



TEXAS SOUTHMOST COLLEGE DISTRICT

THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

December 20, 2007

The Board of Trustees of the Texas Southmost College District convened in open session on December 20, 2007, at 5:30 p.m., in the Board Room of Gorgas Hall, Texas Southmost College. Board members present were: Mr. Chester Gonzalez, Chair, Ms. Rosemary Breedlove, Vice Chair, Mr. Eduardo A. Campirano, Secretary, Dr. Roberto Robles, and Mr. José A. Herrera, Jr. Absent were Mr. David Oliveira and Ms. Dolly Zimmerman. Also present was Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College.

1. Administering of Oath of Office to Newly Appointed Trustee

Chairman Gonzalez stated that at the November 29, 2007 meeting the Board of Trustees appointed Mr. Jose A. Herrera, Jr. to fill the vacancy created in Place 1 on the Board of Trustees due to the resignation of Mr. Roman "Dino" Esparza.

Mr. Herrera was sworn into office by the Honorable Judge Carlos Cascos. A reception at the Rose Garden followed the ceremony.

Call to Order

The meeting was called to order by Chairman Gonzalez at 6:05 p.m.

The Board convened in Executive Session at 6:07 p.m.

2. Executive Session as provided by Government Code, Chapter 551.071 and 551.072

The Board reconvened in Regular Session at 7:10 p.m.

3. Consideration and possible action on matters discussed in Executive Session**Consideration and Possible Action on
Contract and resolution for purchase of Lot 7, Block 13,
Paredes Track Addition, Brownsville, Texas**

A motion was made by Ms. Breedlove to approve the purchase of Lot 7, Block 13, Paredes Track Addition, Brownsville, Texas, in the amount of \$50,000. The motion was seconded by Dr. Robles and carried unanimously. *Exhibit "A"*

**Consideration and Possible Action on
Electrical Easement to the Brownsville Public Utilities Board
for the Recreation Education and Kinesiology Complex**

A motion was made by Mr. Campirano to approve granting an electrical easement to the Brownsville Public Utilities Board for the Recreation, Education and Kinesiology Complex, subject to review of easement documents by legal counsel. The motion was seconded by Ms. Breedlove and carried unanimously. *Exhibit "B"*

4. Approval of Minutes of Previous Meeting**Consideration and Possible Action on
Minutes of Regular Meeting on November 29, 2007**

A motion was made by Ms. Breedlove to approve the Minutes of the Regular Meeting on November 29, 2007. The motion was seconded by Dr. Robles and carried unanimously.

5. Speakers to Agenda Items and Public Discussion

There were no speakers.

6. Institutional Effectiveness Partnership Committee

Ms. Breedlove reported that the Institutional Effectiveness Partnership Committee (IEPC) met on December 18, 2007. She stated that the Committee discussed the strategic planning process, strategic directions, and performance indicators for institutional goals, the Edward Deming's Plan, Do, Check, Act (PDCA) cycle for assessment and continuous quality improvement, the establishment and charge of the IEPC, and the membership of the Strategic Planning Committee.

The Committee was also updated on the SACS Reaffirmation of Accreditation Process and Satisfactory Academic Progress. Ms. Breedlove stated that the committee discussed in detail the Strategic Plan Framework. She announced that a progress report on the strategic planning process will be presented at an upcoming Board meeting.

No action was taken.

7. Business Affairs Partnership Committee

Mr. Campirano reported that the Business Affairs Partnership Committee (BAPC), met prior to the Board meeting and discussed the following items:

Consideration and Possible Action on Budget Amendments for Fiscal Year 2007

Mr. Campirano reported that Budget Amendments 07-013 and 07-014 adjust expenditures in the Auxiliary Fund and the Campus Facilities Fund. Budget Amendment 07-015 adjusts revenue and expenditures in the General Fund. Mr. Campirano stated that the budget amendments are necessary to close out the books for Fiscal Year 2007.

A motion was made by Mr. Campirano to approve budget amendments 07-013, 07-014, and 07-015 for FY 2007, as presented. The motion was seconded by Ms. Breedlove and carried unanimously. Exhibit "C"

Consideration and Possible Action Acceptance of Comprehensive Annual Financial Report and Audit for Texas Southmost College District for Fiscal Year Ending August 31, 2007

Dr. David Pearson, Vice President for Partnership Affairs, reported that the District has elected to go beyond the requirements of the Texas Higher Education Coordinating Board (THECB) and incorporate the requirements of the Government Finance Officers Association (GFOA) in preparing a Comprehensive Annual Financial Report (CAFR). Dr. Pearson reported that the audit, conducted by Long Chilton, LLP, reported no findings and the District earned an unqualified opinion.

Mr. Campirano noted that this is the first time that the District will submit a CAFR for Certificate of Achievement to bring recognition to the District for our financial performance. He asked Ms. Melba Sanchez, Assistant Vice President for Finance, to provide a brief summary of the CAFR and the audit.

President García thanked the UTB Business Affairs Division, the TSC Finance Office, and everyone involved in working together throughout the fiscal year to receive a clean audit.

A motion was made by Mr. Campirano to accept the District's Comprehensive Annual Financial Report (CAFR) and Audit for Fiscal Year 2007, as presented. The motion was seconded by Dr. Robles and carried unanimously. Exhibit "D"

Report on Annual Financial Report for TSC Foundation, Inc. for Fiscal Year Ending August 31, 2007.

Mr. Campirano stated that the Annual Financial Report for the TSC Foundation, Inc. is presented for informational purposes only. He reported that The Foundation's audit also resulted in no findings and an unqualified opinion. In addition, it showed that the Foundation in very good standing, with a balance of over \$6.3 million in the fund. The Annual Financial Report for the TSC Foundation, Inc. was accepted by the Board of Directors at their annual meeting on December 10, 2007.

No action was taken.

8. Physical Facilities Subcommittee

Ms. Breedlove reported that the Physical Facilities Subcommittee also met prior to the Board meeting. The Committee discussed the bid for reprographic services and the student housing proposals.

Consideration and Possible Action on Competitive Sealed Proposals for Reprographic Services

Dr. Pearson reported that that owner procurement of materials was identified as one of the cost control strategies for the construction bond projects. He added that reprographic services of construction documents and specifications are needed to provide both contractors and subcontractors the information required to construct the projects at hand. These services are charged to projects and acquired through the main contractor; therefore, this service was identified as another owner procured item that could result in potential project savings.

Dr. Pearson reported that a request for proposals was issued in December. Responses were received on December 17, 2007 from RGV Reprographics and FedEx Kinkos. Upon evaluation of the proposals, RGV Reprographics was selected as the best value respondent. He stated that the proposal allows for a savings of approximately \$24,155 to the projects.

A motion was made by Ms. Breedlove to accept the proposal for reprographic services from RGV Reprographics in the amount of \$49,330 and authorize the Assistant Vice President for Planning and Construction to negotiate the contract. The motion was seconded by Mr. Herrera and carried unanimously. Exhibit "E"

Consideration and possible action on Selection of a Firm to Plan, Finance, Construct and Operate a Housing and Dining Facility on Campus

Dr. Pearson reported that based on the need for student housing on campus, a request for proposals was issued on July 16, 2007. Proposals were received on August 31, 2007, from University Service Corporation and Collegiate Development. The Physical Facilities Subcommittee, the Construction Council, and the Housing Evaluation Committee conducted interviews on November 19, 2007, for the two firms that responded. The committees forwarded a recommendation to the Physical Facilities Subcommittee to reject both proposals because it was determined that the proposals were unlikely to result in the housing desired on campus. The Physical Facilities Subcommittee concurred that the board should reject the proposals and include this item on the agenda for the upcoming Board Retreat to be held in the Spring of 2008.

A motion was made by Ms. Breedlove to reject all proposals for Student Housing and include this item on the agenda for the upcoming Board retreat that will be scheduled in the Spring of 2008. The motion was seconded by Mr. Campirano and carried unanimously.

9. Committees of the Board

Consideration and Possible Action on Appointment of Trustee to Partnership Committee

Chairman Gonzalez appointed Trustee Jose A. Herrera, Jr., to the Academic Affairs Partnership Committee. He added that Ms. Breedlove will continue to co-chair that committee.

10. District Elections

Consideration and Possible Action on Appointment of Agent for District Elections: May 10, 2008

Dr. Pearson explained that TSC Trustees are elected on even numbered years for a six year term. Positions 1 and 2 of the Board are up for election on May 10, 2008. He added that according to Chapter 31.123 of the Election Code, the Board must appoint a member of the staff to perform the duties of the Secretary of the Board in matters related to an election if the Secretary does not keep office hours at the District. The duties of the Agent include; receiving declarations for candidacy, and disseminating campaign finance reports and election results. Dr. Pearson stated that the recommendation is to appoint Mr. Allan Peakes, Assistant Vice President for Facilities Services, as the District's Agent for the May 2008 election.

Mr. Peakes reported that in preparation for the upcoming election, he and another member of the staff attended an election law conference in Austin which was sponsored by the Secretary of State. In addition, a candidate information packet was produced and is now available at the District Office. Mr. Peakes stated that additional election-related agenda items will be presented to the Board at the next meeting.

A motion was made by Ms. Breedlove to adopt the resolution appointing Mr. Allan Peakes, Assistant Vice President for Facilities Services, as the District's Agent for the May 10, 2008, Trustee election. The motion was seconded by Dr. Robles and carried unanimously. *Exhibit "G"*

11. 4TH Quarter Financial Statements and Investment Report.

Ms. Melba Sanchez, Assistant Vice President for Finance, provided a brief report on the 4th Quarter Financial Statements and Investment Report for FY 2007. No action was taken.

12. Construction Report

Dr. Pearson reported the following:

- The Lightner Center Courtyard is nearing completion. Installation of final plant material will be in the next week.

- Landscaping and a new Paseo near the Rusteberg Building are underway.
- Construction at the REK Center is on schedule. The metal studs on the first floor of the faculty and staff wings are about 85% complete.
- The building pads for the Classroom building and New Library have been constructed. Piers that hold the chilled water lines that will service the buildings are going into the ground.
- About 65% of the roofing renovations at the ITEC campus have been completed. The interior demolition work will be completed in January 2008.

13. President's Report

President García reported the following:

- On Tuesday, December 18, UTB/TSC joined the Brownsville Independent School District, Cinemark 16 Theater, and many other regional sponsors, to host the 10th Annual Kids at the Movies event at Sunrise Mall. Nearly 1,000 children from 45 of our area schools were transported to watch a "Mr. McGorium's Wonder Emporium." President García thanked Dean Eldon Nelson and the staff and students of the School of Health Sciences for the holiday cheer they provided to these special children.
- Associate Professor of Music, Dr. Michael Quantz, and the UTB/TSC Guitar Orchestra were featured on "Classical Guitar Alive" on Thursday, December 6, on Harlingen's Public Radio 88FM, the local affiliate of National Public Radio. Listeners heard Dr. Quantz talk about the benefits of ensemble play for guitarists and the orchestra's performance of Beau Benson's "Tarantella" recorded in March during the annual guitar ensemble festival. The interview and performance were heard nationally as well as in Asia, Africa, the Middle East, and most of Western Europe.
- Winter Commencement is scheduled for Saturday, December 22, 2007, at 10 a.m., at the Student Union Lawn. Approximately 800 students will be graduating. The keynote speaker will be TSC Trustee Ms. Dolly Zimmerman.

14. Proposed Meeting Dates:

Tuesday, January 17, 2008
Thursday, February 28, 2008
Thursday, March 27, 2008
Thursday, April 17, 2008

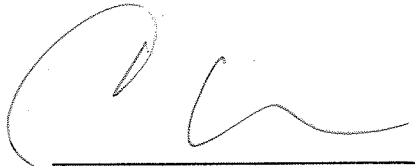
Mr. Gonzalez reviewed the dates with the Board

15. Announcements


- Chairman Gonzalez announced that Dr. García has been appointed to the Robert Wood Johnson Foundation Board of Trustees. The Foundation seeks to improve the healthcare of all Americans. Chairman Gonzalez and the TSC Board of Trustees congratulated Dr. García on this prestigious appointment.

Adjournment

The meeting was adjourned by Chairman Gonzalez at 8:30 p.m.



Mr. Chester Gonzalez
Chairman, Board of Trustees



Mr. Eduardo A. Campirano
Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on December 20, 2007, is on file at the District Office of the Texas Southmost College District. The master tape is on file at the UTB/TSC Media center. These minutes were taken and transcribed by Gloria Miranda, Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KISD in cooperation with the Brownsville Independent School District.