



**Board of Trustees**

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Vice Chair

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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.

A motion was made by Vice Chair Herrera to award RFP 20-13 for "Lawn Maintenance Services" to Grand River Landscaping for the period of September 1, 2020 to August 31, 2023 and authorize the President to execute the Purchase Order contracts, as presented. The motion was seconded by Mr. Rendon and carried unanimously.

**e. Consideration and possible action on award RFP 20-19 for "Workers' Compensation Insurance"**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She said the board directed her to conduct an RFP for workers compensation insurance. She presented the RFP timeline and scope of work. There were seven respondents to the RFP. TASB Risk Management Fund received the highest score from the committee.

There was no discussion from the Board.

A motion was made by Vice Chair Herrera to award RFP 20-19 for "Workers' Compensation Insurance" to TASB Risk Management Fund in the amount of \$58,961 and authorize President Rodríguez to execute the Purchase Order contracts, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

**f. Consideration and possible action on approval of the Texas Southmost College District Budget for Fiscal Year 2020-2021**

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She presented the timeline for the budget process and tax rate and the budget comparison for FY 2020 to FY 2021. She also presented the following exemptions for ad valorem taxes in compliance with state law:

Disabled Veterans	10% to 29%	\$5,000 from the property's value
	30% to 49%	\$7,500 from the property's value
	50% to 69%	\$10,000 from the property's value
	70% to 100%	\$12,000 from the property's value
Other Disabled Persons		Tax Freeze
Persons Over Age 65		Tax Freeze

The Board considered the following resolution:

Be it resolved by the Board of Trustees of the Texas Southmost College District that the Texas Southmost College Budget for Fiscal Year 2020-2021 in the amount of \$456,063,213 comprised of the following amounts:

\$35,037,087 – Education and General Fund  
 \$ 3,238,066 – Auxiliary Fund  
 \$ 6,788,060 – Debt Service Fund

Be approved, and that a certified copy of the budget be filed with the state agencies as required by law and that said budget be included by reference in its entirety as part of the minutes of the meeting.