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**TEXAS SOUTHMOST COLLEGE DISTRICT**

Minutes of the Special Meeting of the Board of Trustees

**July 14, 2021**

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference on July 14, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Ms. Eva Alejandro, Secretary; Mrs. Adela Garza; Ms. Alejandra Aldrete; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent trustees included Mr. J.J. De Leon.

**SPECIAL MEETING  
AGENDA**

**1. Call to Order**

The meeting was called to order by Chair Herrera at 5:30 p.m. He called role and confirmed a quorum.

**2. Pledges of Allegiance**

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

**3. Public Comment**

Chair Herrera asked if there were any speakers signed up for public comment. There were no public speakers.

**4. Finance Committee**

Chair Herrera called on Mrs. Garza to present the report. Mrs. Garza experienced technical difficulties and was unable to present in the meeting. Ms. Alejandro presented the report.

**a. Consideration and possible action on creating the Clean Slate Scholarship to pay for Fall 2020 and Spring 2021 student outstanding balances**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the item. She noted the board has been proactive in authorizing many initiatives to ensure students could continue their studies in spite of financial difficulties caused by the pandemic. She said the latest round of federal CARES Act funding allows colleges to forgive student debt, and the proposal allocates \$452,000 in student debt forgiveness from the fall 2020 and spring 2021 semesters.

**A motion was made by Ms. Alejandro to approve the creation of the Clean Slate Scholarship to pay for fall 2020 and spring 2021 student outstanding balances. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**b. Consideration and possible action on approval of Budget Amendment 21-007 to fund ITECC roof renovation**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. The proposed budget amendment would provide funding to repair the former Dillard's section of the ITECC roof, which includes abatement, structural damage repair, and other construction work.

**A motion was made by Ms. Alejandro to approve Budget Amendment 21-007 for Fiscal Year 2021, as presented. The motion was seconded by Mrs. Saenz and carried unanimously.**

**c. Consideration and possible action on passing a resolution to designate officer to calculate the no-new-revenue and/or voter-approval tax rate for Tax Year 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported that Senate Bill 2 requires taxing unit governing boards to designate an officer to calculate the tax rate, as described, and that the designation must be made through a board resolution.

**A motion was made by Ms. Alejandro to approve the resolution to designate an officer to calculate the no-new-revenue and/or voter-approval tax rate for Tax Year 2021. The motion was seconded by Ms. Aldrete and carried unanimously.**

**d. Consideration and possible action on approval of the proposed Tuition and Fee Schedule for Fiscal Year 2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Gisela Figueroa, Vice President of Finance and Administration, were called on to present the item. Dr. Figueroa briefed the board on proposed changes to the tuition and fee schedule.

**A motion was made by Ms. Alejandro to approve the proposed Tuition and Fee Schedule, effective Fall 2021. The motion was seconded by Mrs. Saenz and carried unanimously.**

**e. Consideration and possible action on approval of Budget Amendment 21-008 to fund the TSC Courthouse & Criminal Justice Program new space**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to present the item. Dr. Figueroa said courthouse project fundraising efforts had been interrupted by the COVID-19 pandemic. Since the original RFP for project renovations was approved in March 2020, the cost of raw materials has increased. The proposed budget amendment would fund current expenses for the project.

**A motion was made by Ms. Alejandro to approve Budget Amendment 21-008 for Fiscal Year 2021, as presented. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**f. Report on IT expenditures for the past two years**

Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services and Dr. Gisela Figueroa, Vice President of Finance and Administration were called upon to present the agenda item. Mr. Villarreal presented IT expenditures for FY 2020 and FY 2021 and briefed the board on expenses for cabling since FY19.

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

**g. Report on all institutional CARES expenditures**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. Her report included information for vendors and all expenses paid from the first two rounds of federal CARES Act funding.

Ms. Alejandro said the level of detail on the report was very clear and she appreciated the hard work required to compile the report. Chair Herrera asked that the information be updated and presented to the board as part of the monthly finance report.

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

**5. Facilities Committee**

Chair Herrera presented the report.

**a. Consideration and possible action on award RFP 21-15 for "ITECC Dillard's Roof Renovations"**

Dr. Gisela Figueroa, Vice President of Finance & Administration was called on to present the item. Dr. Figueroa presented the RFP timeline, scope of work, evaluation committee, pricing and score tabulation, evaluation, criteria, and the budget and financial impact. Five vendors submitted proposals. Ziwa Corporation submitted the highest scoring proposal and also the lowest cost. The board engaged in a brief discussion of the vendors' qualifications and experience.

**A motion was made by Mrs. Saenz to award RFP 21-15 for "ITECC Dillard's Roof Renovations" to Ziwa Corporation in the amount of \$3,100,000 and authorize President Rodriguez to execute the contract, as presented. The motion was seconded by Ms. Aldrete and carried unanimously.**

**b. Consideration and possible action on award RFP 20-08 for "Building Renovation to House Courtroom and Criminal Justice Program"**

Dr. Gisela Figueroa, Vice President of Finance & Administration was called on to present the item. Dr. Figueroa said fundraising efforts to fund the project had been interrupted by the COVID-19 pandemic. Since the RFP was approved a year ago, the vendor was contacted to see if they could still complete the project.

The vendor responded they could complete the project, however, since the bid was approved last year, there has been an increase in the cost of raw materials. The proposed agenda item is to allocate funding to address the raw material cost.

Dr. Figueroa presented information on the proposed renovation including the new floor plan, scope of work, evaluating committee, pricing tabulation, and budget and financial impact. Two vendors submitted proposals for the project. Chair Herrera suggested the addition of a holding cell, while approving the item as presented.

**A motion was made by Mrs. Saenz to approve the increase of \$20,958 to the original project amount of \$143,792 for RFP 20-08 for "Building Renovation to House Courtroom and Criminal Justice Program" in the amount of \$164,750 and authorize President Rodriguez to execute the contract, as presented. The motion was seconded by Mr. De Leon and carried unanimously.**

**c. Announcement of Proposed Meeting Dates**

- a. First FY 22 Budget Workshop – Thursday, July 22, 2021 at 5:30 p.m.
- b. Second FY 22 Budget Workshop and Meeting of the Governing Body to Discuss and Propose the Tax Rate – Wednesday, August 4, 2021 at 5:30 p.m.
- c. Public Hearing and Regular Board Meeting to Adopt the Budget and Tax Rate – Thursday, August 19, 2021 at 5:30 p.m.

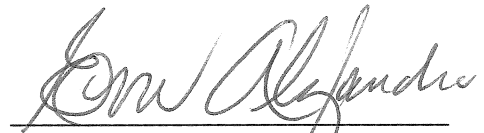
**d. Adjournment**

**A motion to adjourn the meeting was made by Dr. Zavaleta. The motion was seconded by Ms. Alejandro and passed unanimously. The meeting was adjourned at 6:22 p.m.**



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Mr. Ruben Herrera  
Chair, Board of Trustees



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Ms. Eva Alejandro  
Secretary, Board of Trustees

The video recording of the Regular Board of Trustees meeting held on July 14, 2021, is available on the TSC.EDU website. These minutes were taken and transcribed by Dr. Angela K. McCauley, Director of Special Instructional projects. Videotaping of the Board of Trustees' meetings began on April 11, 1996.