



**Board of Trustees**

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*Tony Zavaleta, PhD.*

*Eva Alejandro*

**TSC President**

*Jesus Roberto Rodriguez, PhD.*

**Texas Southmost College District**

**Minutes of the Regular Meeting of the Board of Trustees**

**June 27, 2019**

The Board of Trustees of the Texas Southmost College District convened in open session on June 27, 2019, at 5:35 p.m., in the Performing Arts Center at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair, Mr. Trey Mendez, Vice Chair, Mr. Ruben Herrera, Secretary, Mr. J.J. De Leon, Jr., Mr. Art Rendon, Dr. Antonio Zavaleta, 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 Vice Chair Trey Mendez at 5:35 p.m.

**2. Pledge of Allegiance**

Dr. Tony 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 Regular Board Meeting of May 16, 2019**

**Consideration and possible action on the  
Minutes of the Regular Board Meeting of May 16, 2019**

A motion was made by Ms. Garza to approve the Minutes of the Regular Meeting of May 16, 2019. The motion was seconded by Mr. Herrera and Mr. Mendez sited a typo in the minutes regarding the misspelling of Mrs. Lulu Lieck and her husband. Ms. Garza amended the motion to include approval of the minutes with correction of the typo. Mr. Herrera seconded the amended motion and it carried unanimously.

## 5. **President's Report**

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

- **Enrollment Events & Activities**

President Rodriguez began his report with Summer & Fall Enrollment updates. He stated that the college has continued to host a series of registration and recruitment activities, including the following just to name a few:

- One-on-One registration appointments for recent high school graduates and prospective non-traditional students
- Peer-to-Peer recruitment strategies with SGA messaging students in clubs and organizations
- Social Media and email messages to over 200 TSC student military veterans
- A half-day live radio remote was held at the Oliveira Student Services Center on June 25 to promote Summer II and Fall registration

In addition to these activities, Student Services held the second of a series of Registration Rallies on June 12<sup>th</sup>. Additional Rallies are scheduled to be held in July and August, and as of today, we have a total of 943 students enrolled for Summer II. 636 are on campus students and 307 are dual credit. In terms of Fall headcount, I'm pleased to report that we are ahead of schedule with several hundred more students registered at this time compared to this same time last year.

- **Texas Monthly**

TSC will be hosting the sold-out Texas Monthly Live performance at our beautiful TSC Performing Arts Center at 7 p.m. on Tuesday, July 9th.

The Texas Monthly Live performance is a live issue of the magazine reimagined for a theatre audience. The show is a 90-minute editorial production hosted by Texas Monthly columnist, David Courtney. The show takes the audiences on a story-telling journey that showcases the breadth and depth of Texas. Texas Monthly presented their premier event live in Austin in 2018 and this year marks the first time that the magazine is bringing the event to Brownsville.

At the conclusion of the show, an after-party will be held on the TSC Performing Arts Center lawn. Guests will have the opportunity to mix and mingle with the Texas Monthly editors, storytellers, and special guests.

- **Video Presentation**

The President concluded his report by sharing the month's video presentation, which highlighted several events and activities that occurred since the last Board Meeting. Dr. Rodriguez thanked everyone for their continued hard work and commitment as we get closer to the Summer II and Fall semesters, and especially to the Board of Trustees for their

continued support in our efforts to make Texas Southmost College the destination place for our students and the college of choice in the Rio Grande Valley.

#### **6. Consideration and possible action on a Resolution Honoring Trustee Trey Mendez**

Vice Chair Mendez called on Chair Garza to present the item.

Chair Garza recognized Mr. Mendez as the Mayor-Elect for the City of Brownsville and explained that this would be his last board meeting as a Trustee for Texas Southmost College. She expressed her sincere pleasure in joining with fellow Trustees to recognize Mr. Mendez for his 9 years of services to the Texas Southmost College District with consideration and approval of a resolution in his honor.

**A motion was made by Mr. Herrera to approve the resolution as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.**

Chair Garza proceeded to read the resolution honoring Vice Chair Mendez, which was then followed by a video commemorating his time on the Board. Chair Garza then opened the floor for her fellow Trustees to say a few words and express their gratitude and congratulations to Vice Chair Mendez on becoming Mayor-Elect for the city of Brownsville.

Vice Chair Mendez made some closing remarks and expressed that leaving the college was going to be one of the most difficult things he has ever had to do in his professional life. He expressed the utmost confidence in Dr. Rodriguez and the Board and further expressed gratitude to them for their leadership and for helping the college reach the position that it's in now.

As he continued to speak, Vice Chair Mendez recalled the Board Meeting of February 17, 2011 and explained that he made the motion, not to separate or divorce or dissolve, but to preserve Texas Southmost College. He stated that he knew what the college meant to this community and what it would ultimately mean to the city and to the students.

Moreover, Vice Chair Mendez credited his election to the community, his parents, his upbringing, and to this city. He stated that he served very happily for the last 9 years and expressed how it means so much to him to have seen the institution grow and thrive the way that it has.

In closing, he thanked everyone and stated, "It's been a real honor to serve this college, and I will always be involved. [...] I'm a scorpion and I'll always be a scorpion." He added that as Mayor, he looked forward to working with this institution to further opportunities for students and for the economic development opportunities for the city and to make our city what it once was and what it will be again.

Chair Garza took a moment to recognize Mrs. Mendez, Vice Chair Mendez's mother, who was in attendance. Following this, Chair Garza announce a brief recess for a reception in Mr. Mendez's honor.

**\*\*\* Note: The recess for reception was called at 6:15 p.m. and the meeting reconvened at 7:05 p.m.**

**7. Legislative Report**

Vice Chair Mendez called on Mr. Joe Garcia, of The Garcia Group, to present the item. Mr. Garcia updated the Board on recent legislative activity.

This item was for information purposes only. Not action was taken.

**8. Academic Committee Report**

Vice Chair Mendez called on Dr. Zavaleta to make the report. Dr. Zavaleta stated that the Committee met on June 17<sup>th</sup> and discussed two items for consideration.

**8a. Consideration and possible action on  
approval of a Memorandum of Understanding between  
Cameron County and Texas Southmost College for the Law Library**

A motion was made by Dr. Zavaleta to approve the MOU between Cameron County and TSC for the Law Library and authorize President Rodriguez to execute the MOU. The motion was seconded by Mr. Herrera and carried unanimously.

**8b. Consideration and possible action on  
an amendment to the current clinical affiliation agreement  
with Valley Baptist Medical Center - Brownville**

A motion was made by Dr. Zavaleta to approve the amendment to the clinical affiliation agreement with Valley Baptist Medical Center – Brownville to add the Certified Nursing Assistant program and authorize President Rodriguez to sign the amendment. The motion was seconded by Mr. De Leon and carried unanimously.

**9. Budget and Finance Committee Report**

Vice Chair Mendez called on Mr. Herrera to make the report.

**9a. Consideration and possible action on  
Grant Award from Texas Workforce Commission  
for the Building Construction Trades grant program**

A motion was made by Mr. Herrera to accept the grant award from the Texas Workforce Commission in the amount of \$104,669 for the Building Construction Trades program for 12 months from date of approval and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. De Leon and carried unanimously.

**9b. Consideration and possible action on authorization for President Rodriguez to sign grant awards that do not require matching funds**

A motion was made by Mr. Herrera to authorize President Rodriguez to accept grant awards that do not have a matching fund requirement. The motion was seconded by Ms. Alejandro and carried unanimously.

**9a. Consideration and possible action on approval of proposed Tuition and Fees Schedule for Fiscal Year 2020**

A motion was made by Mr. Herrera to approve the proposed Tuition and Fees Schedule for Fiscal Year 2020, effective Fall 2019. The motion was seconded by Mr. De Leon and carried unanimously.

**9b. Consideration and possible action on contract renewal with Marcis & Associates, Inc. to provide custodial services for Fiscal Year 2020**

A motion was made by Mr. Herrera to approve the contract renewal for campus custodial services with Marcis & Associates, Inc. in the amount of \$625,456 for September 1, 2019 to August 31, 2020 and authorize President Rodriguez to sign the related documents. The motion was seconded by Dr. Zavaleta and carried unanimously.

**9c. Consideration and possible action on approval of term license fees for Enterprise Resource Planning (ERP) Software (Colleague)**

Mr. Herrera called on Mr. Luis Villarreal, Vice President of Information Technology, to present the item.

Mr. Mendez opened the discussion on this item by expressing concern that additional products that will be added in the proposed model update had not been bid out through an RFP process. He inquired with legal counsel, which included Mr. Ruben Peña and Mr. Frank Perez, if the change from the current perpetual license model to the new term license model with additional products would be considered a change in the contract that the college should have gone out to bid for.

Mr. Peña responded that in visiting with staff and reviewing the item documentation, he felt very comfortable that the college did not have to go out for new bids on this product. Mr. Villarreal added that this is a proprietary product and is sole source. He stated that we can continue with the perpetual license, but whenever adding any of the additional products, the college would be paying "a la cart" and losing on the savings that comes with the transition to the new model.

**A motion was made by Mr. Herrera to approve the maintenance fees for Enterprise Resource Planning (ERP) software for the period of September 1, 2019 to August 31, 2024 for a total first year cost of \$405,319 plus one-time implementation costs in the amount of \$41,000 and authorize President Rodriguez to execute related documents. The motion was seconded by Ms. Garza and carried with unanimously.**

**9d. Consideration and possible action on Strategic Planning and Research Services for Information Technology**

Mr. Herrera called on Mr. Luis Villarreal, Vice President of Information Technology, to present the item.

Mr. Villarreal explained that the request for this item is for the college to enter into an agreement with Gartner, Inc. He added that Gartner, Inc. is the industry leader in providing independent objective higher education research and consulting in the area of information technology, and their services would provide executive leadership with the access to core research in the industry trends, peer research, templates, case studies, tool kits, professional development, and access to subject matter experts in various areas. Mr. Villarreal elaborated on the importance of this partnership is due to the college's interest in engaging, developing, and increasing its abilities in the area of cyber security.

Mr. Herrera asked for the price of the service contract. Mr. Villarreal responded the price would be \$38,000 the first year, \$39,000 the second year, and \$40,000 the third year. The total would be about \$118,000 for a three-year agreement, which is the smallest agreement the company will agree to.

**A motion was made by Mr. Herrera to approve the item as presented; which is to approve strategic planning and research services from Gartner, Inc. for the period of August 1, 2019 to July 31, 2022 and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. De Leon and carried unanimously.**

**9e. Consideration and possible action on award of RFP 19-09  
"Campus Security Services" and approval of a hybrid model  
for campus security services**

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

Dr. Figueroa presented the information to the board regarding the RFP process for this item, which included the detailed timeline, scope of work, and method of procurement. In addition to awarding the RFP to the recommended vendor, this item also included consideration and approval of a hybrid model for security services. Dr. Figueroa continued her presentation to include details about the proposed hybrid model. She explained that this model would combine security services with police services. In this model, the college would have a Brownsville Police Officer five days a week from 7

a.m. to 11 p.m. on campus in addition to the regularly scheduled security services. Dr. Figueroa added that the additional cost of the Hybrid Model in comparison to the Current Model is \$65,436.

Dr. Zavaleta began asked if the college currently has a signed MOU with the city for this agreement which outlines the responsibilities, liabilities, and so forth. Dr. Figueroa responded that we do not currently have an MOU and only engaged in asking for the cost of the services. She added that if this model is approved, the college will then seek an MOU.

Dr. Zavaleta addressed Vice Chair Mendez and recommended the item be tabled. Ms. Garza added to the discussion stating she believed the item needed to be approved by the Board before an MOU could be requested. Dr. Zavaleta responded that there are too many questions about the services and the hybrid model. He reiterated his recommendation to table the item.

Further discussion ensued as Mr. De Leon explained that he requested a cost analysis from Dr. Figueroa in order to help him evaluate whether he felt this type of model was vital to the institution. He asked Dr. Figueroa to share the details of the cost if the college were to do in-house security. Dr. Figueroa responded that if the college were to entertain the option of bringing in an in-house police force instead of procuring services with the hybrid model for the current level of security required by the college, it would cost about \$480,000. In addition, the cost of added salary and benefits, vehicles, supplies, uniforms, etc. would cost about \$850,000.

Mr. Rendon commented that he believes this is a novel idea and in reviewing the item documents, he felt there were some missing components. He stated that he felt it would be prudent to table the item and expressed concern in moving forward with a relationship between the city of Brownsville and the security company without clear boundaries, or a contract, and without understanding their roles and liability.

Vice Chair Mr. Mendez asked Mr. Jaime Salazar, Director of Risk Management, if the hybrid model itself is being utilized at other similar institutions. Mr. Salazar responded and confirmed that the hybrid model is used throughout many different institutions and specifically community colleges. He added that the hybrid model introduces a level of professionalism from the city police officers with respect to rapid response and crisis incidents that may occur on campus. He explained that a police department has the ability to respond more effectively and they have legalities or laws behind them to protect them. This will protect the institutions from any liability that comes along with the actions taken as an institution to protect our students.

Vice Chair Mr. Mendez continued the discussion by asking for the cost of the officers and if they are off duty officers. Mr. Salazar responded that we will be hiring off duty officers, not unlike what we do when we hire for a special event. Chair Mendez asked if it was on an hourly basis and who determines the officers that are hired. Mr. Salazar confirmed it is on an hourly basis and explained that there are a core of officers that work overtime, are self-insured and protected through their union, and have with the Chief of Police's blessing to get hired for various protection details when off duty. He stated that currently, the college works with Mr. Felipe Cepeda who coordinates and deploys off duty officers as needed. Vice Chair Mendez further asked Mr. Salazar if the college has met with Chief Saucedo about this. Mr. Salazar confirmed the college has met with the Chief and reiterated that the officers have his blessing. He explained that there is a separation between the city and the overtime hiring that the college is proposing. Mr. Herrera interjected that the cost per hour is about \$30.

Chair Garza contributed to the discussion stating that she believed Mr. Salazar and Dr. Figueroa had done the leg work for this item. She stated that she believed we could move forward to get this approved and then ask for the MOU with the city.

Further discussion ensued as Dr. Zavaleta asked if the hourly rate of pay was the same for the Brownsville PD as for the security personnel. Dr. Figueroa explained that the security service provider is offering a lesser rate of pay for a security officer because there is a difference between a security officer and a police officer; as well as the duties and responsibilities they have.

**A motion was made by Dr. Zavaleta to table the item. The motion was seconded by Mr. Rendon and received two votes for, two abstentions, and three votes against. The motion to table the item did not pass.**

**A motion was made by Mr. Herrera to award RFP 19-09 for "Campus Security Services" to American Surveillance Company, Inc. for the period of September 1, 2019 to August 31, 2020 (\$274,601) and approve the hybrid model for campus security services with the Brownsville Police Department (\$124,800) for a total amount of \$399,404 for FY 2020 and authorize President Rodriguez to execute the related documents. The motion was seconded by Chair Garza and received three votes for, two abstentions, and two votes against. The motion to award the item did not pass.**

**Per legal counsel, this item did not receive a majority vote and therefore did not pass. A majority vote is a minimum of four votes.**

**9f. Consideration and possible action on award of RFP 19-10 "Campus Roof Replacement and Repairs"**

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

Dr. Figueroa presented the information to the board regarding the RFP process for this item, which included the detailed timeline, scope of work, and method of procurement. She explained that the TSC Board had approved the allocation of funds to be set aside for roof repairs approximately two and a half years ago. Furthermore, the drawings were acquired from the contracted engineer which allowed the college to go out for bid on this project.

Mr. Herrera asked where the recommended vendor was based out of. Dr. Figueroa responded that the company is based out of Rio Hondo.

Vice Chair Mendez confirmed with Dr. Figueroa that this project has been ongoing for several years and commented that he did not recall the scope of work coming before the Facilities Committee. Mr. Herrera responded that it did not go before the Facilities Committee, but was brought before the Budget and Finance Committee because of the cost involved. Vice Chair Mendez asked Mr. Herrera if he looked at the scope of work and commented that he was not aware of what roofs were being repaired. Dr. Figueroa provided a presentation slide which outlined the scope of work and roofs that would be repaired. Mr. Herrera added that the



Architect was present and explained that he was informed that the Board had already authorized this scope of work prior to this meeting. However, the work was not done because we did not have the engineering study and we did not have a person delegated to get this done.

Vice Chair Mendez continued the discussion to gain clarification on which roofs were being repaired versus replaced. Dr. Figueroa interjected and stated that all roofs would be repaired and that none of the roofs would be a complete replacement. Vice Chair Mendez responded with some concern; stating that quite a bit of money had been allocated for this and if the roofs are only being repaired, eventually they will need to be replaced or need additional repairs. Dr. Figueroa explained that each roof varies in its need for repair, and identified the Garza Gym, the Bookstore, and Set B as the roofs that will need the most work done. Additionally, asbestos testing was conducted and two of the roofs were positive which requires abatement services prior to working on repairs.

Vice Chair Mendez continued the discussion and again expressed concern that there may be issues with insurance due to repair versus replacement of the roof. He asked if anyone had looked into this and evaluated the potential issues. He further stated that he was not sure if in only repairing them, the roofs would be windstorm certified and if we would be able to get insurance on the roofs. Mr. Joseph Combs, the project professional representing AmTech, responded that all roof top units specified in the scope will be brought up to code per TDI (Texas Department of Insurance). He added that any structural repair will also be brought up to code per TDI. Vice Chair Mendez asked if they would all be windstorm certified and Mr. Combs confirmed that they would be. Vice Chair Mendez then asked about the timeline and referenced the contract timeline outlined in the presentation provided. Mr. Combs confirmed the timeline that was outlined was in increments of days.

Further discussion ensued as Dr. Zavaleta asked how much money was in the current budget to complete this work. Dr. Figueroa responded that the remaining balance was carried forward from last fiscal year, and it included the engineering and total full cost of about \$1.6 million dollars. Dr. Zavaleta asked if the \$1.6 million would be enough to cover all the work or if more funds would be requested in next year's budget. Dr. Figueroa explained that part of the item consideration for approval is a value engineering cost savings analysis. She stated that the current cost of repairs is coming in higher than the funds that were approved and allocated due to several factors. She added that when the initial cost was approved two and a half years ago, it was not known that two of the roofs had asbestos, that one of the roofs had structural damage, and furthermore, the evaluation for cost of services was conducted over two years ago and prices have risen since then. Dr. Figueroa continued the discussion and stated that we are opting for value engineering without compromising security and safety, and making sure that the buildings are up to code. This option will bring the price down, and the intention is to stay within the budget. Dr. Zavaleta responded that it seemed as though funds would be needed from next year's budget to complete the work. Dr. Figueroa reiterated that it is not the intention to request more funds for this project which is why value engineering is being conducted.

Vice Chair Mendez inquired about the reason for the prolonged process and what the holdup had been. Dr. Figueroa replied that part of the reason for the holdup was a break in communication between the college and the vendor and once an Executive Director for Facilities was hired, the process was reengaged, and the engineering company was gracious in continuing to work with us.

Vice Chair Mendez asked Mr. Combs what the lifespan would be for the roofs considering that they are being repaired and not fully replaced. He responded that anything that is put in as new on the roof will have a 20-year warranty on it from the manufacturer. Vice Chair Mendez clarified that he was inquiring about life span and not warranty. Mr. Combs stated that nature would be a big factor, but 25 to 30 years is a possible life span depending on maintenance and care given by facilities employees.

**A motion was made by Mr. Herrera to approve the President to execute a contract with American Contracting USA, Inc., which includes awarding RFP 19-10 for "Campus Roof Replacement and Repairs" to American Contracting USA, Inc. and a value engineering (cost savings analysis) process to be conducted prior to execution of the contract. The motion was seconded by Mr. De Leon and carried unanimously.**

**9g. Consideration and possible action on award of  
RFP 19-12 "Online Tutoring Services"**

Mr. Herrera called on Dr. Angelica Fuentes, Associate Vice President of Instruction for Academic Success, to present the item.

Dr. Fuentes provided a detailed presentation to provide information about the current tutoring services the college provides, as well as the RFP process, scope of work, and other details.

Dr. Zavaleta asked how long we have had the current tutoring service and if there was any data to indicate the success of the service. Dr. Fuentes responded that the college has offered these services for the last two years, and reported that data and analytics have been collected to show a favorable outcome from the online tutoring services.

Mr. De Leon requested that the next time the services is up for renewal, the Board be provided with the data and analytics to better be able to make informed decisions and to be aware of the success of the software or services being provided to students. Dr. Fuentes confirmed that this is an addition that most certainly be done.

Mr. Rendon asked how students identify themselves when using the software. Dr. Fuentes explained that the software is integrated into the canvas learning management system so when the students log in to their canvas account, the software automatically recognizes the student.

**A motion was made by Mr. Herrera to award RFP19-12 for "Online Tutoring Services" to Brainfuse, Inc. in the amount of \$96,000 for the period of September 1, 2019 to August 31, 2020 and authorize the President to execute the related documents. The motion was seconded by Ms. Alejandro and carried unanimously.**

**9h. Consideration and possible action on award of**

**RFP 19-13 "Pest Control Services"**

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

Dr. Figueroa presented the information to the board regarding the RFP process for this item, which included the detailed timeline, scope of work, and method of procurement. She stated that based on the outcome, administration recommended awarding RGV Pes, LLC dba SPI Pest by Esparza.

Dr. Zavaleta asked if this company currently has the service contract with the college. Dr. Figueroa confirmed that this company does currently service the college. Dr. Zavaleta further asked if the college was satisfied with the company's performance. Dr. Figueroa confirmed that the college is satisfied with the work they do. Dr. Zavaleta inquired whether Dr. Figueroa had asked the end user about their satisfaction with the services. Dr. Figueroa responded that the users that have been asked have not reported any negative feedback.

**A motion was made by Mr. Herrera to award RFP19-13 for "Pest Control Services" to RGV Pest, LLC dba Pest by Esparza for the period of September 1, 2019 to August 31, 2022 and authorize President Rodriguez to execute the related documents. The motion was seconded by Mr. De Leon and carried unanimously.**

**9i. Consideration and possible action on award of  
RFP 19-14 "Lawn Maintenance and Palm Tree Services"**

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

Dr. Figueroa presented the information to the board regarding the RFP process for this item, which included the detailed timeline, scope of work, and method of procurement.

Mr. Herrera asked if the college has staff who are designated to take care of our lawns and trees. Dr. Figueroa explained that the college does have a maintenance crew to maintain our lawns on campus and at the ITECC Center. However, the 31 lots on the perimeter of the campus as well as the need for palm tree trimming services that this company maintains for the college.

Mr. Mendez inquired about prior maintenance of the lots and palm trees as well as whether our college maintenance crew could maintain these needs internally. Dr. Figueroa responded that the college's maintenance crew do a great job of maintaining the college grounds; however, due to the large square footage of the campus and lack of equipment necessary for palm trimming, the crew does need this additional support.

Dr. Zavaleta asked if the college maintains a monthly log of the work that is completed by the company so that the college has a record and knows what services are being completed. Dr. Figueroa explained that the company comes out to service the college when we the college places a call and schedules them too. Dr. Zavaleta asked if we maintain a record of those service calls and Dr. Figueroa confirmed that we do.

Mr. De Leon requested that a list of those work orders and service calls be included for future reference so that the Board can take this information into consideration for the item. Dr. Figueroa confirmed that this can be done.

**A motion was made by Mr. Herrera to award RFP 19-14 for "Lawn Maintenance and Palm Tree Services" to Villa Lawn Care and Tree Services for the period of September 1, 2019 to August 31, 2022 in the amount of \$18,414 annually and authorize the President to execute the related documents. The motion was seconded by Mr. De Leon and carried unanimously.**

**9j. Consideration and possible action on award of RFP 19-18 "Mail Services"**

Dr. Zavaleta asked if this service was for outgoing mail only, and asked if the college keeps a log of how many pieces of mail go out on a daily, weekly, and monthly basis. Dr. Figueroa responded that the college does keep track and stated that in FY2018, the college sent out about 38,600 pieces of mail.

Mr. Mendez inquired whether this cost was included in the budget and Dr. Figueroa confirmed this is included.

**A motion was made by Mr. Herrera to award RFP 19-18 for "Mail Services" to Upper Valley Mail Services, LLC for the period of September 1, 2019 to August 31, 2022 and authorize President Rodriguez to execute the related documents. The motion was seconded by Ms. Alejandro and carried unanimously.**

**9k. Consideration and possible action on award of RFP 19-19 "Financial Advisory Services"**

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

Dr. Figueroa presented the information to the board regarding the RFQ process for this item, which included the detailed timeline, scope of work, and method of procurement. She added that our current contract expires on August 31<sup>st</sup> and the college is required to have a financial advisor on board in case the college needs to engage in any financial planning, debt management and/or financial implementation activities. Additionally, she explained that this is not a service the college pays for on a monthly or yearly basis and stated that this award is solely to have the advisory services available to the college if needed. Furthermore, she stated that the college does not have any bonds and does not have plans to engage in any transactions, but are required by law to have an advisor on board.

Mr. Rendon clarified that the financial advisory firm does not make a profit or get paid by the college unless we request their services for a specific financial activity such as bonds. Dr. Figueroa confirmed this is correct. Mr. Rendon further asked if Dr. Figueroa could explain why only two

firms participated in the RFQ. Dr. Figueroa stated that 300 invites were sent out for this RFQ, but only two proposals were received.

Dr. Zavaleta contributed to the discussion and made a request that the firm, Estrada Hinojosa Investment Bankers, to make a presentation on the status of the college's bonds and bonding potential. Dr. Figueroa stated that she would arrange the presentation.

**A motion was made by Mr. Herrera to award RFQ 19-19 for "Financial Advisory Services" to Estrada Hinojosa Investment Bankers for the period of October 14, 2019 to October 13, 2024 and authorize President Rodriguez to execute the contract, as presented. The motion was seconded by Mr. Rendon and carried unanimously.**

#### **9I. Monthly Financial Statement Report for the month ending April 30, 2019**

Dr. Gisela Figueroa gave an overview of the Financial Statements for the month ending April 30, 2019. This item was for information purposes only. No action was taken.

#### **10. Facilities Committee Report**

Vice Chair Mendez gave the report.

##### **10a. Consideration and possible action on Budget Amendment 19-005 for Fiscal Year 2019 to increase the General Fund from revenue gained through surplus property auction**

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

Dr. Figueroa explained that the college held two auctions in May and June of 2019 and yielded a revenue of \$150,903. Approval of the budget amendment would allow the college to utilize the funds for student services projects such as resurfacing the tennis courts and repairs to the gazebos. Additionally, approval would allow the consideration of the purchase of a replacement campus vehicle depending on the necessity and amount left after repairs. Dr. Figueroa stated that the approval for the purchase would be brought before the board in a future meeting so long as the available funds allow for this expense.

Vice Chair Mendez asked whether the priority on this item would be the repairs. Dr. Figueroa confirmed that this is correct.

**A motion was made by Vice Chair Mendez to approve Budget Amendment 19-005 for Fiscal Year 2019 to increase the General Fund in the amount of \$150,903, as presented. The motion was seconded by Mr. De Leon and carried unanimously.**

**10b. Consideration and possible action on the approval  
to reallocate funds to be used for the renovation  
of the South Padre Island Building**

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

Dr. Figueroa explained that the Board had given prior approval of \$100,000 to be used for the purchase of a historic South Padre Island building. However, the building does need several repairs due to structural damage among other concerns regarding the integrity of the building. The item is for the consideration and approval of these funds to be reallocated for this purpose.

Mr. De Leon commented that these funds would only be for the exterior of the building. Mr. Mendez confirmed and asked Dr. Figueroa to further confirm. She confirmed that this is correct. Vice Chair Mendez explained that these funds would help to get the exterior of the building up to par and repair and renovation of the interior would be considered at a later time.

**A motion was made by Vice Chair Mendez to approve the reallocation of \$100,000 from funds previously approved for the purchase of the South Padre Island property to be used for its repair and renovation. The motion was seconded by Mr. Herrera and carried unanimously.**

**10c. Consideration and possible action on an amendment to the contract with  
Munoz and Company to update the classroom and lab utilization  
analysis portion of the campus Master Plan**

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

Dr. Figueroa explained that the amendment to the contract is to expand the statistical portion of the current campus master plan. The master plan was originally approved in 2015 work commenced at that time. Shortly after, there was a lapse of time in which no further action was taken. The vendor has agreed to finish the project; however, the statistical portion of the plan which was completed in 2015 is now obsolete. Due to this fact, administration is seeking consideration on approval of an amendment which would allow the company to redo this portion of the plan for a cost of \$10,600.

**A motion was made by Vice Chair Mendez to approve the amendment in the amount of \$10,600 to contract with Munoz and Company to update the classroom and lab utilization analysis, and authorize President Rodriguez to sign the related documents. The motion was seconded by Mr. Rendon and carried unanimously.**

**11. Policies Committee Report**

Vice Chair Mendez called on Ms. Alejandro to make the report.

Ms. Alejandro stated that the Committee met on Monday June 17th and discussed 10 policies.

**A motion was made by Ms. Alejandro to table Policy CF Purchasing and Acquisition. The motion was seconded by Mr. Herrera and carried unanimously.**

Ms. Alejandro stated one of the changes made on page 25 of the policy document was to clarify the type of train dog the policy was referring to. The word "law enforcement" train dog will be specified in this policy.

**A motion was made by Ms. Alejandro to include the word "law enforcement" train dog. The motion was seconded by Mr. De Leon and carried unanimously.**

Ms. Alejandro added that the recommendations and updates on the local policies from administration and others come directly from TASB.

**A motion was made by Ms. Alejandro to approve the updates of the local policies as presented. The motion was seconded by Mr. De Leon and carried unanimously.**

## **12. Executive Session**

The Board convened in Executive Session at 8:25 p.m.

The Board reconvened in Regular Session at 9:41 p.m.

## **13. Action on Executive Matters**

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

**A motion was made by Mr. Herrera to pursue the available options, including but not limited to an adverse possession claim, to obtain clear title to the parking lot adjacent to the TSC property in South Padre Island. The motion was seconded by Mr. De Leon and carried unanimously.**

- 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**

- i. Consideration and possible action on Salary Schedule**

**A motion was made by Mr. Herrera to accept the salary schedule as discussed in Executive Session. The motion was seconded by Mr. De Leon and carried with 6 votes for and 1 vote opposed.**

**ii. Consideration and possible action on Non-Renewal**

Not action was taken in open session.

**14. Announcement of Proposed Meeting Dates**

Vice Chair Mendez announced the following proposed meeting date:

**Thursday, August 1, 2019, 5:30 p.m.**  
Special Board Meeting

**Thursday, August 22, 2019, 5:30 p.m.**  
Regular Board Meeting

**15. Adjournment**

A motion to adjourn the meeting was made by Mr. Herrera. The motion was second by Dr. Zavaleta and carried unanimously. The meeting was adjourned at 9:42 p.m.



Adela G. Garza  
Chair, Board of Trustees



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Ruben Herrera, J.D.  
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on June 27, 2019, is available on the TSC.EDU website. These minutes were taken and transcribed by Iris Birge, Coordinator of Administrative Services. Videotaping of the Board of Trustees' meetings began on April 11, 1996.