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**TEXAS SOUTHMOST COLLEGE DISTRICT**

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

**December 05, 2019**

The Board of Trustees of the Texas Southmost College District convened in open session on December 5, 2019 at 5:32 p.m. in the Gorgas Board Room at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary; Ms. Eva Alejandro; Mr. J.J. De Leon; Mrs. Delia Saenz; and Mr. Arturo Rendon. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

**1. Call to Order**

The meeting was called to order by Ms. Garza, at 5:32 p.m.

**2. Pledges of Allegiance**

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

**3. Public Comment**

Paola Lugo, President of the TSC Student Government Association spoke, on behalf of the student government. Ms. Lugo expressed her gratitude, on behalf of the association and the entire student body, for the opportunity to provide input on the cafeteria and renovation of the Oliveira Student Center. She elaborated on services and spaces that will add great value to students' college experiences. Ms. Lugo added that TSC is their home away from home as they juggle the role as students, family members and bread winners. They were able to share their vision for creating a place to gather, study, develop leadership skills and grab a healthy meal. Again, she offered their gratitude to the Board, President Rodriguez, and the campus leaders for welcoming students to be part of the design process of the student center.

**A motion was made by Mr. Herrera to the purchase of an E-Commerce Payment Center Module from Ellucian and TouchNet Information Systems, Inc. for a five year term subscription and authorize President Rodriguez to execute the agreements for the purchase. The motion was seconded by Mr. Rendon and carried unanimously with seven votes.**

**d. Consideration and possible action on award of RFP 20-03 for “Pipefitting Equipment”**

Mr. Herrera called on Dr. Figueroa to present the item. Dr. Figueroa presented the information to the board, which included the detailed timeline, the scope of work, and the method of procurement. It was also explained that out of the four (4) proposals received, only one was a complete proposal.

Mr. Herrera asked about incomplete proposals. It was explained that an incomplete proposal is not a disqualification from the procurement process.

**A motion was made by Mr. Herrera to award RFP 20-03 for “Pipefitting Equipment” to Matheson in the amount of \$74,009 and authorize President Rodriguez to execute the Purchase Order contracts for the equipment, seconded by Ms. Alejandro. The motion was carried with 4 votes in favor and three opposed.**

**e. Consideration and possible action on award of RFP 20-04 for “Electrical Equipment”**

Mr. Herrera called on Dr. Figueroa to present the item. Dr. Figueroa presented the information to the board, which included the detailed timeline, the scope of work, and the method of procurement. It was also explained that two incomplete proposals were received and discussion was held on the differences from the prior proposal and the reasons to approve it.

**A motion was made by Mr. Rendon to award RFP 20-04 for “Electrical Equipment” to Alamo Iron Works in the amount of \$34,579 and authorize President Rodriguez to execute the Purchase Order contracts for the equipment. The motion was seconded by Mr. Herrera and carried with four votes in favor, two opposed and one abstention.**

**f. Consideration and possible action on award RFP 20-05 for “Classroom and Computer Lab Audio Visual Upgrades” for the Teaching and Learning Spaces Project**

Mr. Herrera introduced the item. Dr. Figueroa and Mr. Villarreal presented the information to the board, which included the detailed timeline, the scope of work, and the method of procurement. Discussion was held on the awarding to a non-Texas company. Mr. Villarreal explained the responses included a wide array of types and levels of technology. The recommendation to award to one vendor is to ensure that we partner with a company that can position TSC best for the future as well as allow for network consistency and integration.

**A motion was made by Mr. Herrera to award RFP 20-05 for “Classroom and Computer Lab Audio Visual Upgrades” to Howard Technology Solutions at an amount not to exceed \$1,614,075 and authorize president Rodriguez to execute the Purchase Order contract, as presented. The motion was seconded by Ms. Alejandro and carried with five votes in favor and two opposed.**

## **9. Facilities Committee**

Chair Garza called on Mr. Herrera to present his report. Mr. Herrera stated the Facilities Committee met on Monday, November 18, 2019. Present were Mrs. Saenz, President Rodriguez, Mr. Herrera and members of TSC Administration. Dr. Figueroa presented an update of the Oliveira Student Services renovation project. The items were for information only. However, given the timeline present for the Oliveira Student Service Center renovation project request for proposal, it was recommended that Facilities Committee meet on December 2, 2019 to consider possible action on awarding RFP for the project. A second meeting for the Facilities Committee was held on Monday, December 2<sup>nd</sup> and present were Mrs. Saenz, Ms. Garza, President Rodriguez, Mr. Herrera and members of the TSC Administration to discuss the following items.

### **a. Consideration and possible action on a RFP 20-07 for the Oliveira Student Services Center 2nd Floor Renovation Project**

Mr. Herrera called on Dr. Gisela Figueroa, Vice President of Finance and Administration and Dr. Larry Rideaux, Vice President of Student Services to make the presentation. Dr. Figueroa began by giving background information on the project, how administration, student government and architect students came together to develop the project plan and renderings of the space. Dr. Figueroa presented the information to the board, which included the detailed timeline, the scope of work, and the method of procurement. It was explained that three (3) proposals were received as well as the “other” category that explained the price disparity in the proposals. The three companies were asked to define what they included in the “other” category and the responses were taken into consideration by the evaluation committee to do ranking.

Dr. Zavaleta asked Dr. Abusalim his opinion on the project. Dr. Abusalim mentioned the layout was based on the feedback received from the student government and architect students. The amenities and services included in the rendering were all derived from these two groups. Mr. Rendon asked if the cafeteria will have a fire suppression system and Dr. Figueroa responded no since the plans are not for an open flame. Mr. Rendon agreed that the concept was good.

**A motion was made by Mr. Herrera to award RFP 20-07 for “Oliveira Student Services Center Second Floor Renovation” to Ziwa Corporation in the amount of \$476,600 plus \$30,000 as owner’s contingency for unforeseen events and authorize the President to execute the Purchase Order contract, as presented. The motion was seconded by Mr. J.J. De Leon.**