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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

March 21, 2019

The Board of Trustees of the Texas Southmost College District convened in open session on March 21, 2019, at 5:36 p.m., in the Gorgas Board Room 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 Chair Adela Garza at 5:36 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 February 21, 2019

**Consideration and possible action on the
Minutes of the Regular Meeting of February 21, 2019**

Mr. Herrera respectfully requested the minutes be tabled as they did not accurately reflect the discussion that took place at the meeting.

A motion was made by Mr. Herrera to table the Minutes of the Regular Meeting of February 21, 2019. The motion was seconded by Dr. Zavaleta and carried unanimously.

5. **President's Report**

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

- **ADDY Awards**

Texas Southmost College was awarded two Silver ADDY Awards by the American Advertising Federation. The ADDY Awards recognize and reward the creative spirit of excellence in advertising and is one of the industry's largest creative competitions attracting over 35,000 entries each year. The awards were for the TSC Logo and for the background music to the "Be in Demand" commercial spots.

Congratulations were extended to the Vice President of Institutional Advancement and Community Relations, Mrs. Melinda Rodriguez, the Director of Marketing, Mr. Edgar Chrnko Salas, the Director of Multimedia, Mr. Frank Morris, and their respective teams on receiving these awards.

Mrs. Rodriguez was invited to elaborate on the awards. She expressed that this result is a culmination of excellence and teamwork and that she and her team are very proud to have been awarded these recognitions.

- **Vendor Forum**

The college will host a Purchasing and Contract Forum at the Jacob Brown Auditorium on Friday, April 12th, from 9a.m. to 11a.m. The purpose of this forum will be to provide local vendors with the opportunity to learn how to do business with TSC and learn about government contracting, certifications, and how to become a HUBZone qualified business.

Mr. Herrera requested that a formal invitation to attend the forum be sent to all current and former vendors.

- **Faculty Recognition**

Ms. Sonia Treviño and Dr. Christopher Alvés received certificates of recognition for leading the effort to host TSC's Second Annual Law Enforcement Expo on February 20th.

The event provided TSC students, local school districts, and the community the opportunity to explore careers in law enforcement and learn about TSC's law enforcement-related programs. Attendees were able to interact with officers and agents from 27 local and regional law enforcement agencies. Over 770 people attended the event.

Members of the board commented that last year's event was amazing and really well done. Mr. Herrera stated that this year's expo was very impressive and praised the department leadership as well as the agencies that participated. He remarked that the students were able to get so much out of this event.

- **Student Activities**

The college has hosted over 90 events with participation of approximately 4,400 students since the beginning of the Spring Semester in January. Some of the events held were Hair Cut Spa Day, Floats by the Fountain, a Scorpion Spirit Picnic, Dance for Donuts, and the Winter Wellness Walk.

As the college continues to focus on student success by creating a welcoming environment and a sense of belonging, the department of Student Life is reviewing student's feedback to ensure successful future events.

- **Upcoming Events**

A list of upcoming meetings and events was provided to the Trustees.

- **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. He thanked everyone for their hard work and commitment to the success of all the campus events.

6. **Budget and Finance Committee Report**

Chair Garza called on Mr. Herrera to present the items. The committee met on February 18th to discuss several items.

a. Consideration and possible action on Notice of Grant Award for the Old Morgue renovations from the Summerlee Foundation

Mr. Herrera called on Ms. Melinda Rodriguez to present the item. Ms. Rodriguez was asked if the cost of the project was known and if it had been budgeted. She responded that the overall project estimate is \$9,846. The grant will cover \$9,000 and the rest will be covered by restricted gifts that were given to the College for this type of investment. Additionally, Ms. Rodriguez stated that the college's Facilities and Physical Plant department will work with the vendors to ensure the project stays within budget and is completed in a timely manner.

A motion was made by Mr. Herrera to authorize the President to accept the monies awarded. The motion was seconded by Mr. De Leon and carried unanimously.

b. Consideration and possible action on award of RFP 19-03 for "Information Technology Outsourcing Services"

Mr. Herrera announced that there would be a 15-minute presentation by each of the three finalists and introduced Mr. Luis Villarreal, Vice President of Information Technology, to provide some background information for this item.

Mr. Villarreal explained that Dynamic Campus currently services the college's IT Outsourcing needs under a one-year agreement that is set to expire on August 31, 2019. He elaborated on the timeline, the number of possible candidates solicited, the details of the scope of work which were requested, and the selection of the members of the evaluation committee. He stated that seven submissions were received. Of those submissions, the evaluation committee identified the top three vendors utilizing the evaluation matrix provided to them through the RFP process. These finalists included CampusWorks, the incumbent Dynamic Campus, and Ellucian.

Mr. Herrera asked if the best score shown on the matrix was for Dynamic Campus. Mr. Villarreal confirmed that this was right and elaborated that the scores were based on the RFP criteria so that the pool of respondents could be shortlisted to the three finalists. He stated that some of the categories rewarded various companies for such criteria as being a HUB, for being located in Texas, or having previous experience with the college.

Mr. Herrera further questioned Mr. Villarreal by asking if he wrote or had any part in shaping the questions or the criteria used in the evaluation matrix. Mr. Villarreal responded that these criteria were delivered to him from the purchasing department as part of the RFP template that has been previously used.

Mr. Villarreal explained that the evaluation committee created a shortlist comprised of these top three finalists. Each finalist were given the same guidelines to develop a presentation to the committee. He added that as a result of the current practice of soliciting proposals for vendors for a one-year contract, the college was not receiving the most competitive rates. As a remedy to this pricing issue, Mr. Villarreal explained that he requested permission from the Budget/Finance Committee to request pricing for a three-year contract term plus optional one-year renewal. He stated that this type of term is typical, and most institutions that outsource these types of services operate on a three to five-year term. Mr. Villarreal expressed that the committee graciously allowed him to investigate this pricing option with the finalists to encourage competitive pricing among the finalists. He reported a successful outcome to this endeavor and stated that each vendor produced a cost price that was a reduction of between \$500,000 and \$600,000 annually. This would potentially save the college about \$1.8 million over the course of the three-year term based on the current proposals that are being entertained.

Mr. Herrera directed a question to legal counsel, which included Mr. Ruben Peña and Mr. Frank Perez. He asked legal counsel if the bid process defeats its purpose once negotiations begin and asked if the college was in compliance with the law. Concern was expressed because the respondents who did not make the shortlist were not given the same opportunity to offer a better price based on the three plus one contract term that was solicited from the finalists.



