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## **Texas Southmost College District**

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

**October 24, 2019**

The Board of Trustees of the Texas Southmost College District convened in open session on October 24, 2019, at 5:29 p.m., in the Gorgas Board Room at Texas Southmost College. Board Members present were Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Ms. Eva Alejandro; Mr. J.J. De Leon; and Ms. Delia Saenz. Absent were Ms. Adela Garza, Chair and Mr. Art Rendon. 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, Mr. Herrera, at 5:29 p.m.

#### **2. Pledge of Allegiance**

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

#### **3. Public Comment. No presentation will exceed three minutes**

There were no speakers.

#### **4. Consideration and possible action on the minutes of the following meetings:**

##### **Consideration and possible action on the Minutes of the following meetings:**

- Special Meeting on August 12, 2019
- Regular Meeting on September 19, 2019
- Special Meeting on October 9, 2019

**6e. Consideration and possible action on award of RFP 19-21 for “Telecommunication Services”**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. Dr. Figueroa presented information regarding the Request for Proposal that was launched on August 28, 2019.

Mr. Villarreal, Vice President of Information Technology, elaborated on the scope of work, stating that TeleSpace, LLC is currently the provider that the Board approved three years ago with one-year renewal options that will expire in February 2020. Mr. Villarreal recommended continuing with TeleSpace, pointing out there would be an approximate saving of \$30,000 per year with the continuation.

A motion was made by Mr. De Leon to award RFP 19-21 for “Telecommunication Services” to TeleSpace, LLC for the period of February 1, 2020 to August 31, 2021 with the option to renew for two (2) additional one-year terms and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absent.

**6f. Consideration and possible action on award RFP 20-01 for “Lift Trucks”**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the item. She reported that a Request for Proposal (RFP) to purchase lift trucks for Workforce and Continuing Education Programs was launched September 7, 2019. The lift trucks will be used for the different workforce programs at the ITECC building. The scope of work was developed by the workforce program which utilizes the lift trucks, especially in the new programs including the welding and pipefitting.

After reviewing the three proposals considering the equipment details, training, delivery and warranty, the review committee recommends awarding the RFP to Toyota Lift of South Texas from Pharr, Texas.

Mr. Herrera asked if the lift trucks would be used as training trucks or for the needs at the College. Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, answered they will be used for work at the College but more importantly to provide forklift training to the industry sectors throughout the Rio Grande Valley. Bechtel has requested training for up to 100 forklift drivers.

**A motion was made by Dr. Zavaleta to award RFP 20-01 for “Lift Trucks” to Toyota Lift of South Texas for the purchase of two (2) Toyota Lift Trucks Model 8FGU25 in the total amount of \$58,266 and authorize President Rodriguez to execute the purchase order contract. The motion was seconded by Mr. De Leon and opened for discussion.**

Dr. Zavaleta asked about the capacity of the forklifts. Dr. Fleishman introduced Mr. Thomas Tynan, Director of Workforce Training & Continuing Education, Construction & Manufacturing, who responded that the trucks have the capacity of 5,000 lbs. Dr. Zavaleta added that larger forklifts will be needed in the future and are available through State surplus in Austin. He suggested Mr. Tynan look into that source for future needs.

**After discussion, the motion carried with five votes in favor and two absent.**

#### **6g. Consideration and possible action on award 20-02 for “Welding Equipment”**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, and Dr. Joseph Fleishman, Associate Vice President of Instruction-Workforce Development, to present the item. Dr. Figueroa reported that a Request for Proposal (RFP 20-02) for Welding Equipment was launched on September 7, 2019 to purchase welding equipment for the newly developed program.

Dr. Fleishman provided additional information regarding the three lots: equipment, supplies, and an overhead ventilation system. Mr. Herrera added the Budget/Finance committee went through the presentations thoroughly. Dr. Zavaleta asked what type of welding the equipment was for, and Mr. Tynan explained the machines would do all types of welding.

**A motion was made by Mr. J.J. De Leon to award RFP 20-02 for “Welding Equipment” to Airgas USA, LLC, Alamo Iron Works, Matheson, and Praxair Distribution, Inc. and authorize President Rodriguez to execute the purchase order contracts, as presented. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two absent.**

#### **6h. Fourth Quarter investment report for Fiscal Year 2019**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration, to present the report. Dr. Figueroa provided the fourth quarter investment report detailing the different budget accounts and balances as of August 31, 2019. She pointed out that in the last summary report, the interest earned had increased as a result of the Board’s approval to diversify the College’s investments.