



Board of Trustees

Ruben Herrera, J.D.
Chair

Tony Zavaleta, Ph.D.
Vice Chair

Eva Alejandro
Secretary

Adela G. Garza

Alejandra Aldrete, M.Ed.

Delia Saenz

J.J. De Leon, M.Ed.

TSC President

Jesus Roberto Rodríguez, Ph.D.

TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

February 25, 2021

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference and in person on February 25, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Ms. Eva Alejandro, Secretary; Ms. Alejandra Aldrete; Mr. J.J. De Leon; Mrs. Adela Garza; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College.

**REGULAR MEETING
AGENDA**

1. Call to Order

The meeting was called to order by Chair Herrera at 5:30 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 Herrera asked if there were any speakers signed up for public comment. There were no public speakers.

4. President's Report

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

Spring 2021 Enrollment

The preliminary total student enrollment for spring 2021 is 8,822 students. This represents a 5.42% decrease (506 fewer students) from last spring.

- On-campus enrollment is 3,706 students, an 8.99% decrease (366 fewer students) from last spring
- Dual and Early College High School enrollment is 5,116 students, a 2.6% decrease (140 fewer students) from last spring

A motion was made by Ms. Alejandro to approve the resolution for signature card authorization, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

b. Monthly Financial Statement Report for the Month Ending of December 30, 2020

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She introduced Mr. Carlos Pecero, Controller, to report out on the monthly financial statement report for the month ending December 30, 2020.

There were no questions from the board. The item was for information only. No action was taken.

c. Update on grants awarded to Texas Southmost College for the month of January 2021

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She introduced Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, who reported on the grants awarded to Texas Southmost College in December.

Dr. Figueroa presented information on the Federal CARES act. The initial award was for \$3.6 million, divided in half for student financial awards and institutional funding. The second round of funding is for \$8.7 M; \$1.8 M is for student financial awards, and \$6.9 M is for institutional funding.

Mr. De Leon asked if there is a deadline to expend the funds. Dr. Figueroa said the deadline is May 6, 2021 to expend the institutional portion and the end of April to expend the student portion.

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

d. Consideration and possible action on award RFP 21-02 for "Campus Heating, Ventilation, and Air Condition (HVAC) Maintenance and Repair Services"

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She introduced Mr. Ariel de la Fuente, Executive Director of Facilities & Physical Plant, to provide an overview of the Request for Proposals (RFP) process, including the timeline, scope of work, review committee, pricing tabulation, evaluation criteria, and budget and financial impact.

Mrs. Garza said that during the committee meeting, the trustees asked if, since the administration recommended both companies be awarded the RFP, the college could go back and renegotiate with the second company for a better price. Mr. De la Fuente said if the board approves the item, the college staff will go back and seek a lower price.

Chair Herrera asked about the difference in the companies' abilities to provide services requested. Mr. De la Fuente said both companies could carry out the required tasks.

Dr. Figueroa added that the vendor of record would be Gulf Mechanical Solutions and they would complete scheduled maintenance. In times of emergency, the college would first call Gulf Mechanical Solutions. However, if they could not respond to the issue during the time requested, the college would seek services from Pro Tech Mechanical.

A motion was made by Mrs. Garza to award RFP 21-02 for "Campus Heating, Ventilation, and Air Condition (HVAC) Maintenance and Repair Services" to Gulf Mechanical Solutions, LLC and Pro Tech Mechanical, Inc. for the period of March 1, 2021 to August 31, 2022 with the option to renew for three (3) additional one-year terms and authorize President Rodríguez to execute the Purchase Order contracts, as presented. The motion was seconded by Ms. Alejandro. The following board members voted in favor of the motion: Secretary Alejandro and Trustees Garza, Aldrete, Saenz and De Leon. Vice Chair Zavaleta opposed the motion.

e. Consideration and possible action on approval of matching grant support for the Greater Texas Foundation Emergency Aid and Technical Assistance for Community Colleges grant

Dr. Joanna Kile, Vice President of Instruction, was called on to present the item. She introduced Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, to discuss the grant proposal.

Dr. Fuentes said the proposal was for \$122,500 to be used for two purposes: provide emergency aid for students and support building a sustainable system to provide aid for students into the future. The grant requires a matching component from applicants. Year two of the grant, which would be FY 2023, would require \$5,000 in matching funds and Year 3, which would be FY 2024, would require \$10,000 in matching funds.

A motion was made by Mrs. Garza to approve the allocation of matching grant support in the amount of \$5,000 in Year 2 (2022-23) and \$10,000 in Year 3 (2023-24), contingent on the Notice of Grant Award from the Greater Texas Foundation. The motion was seconded by Mrs. Saenz and carried unanimously.

8. Facilities Committee

Chair Herrera called upon Mrs. Saenz to present the report.

a. Facilities Projects Updates

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. Dr. Figueroa introduced Mr. Ariel de la Fuente, Executive Director of Facilities & Physical Plant, who provided the board with an update on campus parking lot improvements. He reviewed the project timeline, required services, scope of work, and next steps.

There were no questions from the board. The item was for information only. No action was taken.

b. ITECC Dillard's Roof Renovation Engineering Recommendation

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the agenda item. She introduced Mr. Ariel de la Fuente, Executive Director of Facilities & Physical Plant, who provided a briefing on the ITECC roof conditions, project timeline, architect/engineer findings, scope of work, and next steps.

Mr. De Leon asked what the square footage for the project is. Mr. De la Fuente said it is 50,000 sq.