

**Minutes of the Partnership Advisory Committee of the Texas Southmost College  
and The University of Texas at Brownsville Educational Partnership**

**December 13, 2002**

The Partnership Advisory Committee (PAC) of the Texas Southmost College (TSC) and The University of Texas at Brownsville Educational Partnership met on Friday, December 13, 2002, at The University of Texas System, Ashbel Smith Hall, Board meeting Room. Committee members representing the TSC Board were Chairman Chester Gonzalez, Vice Chair Rosemary Breedlove, and Trustee Mary Rose Cardenas. Members present from the U. T. System Board were Regent Cyndi Taylor Krier, Vice-Chairman Woody L. Hunt, and Regent Robert A. Estrada. Also present were Dr. Terry Sullivan, Ms. Francie Frederick, Dr. Juliet V. García, Dr. John Ronnau, and Dr. Jose Martín.

The meeting was called to order at approximately 1:55 p.m. by Regent Cyndi Taylor Krier with introductions of each of the members present.

A motion was made to approve the minutes of December 12, 2001 by Regent Krier and seconded by Trustee Cardenas; the motion carried.

Dr. John Ronnau, Vice President for Administration and Partnership Affairs, and Francie Frederick, Counsel and Secretary to the Board, presented an overview of the Operating Guidelines of the Partnership Advisory Committee and a motion was made to approve the amended Guidelines by Trustee Breedlove and seconded; the motion carried. The Guidelines are set out in congressional style.

~~[9/20/1993]~~

Draft Revision 11/08/02

**PARTNERSHIP ADVISORY COMMITTEE  
OPERATING GUIDELINES**

**I. Name**

The name of the Committee shall be the Partnership Advisory Committee (the ~~[Advisory]~~ Committee) for The University of Texas at Brownsville and Texas Southmost College.

## II. Authority

The educational partnership between The University of Texas at Brownsville and Texas Southmost College, as authorized by State law (Texas Education Code Section 51.661 et seq.) and specified in the Educational Partnership Agreement effective September 1, 1991, at Section VIII, calls for the establishment of a Partnership Advisory Committee. The Committee is advisory to the respective governing boards of The University of Texas at Brownsville and Texas Southmost College. In discharging its advisory duties, the Committee shall function in accordance with legislative statutes, controlling court decisions, opinions of the Attorney General, applicable regulations of State and federal agencies, and approved board bylaws, rules and regulations, and policies.

## III. Purpose

The Committee shall study the needs of the community served by the institutions; shall study local and regional needs; and shall make recommendations to the respective boards concerning the development of coordinated programs, policies, and services to meet those needs. The Committee shall give particular attention to the continuity of curriculum offerings and to the joint use of faculty and staff, facilities, and library resources. The Committee will also have general responsibility to monitor the effectiveness of the partnership.

~~[The Committee shall review and provide advice to the governing boards of the two institutions on the following issues as a minimum: prior to action by either board regarding partnership aspects of annual budgets; initiation of new academic degree or certificate programs; and major changes in the organizational structure of the partnership; selection and/or appointment of the President of The University of Texas at Brownsville.]~~

## IV. Organization

### a. Membership:

The Committee shall be comprised of three members of the Academic Affairs Committee of The University of Texas Board of Regents and three members of the Texas Southmost College Board of Trustees, [each] appointed as determined by the respective governing bodies [~~to terms as specified by the respective governing boards~~].

### [Vacancy:

~~\_\_\_\_\_ If a member of the Committee is unable to serve, a replacement member shall be appointed by the respective governing board.]~~

- b. Chair:  
The Chair shall rotate between the governing boards [Selected by the Committee] on an annual basis[, with responsibility to conduct meetings]. The Chair will be selected by the respective governing board.
- c. Subcommittees of the Committee:  
The Committee may request that the Chair establish Standing and Special Subcommittees from time to time to deal with specific needs. The Subcommittees may consult with other members of the Committee as needed.
- d. Staff [~~Representatives~~] Support:  
The Committee will be supported by the Executive Vice Chancellor for Academic Affairs of The University of Texas System and the Vice President for Administration and Partnership Affairs or other representatives designated by the respective governing boards [Executive Director of the Texas Southmost College Board of Trustees].
- e. Communications to the Committee:  
The Committee will normally receive referrals from the respective governing boards and recommendations from the staff [~~representatives~~].
- ~~[Recommendations of the Committee:  
\_\_\_\_\_The Committee may express opinions, make recommendations to the respective governing boards, or give a vote of thanks by an act known as a Recommendation of the Committee.]~~
- f. Communications from the Committee:  
Recommendations of the Committee to the respective governing boards will be transmitted through respective Committee members [~~board staff offices to the respective governing boards~~] with support from the Committee staff [~~representatives~~] as required.
- g. Special Assignments:  
Special assignments to the staff [~~representatives~~] will be directed by the Committee.
- h. Public Inquiries:  
The staff [~~representatives~~] may respond to public inquiries subject to the guidance and counsel of the Committee; normally, public inquiries will be directed to the respective governing boards.

## V. Meetings

- a. Orientation:  
An orientation of the Committee shall be held as a portion of a regular meeting, as needed [~~upon the appointment of a new member or members~~].

- b. Frequency:  
Meetings will be called ~~[Called]~~ as needed dependent upon demand, but normally at least annually and [quarterly (to be)] scheduled by staff ~~[representatives]~~ as mutually convenient to Committee members~~]~~.
- c. Location:  
~~[Alternating]~~ Meeting sites shall alternate as determined by the Committee and shall be held in conjunction with other governing board meetings to the extent possible to facilitate Committee member attendance and interaction with the respective governing boards.
- d. Notices:  
Notice shall be given to the members of the Committee no less than 14 days in advance if possible. Public notice shall be prepared and posted by the Office of the Board of Regents as required by State law.
- e. Quorum:  
A quorum shall be four Committee members. ~~[In the case of extenuating circumstances, attendance by interactive video or telephonic conference shall be permitted.]~~
- f. Agenda:  
An agenda shall be jointly prepared for each meeting of the Committee by the staff ~~[representatives]~~ following solicitation of topics from the Committee.
- g. Appearances before the Committee:  
For formal presentations, requests to appear will be made by the staff ~~[representatives]~~ upon request of the Committee. The opportunity for public input will most often be through the respective governing boards; however, should the Committee need public input, invitation to appear may be issued by the staff ~~[representatives]~~ to a designated individual, a group, or to the public at large as requested by the Committee.
- h. Minutes:  
Minutes will be prepared and maintained on file by the Office of the Board of Regents of The University of Texas System ~~[kept as directed by the Committee and prepared by a staff representative dependent upon meeting location]~~.

## VI. General Procedures

- a. Rules of Order:  
Robert's Rules of Order, when not in conflict with any of the provisions of these Operating Guidelines, shall be the rules of parliamentary procedure when the Committee is in session.

b. Adoption and Amendment of Operating Guidelines:

The Committee may adopt, amend, or repeal these Operating Guidelines by an affirmative vote of a majority of the membership voting at a meeting of the Committee. Notice of the proposed action must be included in the agenda for the meeting. All amendments must be consistent with the Educational Partnership Agreement and applicable provisions of the Texas Education Code and other [applicable] State laws.

Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College made a presentation to the Partnership Advisory Committee December 13, 2002, on the effectiveness of the partnership between The University of Texas at Brownsville and Texas Southmost College, emphasizing that the partnership can be measured in the success of its mission to provide increased access to students. Serving a student body where 70% of the students are on financial aid and with an average of almost \$4,000 in unmet financial aid, the partnership has still realized growth. Over the 10 full years of the partnership, UTB/TSC experienced 22% growth in lower level enrollment and 101% and 159% in upper and graduate levels respectively. The percentage increases in degrees awarded are 23% in certificates, 37% in associate degrees, 134% in baccalaureate, and 139% in master's degrees. As of 1995-1996, four years into the partnership, the university began awarding more baccalaureate degrees than associate degrees. The *Hispanic Outlook in Higher Education* ranked UTB 34<sup>th</sup> out of 100 of the top producers in baccalaureate degrees awarded to Hispanics and 26<sup>th</sup> in the number of master's degrees awarded to Hispanics.

In other areas, Dr. Garcia showed that federal grant dollars [other than financial aid] garnered by UTB/TSC increased from approximately \$23,200 in 1992 to \$7.5 million in 2002.

She noted growth in programs and degrees awarded has not been accompanied by the same level of growth in faculty appointments. Therefore, the institution requested exceptional items that essentially ask for 49 faculty additional staff and graduate students to address critical needs in research and teaching in education, business, and science. The request totals \$14.64 million dollars.

Dr. Garcia reported that The University offered an updated "Emerging Institutions" proposal to consider for distributing funds in higher education. The suggested model uses five objective criteria to determine a "Closing the Gaps Factor" which, in turn, identifies 17 growing institutions in growing service areas. The criteria are a) lower per capita income, b) higher unemployment rates, c) larger percentages of the population without a bachelor's degree, d) higher growth in college enrollment, and e) larger projected population growth in its region. In addition, the model's results provide

opportunities for building broad based coalitions across regions, across systems, and across political boundaries.

The meeting was adjourned at approximately 3:21 p.m.