



Board of Trustees

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TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

August 27, 2020

The Board of Trustees of the Texas Southmost College District convened in open session on August 27, 2020 at 5:32 p.m. at Texas Southmost College. Board Members present were Ms. Adela Garza, Chair; Mr. Ruben Herrera, Vice Chair; Dr. Tony Zavaleta, Secretary (via teleconference); Mrs. Delia Saenz, Mr. Arturo Rendon (via teleconference), Mr. J.J. De Leon, 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 Garza, at 5:32 p.m.

2. Pledges of Allegiance

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

3. Public Comment

Chair Garza asked if there were any speakers signed up for public comment.

There were no speakers.

4. Consideration and possible action on the Minutes of the following meetings:

- a. Regular meeting – July 30, 2020
- b. Special Meeting – August 6, 2020
- c. Public Hearing – August 20, 2020

A motion was made by Mr. De Leon to approve the minutes of the Regular Board meeting of July 30, 2020, Special Meeting held on August 6, 2020, and Public Hearing of the Board of Trustees held on August 20, 2020. The motion was seconded by Ms. Alejandro and carried unanimously.

5. President's Report

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

9. Budget and Finance Committee

Chair Garza called on Vice Chair Herrera to make the report.

a. Update on grants awarded to Texas Southmost College for the month of July 2020

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the update. Dr. Fuentes presented the grants awarded to Texas Southmost College in June. There were no questions from the board.

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

b. Report on the Monthly Financial Statement for the Month Ending June 30, 2020

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the update. She provided a detailed report for the Board. There were no questions from the board.

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

c. Consideration and possible action on award RFP 20-12 for "Building Repairs and Minor Renovations"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She presented the RFP timeline and scope of work. There were seven respondents to the RFP. The committee proposed five companies to be approved as vendors under the contract. When repairs and renovations need to be made, bids would be solicited from these five companies.

Mr. Rendon asked for an example of when TSC would call on one of these companies to make repairs. Dr. Figueroa said TSC may request services either when staff is not available to execute the repair because they are assigned to other projects and the repair cannot be made in the timeframe needed, or if the staff does not possess the required skills for a particular repair.

Mr. Rendon asked how much the college can spend under this contract. Dr. Figueroa specified any services under \$25,000 may be provided under this contract.

A motion was made by Vice Chair Herrera to award RFP 20-12 for "Building Repairs and Minor Renovations" to Grand River Landscaping; Limon Masonry, LLC; NVS Corporate Services, Inc.; Signs and more, LLC; and ZIWA Corporation and authorize the President to execute the Purchase Order contracts, as presented. The motion was seconded by Ms. Alejandro and carried unanimously.

d. Consideration and possible action on award RFP 20-13 for "Lawn Maintenance Services"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She presented the RFP timeline and scope of work. There were four respondents to the RFP. Grand River Landscaping received the highest score from the committee.

Mr. Rendon asked Dr. Figueroa to clarify which properties would be serviced under Lawn Maintenance Services. She said services would be provided for the lots adjacent to the college and for the property on South Padre Island, as well as palm tree trimming.