 19 purchase order commitments and pending projects, as presented. The motion was seconded by Mrs. Saenz and carried with five votes in favor and two absent.

7. Facilities Committee Report

Mr. Herrera called on Mrs. Delia Saenz to present the committee report. Mrs. Saenz reported the Facilities Committee met on Thursday, October 10, 2019. Present were Ruben Herrera, Dr. Rodriguez, Ms. Saenz and members of the Finance and Facilities team. The committee met to discuss the following items:

7a. Consideration and possible action on a Memorandum of Understanding with The Brownsville Police Department (BPD)

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Mr. Jaime Salazar, Director of Risk Management, were called to present the item. Dr. Figueroa reported on a request for consideration of a Memorandum of Understanding (MOU) between the College

and the Brownsville Police Department to house Brownsville Police Officers on the TSC campus.

Mr. Salazar elaborated stating this would be the second step to the partnership with the Brownsville Police Department to increase security presence and awareness. The police department would be deploying one or two officers to the campus twenty-four hours per day. The officers will patrol campus before and after their shifts and provide consultation on security or law enforcement issues on campus.

Mr. De Leon asked the location for the Brownsville Police Department officers. Mr. Salazar indicated the officers will be located at Newman Hall. In response to a question from Dr. Zavaleta, Mr. Salazar reported that having the police on campus has helped in multiple ways by defusing situations and by reinforcing the law enforcement presence.

A motion was made by Mrs. Saenz to approve the Memorandum of Understanding with the Brownsville Police Department and authorize President Rodriguez to execute the agreement, as presented. The motion was seconded by Mr. De Leon and carried with five votes and two absent.

7b. Courtroom project presentation

Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Joanna Kile, Vice President of Instruction, presented this item. Dr. Figueroa reported the Criminal Justice Program is the second largest program on campus with 400 majors. She explained the proposed courtroom project would be housed in the current Music building and presented a proposed floor plan, including a multi-purpose room, classroom space, a lab room, and the law library the Board recently approved. She continued discussing the timeline and the cost of the project. The item has been presented to the TSC Foundation because the program is seeking to start a campaign to raise funds to complete this building. The estimated cost for the building is about \$350,000. Along with the fundraising campaign, a Request for Proposal would be launched with the caveat that approval would be contingent on the availability of funds.

A question was raised by Mrs. Saenz regarding the process to determine whether to tap into the foundation funds rather than the College budget. Dr. Figueroa explained that the foundation is a 501C-3 corporation able to offer tax benefits to the donors, which is something that the College is not able to do.

Mr. De Leon asked if there was consideration given to reaching out to local attorneys as potential donors. Dr. Figueroa indicated they would be considered once the campaign begins. Mr. Herrera added the Cameron County Bar is currently working with Judge Recio to bring this project to fruition. It is in the planning stage at this time, and there is

discussion with President Rodriguez to consider a court reporting school, which is also very needed. He mentioned there is a current faculty member working on preparing a presentation and feasibility study to create a court reporting program.

Dr. Zavaleta asked where the Music program was currently located. Dr. Kile stated the Music program is in the Gold Room at the Performing Arts Center and the Fine Arts program is housed in various places. Dr. Figueroa and the coordinator for the Arts program are working together to identify potential spaces. Dr. Kile confirmed that there is someone working on the feasibility of having a stenography program.

This item was for information only. No action is required.

8. Academic Committee Report

Mr. Herrera called on Dr. Zavaleta to present the report. Dr. Zavaleta reported that the Academic Committee met on Wednesday, October 9, 2019. Present were Ms. Alejandro, Dr. Rodriguez, Dr. Zavaleta and members of the administration. The following items were discussed:

8a. Consideration and possible action on approval of a Letter of Institutional Support for a Texas Tech university grant application and related documents to the National Science Foundation Bridges Across Texas Louis Stokes Alliance for Minority Participation Program (BAT LSAMP)

Dr. Kile reported that consideration was for a letter of support for the BAT LSAMP program. Dr. Abusalim presented information regarding the program which creates centers across the State in partnership with six other higher education institutions to increase retention and persistence rates among STEM majors and help them continue from two-year to four-year programs.

A motion was made by Dr. Zavaleta to approve authorization for President Rodriguez to sign the Letter of Institutional Support for a Texas Tech University grant application and related documents to the National Science Foundation Bridges Across Texas Louis Stokes Alliances for Minority Participation (BAT LSAMP) program, as presented. The motion was seconded by Mr. De Leon and carried with five votes and two absent.

8b. Consideration and possible action on approval of an articulation agreement between Lamar University and Texas Southmost College

Dr. Kile provided a brief description of the articulation agreement stating the agreement includes an opportunity for TSC to develop program specific degree maps and a clause for

reverse transfer. Also included is agreement for data transfer, which would be mainly for reverse transfer students, providing information on student performance such as GPA.

A motion was made by Dr. Zavaleta to authorize President Rodriguez to execute the articulation agreement between Lamar University and Texas Southmost College. The motion was seconded by Mr. De Leon and carried with five votes and two absent.

8c. Consideration and possible action on creating a new Associate of Applied Science in Cyber Security

Dr. Abusalim presented information regarding the proposed program in Cyber Security. The presentation included information regarding potential enrollment, job demand, and wage data. The proposed degree program includes 60 credit hours. Upon graduation, students would be eligible for jobs such as Information Security Analyst, Computer Systems Analyst, and Security Management Specialist. Third-party certifications would also be embedded within the program. Resources needed for the program include one new faculty member and equipment. Physical Resources have been identified for the program in existing computer labs. The projected five year budget would be \$345,266.

Dr. Zavaleta asked whether the program had been approved by the Texas Higher Education Coordinating Board (THECB). Dr. Abusalim indicated that the program has been approved through the Division of Instruction review process and is now being presented to the Board for consideration. If approved, the proposal would be submitted for approval to THECB.

A motion was made by Dr. Zavaleta to approve the proposed new Associate of Applied Science in Cyber Security. The motion was seconded by Mr. De Leon and carried with five votes and two absent.

9. Executive Session

The Board convened in Executive Session at 6:52 p.m.

The Board reconvened in Regular Session at 7: 51 p.m.

10. Action on Executive 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. De Leon to approve the FY 2019 – 2020 Salary Schedule as presented in Executive Session. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absences.

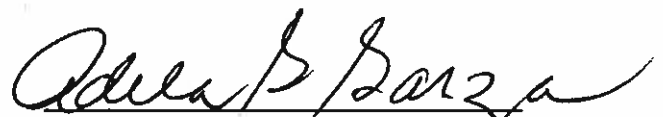
11. Announcement of Proposed Meeting Dates

Mr. Herrera announced the following proposed meeting dates:

**Thursday, November 21, 5:30 p.m.
Regular Board Meeting**

12. Adjournment

A motion to adjourn the meeting was made by Ms. Saenz. The motion was seconded by Mr. De Leon and carried with all present in favor. The meeting was adjourned at 7:52 p.m.



Ms. Adela G. Garcia
Chair, Board of Trustees



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