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**TEXAS SOUTHMOST COLLEGE DISTRICT**

Minutes of the Regular Meeting of the Board of Trustees

**May 20, 2021**

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference and in person on May 20, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Mrs. Adela Garza; Ms. Alejandra Aldrete; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent trustees were Ms. Eva Alejandro and Mr. J.J. De Leon.

**REGULAR 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. President's Report**

Chair Herrera called on President Rodríguez to give his report. President Rodríguez reported on the following items:

**Enrollment Update**

With two weeks left to register for the upcoming Summer I session, TSC is experiencing a 12% increase over budgeted projections. Enrollment for the Summer II session is also trending upwards; there is currently a 20% increase over projections for the Summer II semester. The college is making a final push to encourage students to study local and knock out a few classes this summer.

### **Commencement**

Last Saturday, TSC graduated a record number of students – 560 – at the college’s third virtual Commencement Ceremony. The graduating class included 121 dual enrollment students. These high school students earned their associate degree before they will earn their high school diploma. Thanks to the partnership TSC has with local school districts, the families are saving thousands of dollars, as their children earn a college degree at no cost to them.

Speakers at the event included Chair Herrera and Valley Regional Medical Center CEO, Art Garza. The commencement ceremony was streamed live on TSC’s YouTube and Facebook channels. To date, the ceremony has had more than 5,000 views, 100 shares and more than 200 comments.

### **Nursing Pinning Ceremony**

As part of the commencement week celebration, the Associate Degree Nursing Students participated in the Nursing Pinning Ceremony. This is the first cohort to graduate since TSC’s ADN program was relaunched. The ADN graduates are currently in the process of registering for their state licensure exams and will begin testing next month.

President Rodríguez congratulated the administrative team for their persistence in ensuring the program was approved by the Texas Board of Nursing, especially to the ADN program director Ms. Beth Kasprisin; Dean of Health Professions Dr. David Pearse; and VP of Instruction Dr. Joanna Kile.

### **EMS Program & Respiratory Care Science Program Update**

President Rodríguez called upon Dr. Joanna Kile, Vice President of Instruction, to provide the update.

Dr. Kile reported that the annual report to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAMESP) accreditation committee was submitted on May 15, which reported the 2019 cohort’s status. The accreditation threshold for the program pass rate was met, however, students’ pass rate on the national exam and job placement rates fell below the accreditation threshold. TSC made great efforts to contact the students who had yet to pass the exam, however, the efforts were unsuccessful.

Exam results for the 2020 and 2021 EMS cohorts are still pending. Dr. David Pearse, Dean of Health Professions, said he does not anticipate the program will go onto probationary status because the criteria for probation includes three continuous years of low exam scores.

Dr. Kile introduced the new program director for the Respiratory Care Science program, Mr. Isidro Ramirez, III. He began work at TSC on May 3, and brings decades of experience to the position. He was approved for the position by the Commission on Accreditation for Respiratory Care (CoARC), and TSC’s accreditation status for the program is: continuing accreditation.

### **TSC E-Sports Region IV Winner**

Last month, the Scorpions competed for the second time in the Intramural Region 4 -- E-Sports Madden 21 Tournament. Luis Muñoz, a sophomore, who is studying teaching and physical education, represented TSC. He competed against other institutions of higher education such as the University of Houston, St. Edwards, Texas A&M-International University, and Northwestern State University of Louisiana. Luis swept the competition, becoming the Xbox Madden 2021 champion.

President Rodríguez congratulated Luis and thanked the Student Life team for ensuring our Scorpions have access to a wide array of activities.

#### **Distinguished Visitors**

TSC hosted the dean from Texas Southern University's Thurgood Marshall School of Law on April 23rd. During her visit to the Rio Grande Valley, Dean Joan Bullock reconnected with TSU alumni, including TSC Board Chair, Mr. Herrera. Representatives from the institutions learned more about each other's programs of study. TSC looks forward to more collaboration with Texas Southern University.

TSC also hosted Dr. Robert Furgason, President Emeritus of Texas A&M University Corpus Christi, and his wife. Dr. Furgason played a critical role, as an advisor to the Board of Trustees, as TSC was relaunching as an independent comprehensive community college. He toured the campus and was provided with an update on the progress that has been made since he was on campus a decade ago. Dr. Furgason was impressed by the progress the college has made in enrollment growth, student success, and the vibrant Scorpion community he encountered.

#### **Community Events**

As vaccination rates are on the rise and the community continues to open back up, TSC hosted several events over the past month, in accordance with CDC guidelines. TSC continues to partner with the city of Brownsville to host vaccination clinics at the ITEC Center, hosting three vaccination clinics in May. To date, 10,253 Brownsville area residents have received first and second doses.

In partnership with Cameron County officials, TSC hosted the Cameron County Emergency Management meeting on Friday, May 14th at the SET-B Lecture Hall. Organizations from across the Lower Rio Grande Valley gathered to coordinate activities in preparation for hurricane season, which begins on June 1st.

Also, on Friday, May 14th, TSC hosted the Law Enforcement Tribute to hospitals. Representatives from a variety of agencies gathered to pay tribute to healthcare providers and other first responders. Participants included the Cameron County District Attorney's Office, Customs and Border Patrol, the Sheriff's Office, and Brownsville Police and Fire Departments.

#### **Video Presentation – Brownsville Independent School District Weld Testing**

TSC hosted the first American Welding Society certification exam for 40 Brownsville Independent School District welding students. A video, which recapped the initiative, was presented.

#### **\$15M Additional Grant Funding**

TSC was allocated \$15,436,694 in additional aid from the Higher Education Emergency Relief Fund under the American Rescue Plan Act. Half of the funding is designated for emergency assistance for students, and half is designated for institutional projects that will ensure learning continues during the COVID-19 pandemic.

Dr. Rodríguez thanked the entire Scorpion family for their continued hard work and dedication to students and the communities the college serves.

**5. Consideration and possible action on the minutes of the following meetings:****a. Regular Meeting – April 22, 2021**

Dr. Zavaleta made a motion to approve the minutes of the Regular Meeting on April 22, 2021. Mrs. Saenz seconded the motion, which passed unanimously.

**6. Student Services**

Chair Herrera called on Dr. Zavaleta to present the report.

**a. Consideration and possible action on approval of compliance assist and course evaluation software annual contract for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He reported the software is used to by the Office of Institutional Planning, Research and Effectiveness and for course evaluations. The item is for a continuation of the current software used at the college. Dr. Zavaleta said he would like to see data regarding an evaluation of the software from the end users.

**A motion was made by Dr. Zavaleta to approve annual contract for compliance assist and course evaluation software from Anthology, Inc. of NY through Sole Source for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

**b. Update on TouchNet Software**

Dr. Gisela Figueroa, Vice President for Finance and Administration, Mr. Carlos Pecero, Controller, and Ms. Cyrstal Estrada, Coordinator of Administrative Services were called on the give the report. Mr. Pecero provided an update on the usage of the TouchNet Software that has been essential in continuing to provide services while the college has engaged in remote operations due to the COVID-19 pandemic. Ms. Estrada reported on TouchNet's Marketplace function.

There were no questions from the board. The item was for information only. No action was taken.

**c. Consideration and possible action on award of RFP 21-12 for "Library Services Platform"**

Dr. Joanna Kile, Vice President of Instruction and Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success were called upon to make the report. Dr. Fuentes said acquiring the platform is the first step in securing acquisitions for the library. She presented the RFP timeline, scope of work, pricing tabulation, evaluation criteria, and the proposal. She explained the "additional products" referred to in the proposal was for databases the college would eventually seek to acquire.

A motion was made by Dr. Zavaleta to award RFP 21-12 for "Library Services Platform" to EBSCO Industries, Inc. dba EBSCO Information Systems in the amount of \$59,312 for first year, with license fees in second year of \$32,972 and \$34,621 for third year plus additional products needed and authorize President Rodríguez to execute the three year contract, as presented. The motion was seconded by Ms. Aldrete and passed unanimously.

## **7. Academic Committee**

Chair Herrera called on Mrs. Adela Garza to present the report.

**a. Consideration and possible action on approval of industrial maintenance training systems purchase from Advanced Technologies Consultants, Inc.**

Dr. Joanna Kile, Vice President of Instruction and Dr. Murad Abusalim, Dean of STEM were called on to present the agenda item. Dr. Kile said the proposal was to purchase training equipment through a sole source purchase, using CARES Act grant funding.

A motion was made by Mrs. Garza to approve the purchase of industrial maintenance training systems in the amount of \$412,473 from Advanced Technologies Consultants, Inc. through the sole source purchasing method and authorize President Rodríguez to execute the purchase order contracts, as presented. The motion was seconded by Mrs. Saenz and carried unanimously.

**b. Consideration and possible action on approval for testing study software annual contract for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. David Pearse, Dean of Health Professions were called on to present the agenda item. Dr. Kile said the proposal was to purchase testing study software for the LVN and ADN programs.

A motion was made by Mrs. Garza to approve annual contract for testing study software from Elsevier, Inc. through Sole Source for FY 2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.

**c. Consideration and possible action on approval for police equipment annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the proposal was a Buyboard purchase request for uniforms and handguns for the Criminal Justice Institute.

**A motion was made by Mrs. Garza to approve annual purchases for police equipment from GT Distributors and Gunfighter Supply through Buyboard contract 603-20 and 587-19 for FY 2021-2022. The motion was seconded by Ms. Aldrete and carried unanimously.**

- d. Consideration and possible action on approval for electrical supplies annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said proposal was a Buyboard purchase request for assorted electrical equipment for the program, which will begin in June.

**A motion was made by Mr. De Leon to approve annual purchases for electrical supplies from Elliot Electric Supply through Buyboard contract 602-20 for FY 2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.**

- e. Consideration and possible action on approval for plumbing supplies annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the proposal was a Buyboard purchase request for assorted supplies for the plumbing program.

**A motion was made by Mrs. Garza to approve annual purchases for plumbing supplies from Morrison Supply through Buyboard 631-20 for FY 2021-2021. The motion was seconded by Dr. Zavaleta and carried unanimously.**

- f. Consideration and possible action on approval for welding pipefitting supplies for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the proposal was a Buyboard purchase request for supplies for the welding program. Dr. Fleishman said each student uses approximately \$800 during the course. Because of the growing enrollment, it is time for supplies to be replenished.

**A motion was made by Mrs. Garza to approve annual purchases for welding pipefitting supplies from Alamo Iron Works through Buyboard contract 577-18 for FY 2021-2022. The motion was seconded by Ms. Aldrete and carried unanimously.**

- g. Consideration and possible action on approval for laboratory supplies annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Murad Abusalim, Dean of STEM were called on to present the agenda item. Dr. Kile said the proposal was a Buyboard purchase request for supplies for the biology labs.

**A motion was made by Mrs. Garza to approve annual purchases for laboratory supplies from Carolina Biological Supply and VWR International DBA Ward's Science through Buyboard 573-18 for FY 2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.**

**h. Consideration and possible action on approval for laboratory equipment and consumables annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Murad Abusalim, Dean of STEM were called on to present the agenda item. Dr. Kile said the proposal was a Buyboard purchase request for supplies for science labs.

**A motion was made by Mrs. Garza to approve annual purchases for laboratory equipment and consumables from ThermoFisher Scientific through Buyboard 573-18 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**i. Consideration and possible action on approval for crime scene photography equipment annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the purchase is through the General Services contract for the Forensic Macro Photography program. Dr. Fleishman said once the equipment is purchased, it is secured in locked areas. He said the equipment will be used by community police officers taking the training.

**A motion was made by Mrs. Garza to approve annual purchases for crime scene photography equipment from Focus Camera, LLC through GSA-02F-111BA / GSA-35F-712GA for FY 2021-2022. The motion was seconded by Ms. Aldrete and carried unanimously.**

**j. Consideration and possible action on approval of medical education supplies annual purchases for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. David Pearse, Dean of Health Professions were called on to present the agenda item. Dr. Kile said the request is to purchase supplies students need to work in clinical sites.

**A motion was made by Mrs. Garza to approve annual purchases for medical education supplies from Pocket Nurse Enterprises, Inc. through OMNIA contract R190201 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**k. Consideration and possible action on approval for cadet equipment annual contract through RFP 20-15 for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the request is to renew the contract to purchase equipment for Criminal Justice Institute cadets. The equipment is paid for via student tuition.

**A motion was made by Mrs. Garza to approve annual contract renewal for cadet equipment with Manny's Uniforms through RFP 20-15 for FY 2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.**

**l. Consideration and possible action on approval for small business training services annual contract for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development were called on to present the agenda item. Dr. Kile said the proposal is for the second and final continuation of the contact with Leadership Empowerment Group for small business skills training.

**A motion was made by Mrs. Garza to approve annual contract renewal for small business skills training services with Leadership Empowerment Group through RFP 19-05 for FY 2021-2022. The motion was seconded by Ms. Aldrete and carried unanimously.**

**m. Consideration and possible action on approval for online tutoring services annual contract for FY2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Angelica Fuentes, Vice President of Instruction – Academic Success were called on to present the agenda item. Dr. Kile said the request is for a continuation and second contract renewal for online tutoring services.

**A motion was made by Mrs. Garza to approve annual contract renewal for online tutoring services with Brainfuse through RFP 19-12 for FY2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.**

**n. Consideration and possible action on approval for learning management system annual contract for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction and Dr. Angelica Fuentes, Vice President of Instruction – Academic Success were called on to present the agenda item. Dr. Kile said the request is for a continuation and first renewal for the contract with Canvas Instructure for TSC's learning management system, which is used by every faculty member and student.

**A motion was made by Mrs. Garza to approve annual contract renewal for learning management system with Canvas Instructure through RFP 17-03 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and carried unanimously.**

**8. Finance Committee**

Chair Herrera called on Mrs. Garza to present the report.



**a. Monthly Financial Statement Report for the month ended March 31, 2021**

Mr. Carlos Pecero, Controller, was called upon to report out on the monthly financial statement report for the month ended March 31, 2021.

The item was for information only. No action was taken.

**b. Report on grants awarded to Texas Southmost College for the month of April 2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called upon to report on the grants awarded to Texas Southmost College in April.

The item was for information only. No action was taken.

**c. Consideration and possible action on approval of Budget Amendment 21-005 to recognize revenue for Spring 2021 Semester**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. Dr. Figueroa said the item was to recognize Spring 2021 semester revenue. The original budget adopted included an 18% decrease in enrollment, however, enrollment surpassed projections, generating additional revenue to be recognized.

**A motion was made by Mrs. Garza to approve Budget Amendment 21-005 for Fiscal Year 2021 as presented. The motion was seconded by Mrs. Saenz and carried unanimously.**

**d. Consideration and possible action on award RFP 21-10 for "Promotional Items & Printing Solutions"**

Dr. Joanna Kile, Vice President of Instruction was called on to present the item. Dr. Kile said the proposal is to award the RFP for promotional items and printing to several vendors.

**A motion was made by Mrs. Garza to award RFP 21-10 for "Promotional Items & Printing Solutions" to 4imprint, Inc., Copy Craft Printers, Inc. dba Slate Group, Elite Promotions, Jan Hall Promotions, and World of Promotions for the period of September 1, 2021 through August 31, 2022 with the option to renew for three (3) additional one-year terms and authorize President Rodriguez to execute the purchase order contract, as presented. The motion was seconded by Ms. Aldrete and carried unanimously.**

**e. Consideration and possible action on approval of human resources applicant tracking software contract**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the college is already using the PeopleAdmin software. The item has not previously come before the board because, in the past, the costs have not exceeded \$25,000. He said the college has negotiated with the vendor to expand services at a cost below the sticker price.

A motion was made by Mrs. Garza to approve contract for human resources applicant tracking software from PeopleAdmin, Inc. (PowerSchool Group, LLC) through Sole Source purchasing method from June 1, 2021 to May 31, 2024 in the amount of \$79,985 for first year, with ongoing fees in subsequent years of \$56,435 and authorize President Rodríguez to execute contract, as presented. The motion was seconded by Mrs. Saenz and carried unanimously.

**f. Consideration and possible action on approval of document scanning services contract.**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposed document scanning services would be paid for with CARES Act grant funding.

A motion was made by Mrs. Garza to approve the contract for document scanning services in the amount of \$165,438 from Shamrock Solutions, LLC through sole source purchasing method and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Ms. Aldrete and carried unanimously.

**g. Consideration and possible action on approval of Adobe Sign Licenses purchase from SHI Government Solutions**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. Mr. Villarreal said the proposal is for a renewal of Adobe Sign Licenses purchased to facilitate electronic document review and approvals, which was initiated due to the pandemic. The licenses would be purchased with CARES Act grant funding.

A motion was made by Mrs. Garza to approve the purchase of Adobe Sign Licenses in the amount of \$25,800 from SHI Government Solutions through OMNIA contract 2018011-02 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Mrs. Saenz and carried unanimously.

**h. Consideration and possible action on approval for office supplies annual purchases for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Ms. Patricia G. Saldivar, Director of Purchasing, were called on to present the item. Dr. Figueroa said the proposal is to purchase annual office supplies through an OMNIA contract.

A motion was made by Mrs. Garza to approve annual purchases for office supplies from Office Depot through OMNIA contract R190502 for FY 2021-2022. The motion was seconded by Mrs. Saenz and carried unanimously.

**i. Consideration and possible action on approval for computer equipment and software annual purchases for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposal is for a renewal contract to purchase peripheral computer supplies, such as cables and monitors.

**A motion was made by Mrs. Garza to approve annual purchases for computer equipment and software from CDW Government, Inc. through OMNIA contract R160201 for FY 2021-2022. The motion was seconded by Mrs. Aldrete and carried unanimously.**

**j. Consideration and possible action on approval for Adobe licenses annual purchases for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the request is to purchase Adobe licenses to create digital documents.

**A motion was made by Mrs. Garza to approve annual purchases for adobe licenses from JourneyEd.com, Inc. through DIR contract DIR-CPO-4451 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**k. Consideration and possible action on approval for computer equipment annual purchases for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the request is to purchase computer equipment. The estimated costs are reduced from earlier projections because a portion of the equipment was purchased through CARES act grant funding.

**A motion was made by Mrs. Garza to approve annual purchases for computer equipment from Dell Marketing, LP through DIR-TSO-3763 for FY 2021-2022. The motion was seconded by Mrs. Saenz and passed unanimously.**

**l. Consideration and possible action on approval of Microsoft software annual contract for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposal is for an annual renewal of Microsoft Software, which used by employees and students.

**A motion was made by Mrs. Garza to approve annual contract for Microsoft software from SHI Government Solutions through DIR-TSO-4092 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**m. Consideration and possible action on approval for Wi-Fi hotspot services annual contract for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the request is to renew the contract to purchase Wi-Fi hotspots for use by faculty and staff due to the COVID-19 pandemic.

**A motion was made by Mrs. Garza to approve annual contract for Wi-Fi hotspot services from T-mobile through DIR-TSO-3416 for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

- n. Consideration and possible action on approval for internet bandwidth fees annual contract for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said TSC uses two internet providers. This request is to renew the contract with the first provider.

**A motion was made by Mrs. Garza to approve annual contract for internet bandwidth fees from the Texas Department of Information Resources through DIR-TEX-AN-NG-CTSA contract for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

- o. Consideration and possible action on approval for fiber optic network and internet services annual contract for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the request is to renew the contract with the second internet provider TSC uses.

**A motion was made by Mrs. Garza to approve annual contract for fiber optic network and internet services from VTX Communications, LLC through Sole Source for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

- p. Consideration and possible action on approval for printed and digital advertising services annual contract for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction was called on to present the item. She said the request was to purchase print and digital advertising through a sole source.

**A motion was made by Mrs. Garza to approve annual contract for printed and digital advertising services from AIM Media Texas Operating, LLC through Sole Source for FY 2021-2022. The motion was seconded by Mrs. Saenz and passed unanimously.**

- q. Consideration and possible action on approval for billboard advertising services annual contract for FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction, was called on to present the item. She said the request was to purchase for billboard advertising through a sole source.

**A motion was made by Mrs. Garza to approve annual contract for billboard advertising services from Lamar Texas Limited Partnership through Sole Source for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

- r. Consideration and possible action on approval of television & digital advertising services annual contract FY 2021-2022**

Dr. Joanna Kile, Vice President of Instruction, was called on to present the item. She said the request was to purchase for television and digital advertising through a sole source.

**A motion was made by Mrs. Garza to approve annual contract for television and digital advertising services from NexStar Broadcasting Services through Sole Source for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

- s. Consideration and possible action on approval of auditing services annual contract through RFQ 19-06 for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Mr. Carlos Pecero, Controller, were called on to present the item. Dr. Figueroa said the proposal is for a second contract renewal for auditing services.

**A motion was made by Mrs. Garza to approve annual contract renewal for auditing services with Cascos & Associates, PC through RFQ 1906 for FY 2021-2022. The motion was seconded by Mrs. Saenz and passed unanimously.**

- t. Consideration and possible action on approval for investment advisor services annual contract through RFP 18-13 for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the proposal is for the third, and last, contract renewal for investment advisor services.

**A motion was made by Chair Herrera to approve annual contract renewal for investment advisor services with Valley View Consulting, LLC through RFP 18-13 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

- u. Consideration and possible action on approval for campus security services annual contract through RFP 20-17 for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Mr. Jaime Salazar, Executive Director of Environmental Health, Security and Risk Management, were called on to present the item. Mr. Salazar said his office is satisfied with the current campus security services and a campus survey indicates the campus community is also satisfied with the current services.

**A motion was made by Chair Herrera to approve annual contract renewal for campus security services with Allied Universal Security Services through RFP 20-17 with hybrid model with Brownsville Police Department for FY 2021-2022. The motion was seconded by Mrs. Saenz and passed unanimously.**

- v. Consideration and possible action on approval for worker's compensation insurance annual contract through RFP 20-19 for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Mr. Jaime Salazar, Executive Director of Environmental Health, Security and Risk Management, were called on to present the item. Dr. Figueroa said the proposal is for the first contract renewal with the Texas Association of School Boards (TASB) to provide workers compensation insurance.

**A motion was made by Mrs. Garza to approve annual contract renewal for workers' compensation insurance with TASB Risk Management Fund through RFP 20-19 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**w. Consideration and possible action on approval for food products annual contract for Child Care Center through RFP 18-07 for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Ms. Marisela Nava, Manager-Child Care Center, were called on to present the item. Dr. Figueroa said the proposal is for the third, and last, contract renewal for Child Care Center food services.

**A motion was made by Mrs. Garza to approve annual contract for food products for Child Care Center with Labatt Food Services and Sysco Central Texas through RFP 18-07 for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

**x. Consideration and possible action on approval for campus data cabling annual contract through RFP 19-08 for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposal is for a contract renewal for campus data cabling. Chair Herrera asked Mr. Villarreal to research previous cabling projects approved by the board.

**A motion was made by Mrs. Garza to approve annual contract renewal for campus data cabling with BridgeNet Communications, LCC, Innovaera, Inc. dba Supernova, and Smtelcom, Inc. through RFP 19-08 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**y. Consideration and possible action approval for telecommunication services annual contract through RFP 19-21 for FY 2021-2022**

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. He said the proposal is for a contract renewal for campus telephone services.

**A motion was made by Mrs. Garza to approve annual contract for telecommunications services with TeleSpace, LLC through RFP 19-21 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

## 9. Facilities Committee

Chair Herrera called upon Mrs. Saenz to present the report.

a. **Consideration and possible action on award RFP 21-11 for “Elevator Preventive Maintenance and Repair Services”**

Dr. Gisela Figueroa, Vice President of Finance & Administration and Mr. Ariel De La Fuente, Executive Director of Facilities & Physical Plant, were called on to present the item. Dr. Figueroa presented the RFP timeline, scope of work, evaluation committee, pricing tabulation, evaluation criteria, and contract proposal.

**A motion was made by Mrs. Saenz to award RFP 21-11 for “Elevator Preventive Maintenance and Repair Services” to Rio Elevator Company in the amount of \$34,320 for the period of October 1, 2021 through August 31, 2023 with the option to renew for one (1) additional two-year term and authorize President Rodríguez to execute the contract, as presented. The motion was seconded by Mrs. Garza and passed unanimously.**

b. **Consideration and possible action on approval of smartscan prime units purchase from iTech Solutions**

Mr. Jaime Salazar, Executive Director of Environmental Health, Security, & Risk Management and Mr. Luis Villarreal, Vice President of Information Technology, were called on to present the item. Mr. Villarreal said the proposed equipment would be purchased through CARES Act grant funding.

**A motion was made by Mrs. Saenz to approve the purchase of smartscan prime units in the amount of \$57,232 from iTech Solutions through Choice Partners contract 18/056KD-R2 and authorize President Rodríguez to execute the purchase order contract, as presented. The motion was seconded by Ms. Aldrete and passed unanimously.**

c. **Consideration and possible action on approval for HVAC maintenance supplies annual purchases for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration and Mr. Ariel De la Fuente, Executive Director of Facilities and Physical Plan, were called on to present the item. She said the proposal is to purchase HVAC maintenance supplies through three vendors through sole source purchases.

**A motion was made by Mrs. Saenz to approve annual purchases for HVAC maintenance supplies from Baker Distributing, Carrier Enterprise, LLC, and Inscos Distributing, Inc. through Buyboard contracts 552-17, 631-20, and 577-18 for FY 2021-2022. The motion was seconded by Mrs. Garza and passed unanimously.**

**d. Consideration and possible action on approval for lighting/electrical supplies annual purchases for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called on to present the item. Dr. Figueroa said the proposal is to purchase campus lighting and electrical the supplies through a Buyboard contract.

**A motion was made by Mrs. Saenz to approve annual purchases for lighting/electrical supplies from C.E.D. dba Bush Supply Company and Dealers Electrical Supply through Buyboard contract 577-18 for FY 2021-2022. The motion was seconded by Mrs. Garza and passed unanimously.**

**e. Consideration and possible action on approval of Buyboard maintenance supplies annual purchases for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. Dr. Figueroa said the proposal is to purchase maintenance supplies from two vendors through a Buyboard contract.

**A motion was made by Mrs. Saenz to approve annual purchases for maintenance supplies from Grainger, Inc. and MSC Industrial through Buyboard 577-18 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**f. Consideration and possible action on approval of OMNIA maintenance supplies annual purchases for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the proposed purchases would be made through two vendors through an OMNIA contract. She said items that would be purchased included nuts, bolts, sheetrock, paint, and plumbing supplies for campus projects.

**A motion was made by Mrs. Saenz to approve annual purchases for maintenance supplies from Home Depot through OMNIA contract 16154 and Lowe's Companies through OMNIA contract R142104 for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

**g. Consideration and possible action on approval for building repairs and minor renovations annual contract for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the proposal is for the first contract renewal for building repairs and minor renovations. She said if the cost of a project is under \$25,000, the five vendors are asked to submit bids.

**A motion was made by Mrs. Saenz to approve annual contract renewal for building repairs and minor renovations with Grand River Maintenance and Services, LLC, Limon Masonry,**



LLC, NVS Corporate Services, Inc., Signs & More, LLC, and Ziwa Corporation through RFP 20-12 for FY 2021-2022. The motion was seconded by Mrs. Garza and passed unanimously.

**h. Consideration and possible action on approval for campus custodial services annual contract through RFP-18-05 for FY2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the proposal is for the last contract renewal for custodial services. Dr. Figueroa said Marcis & Associates responds promptly to all requests made by the campus community.

**A motion was made by Mrs. Saenz to approve annual contract renewal for campus custodial services with Marcis & Associates, Inc. through RFP- 18-05 for FY 2021-2022. The motion was seconded by Dr. Zavaleta and passed unanimously.**

**i. Consideration and possible action on approval for preventive maintenance services for Campus Thermal Plants for FY 2021-2022**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the proposal is for the first contract renewal for preventive maintenance services for campus thermal plants.

**A motion was made by Mrs. Saenz to approve annual contract renewal for preventive maintenance services for Campus Thermal Plants through RFP 19-20 for FY 2021-2022. The motion was seconded by Ms. Aldrete and passed unanimously.**

**j. Facilities Update**

Dr. Gisela Figueroa, Vice President for Finance and Administration, was called on to present the agenda item. She provided the board with an update on the Oliveira Student Services Center. The board members were very complementary of the renovations and engaged in a brief discussion.

The item was for information only. No action was taken.

**10. Policy Committee**

Chair Herrera called upon Ms. Aldrete to present the report.

**a. Consideration and possible action on adoption of LOCAL policy CLA**

**Section C – Business and Support Services  
CLA Naming and/or Renaming of College Entities**

Mr. Ruben Peña, College Legal Counsel, was called on to present the agenda item. Mr. Peña said TASB recommended specific exhibits be removed from the policy and relocated to the college website.

A motion was made by Ms. Aldrete to adopt local policy, CLA, Purchasing and Acquisition, Section C, Business and Support Services, as presented. The motion was seconded by Mrs. Garza and passed unanimously.

Because of a needed correction in the policy title, Ms. Aldrete made a motion to rescind her original motion. Dr. Zavaleta seconded this motion, which passed unanimously.

A motion was made by Ms. Aldrete to adopt local policy CLA, Naming and/or Renaming of College Properties and Entities, as presented. The motion was seconded by Mrs. Garza, and passed unanimously.

#### 11. Executive Session

The Board convened in Executive Session at 7:35 p.m.

The Board reconvened in Open Session at 8:55 p.m.

#### 12. Action on Executive Session 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**

- Update on Real Estate matters

No action was taken in open session.

**c. Deliberation on Personnel Matters, Section 551.074 Texas Government Code**

- Evaluation of TSC President

Chair Herrera announced that the Board of Trustees had conducted an evaluation of Dr. Rodríguez's accomplishments. The board is satisfied with the president's achievements and his leadership. They thanked the President on behalf of the community, staff, and administration.

- Update on Personnel Matters

No action was taken in open session.

- Consideration and possible action on the FY 2020-2021 Salary Schedule

Mrs. Saenz made a motion to accept the FY 2020-21 salary schedule as presented in executive session. The motion was seconded by Mrs. Garza and passed unanimously.

### 13. Announcement of Proposed Meeting Dates

- a. Regular Board Meeting – Thursday, June 24, 2021 at 5:30 p.m.
- b. Regular Board Meeting – Thursday, July 22, 2021 at 5:30 p.m.

### 14. Adjournment

A motion to adjourn the meeting was made by Mrs. Garza. The motion was seconded by Ms. Aldrete and passed unanimously. The meeting was adjourned at 8:57 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 May 20, 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.