



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

Jesús Roberto Rodríguez, Ph.D.

TEXAS SOUTHMOST COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees

January 21, 2021

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference and in person on January 21, 2021 at 5:31 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Ms. Eva Alejandro, Secretary; Ms. Alejandra Aldrete; Ms. Eva Alejandro; Mr. J.J. De Leon; Mrs. Adela Garza; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College, Mr. Frank Perez, Legal Counsel and Mr. Ruben Peña, Legal Counsel.

**REGULAR MEETING
AGENDA**

1. Call to Order

The meeting was called to order by Chair Herrera at 5:31 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 Garza called on President Rodríguez to give his report. President Rodríguez reported on the following items:

Spring 2021 Enrollment

Preliminary enrollment numbers for the Spring 2021 semester include the following: 3,761 on-campus students, 3,418 dual enrollment students, and 1,839 early college high school students. This brings the total spring enrollment to 9,018 students, down 3.3% from last spring. President Rodríguez said he would continue to provide the board with spring enrollment updates. Census day is February 2, 2021.

President Rodríguez thanked the Board of Trustees, faculty, staff, administration, and community partners for their hard work and unwavering support. He provided a special recognition for Student

f. Consideration and possible action on contract extension for Investment Advisor Services

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported the college had conducted a bidding process for investment advisor services three years ago. This proposal requests a contract extension to align with the college's fiscal year, August 31, 2021.

Mrs. Garza said there was extensive discussion during the committee meeting, and she recommended the item for approval.

A motion was made by Mrs. Garza to approve contract extension with Valley View Consulting, L.L.C until August 31, 2021 and authorize President Rodríguez to execute the contract as presented. The motion was seconded by Mr. De Leon and carried unanimously.

g. Consideration and possible action on award RFP 21-03 for Campus Vending Machine Services

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She reported this was the first time the college has gone out for bid for vending services. She noted this was an unusual year, with few students on campus, thus the revenue from vending services has been much lower than previous years. The college received only one proposal, which was from the current vendor. She reviewed the RFP criteria as well as the budget and financial impact.

Mrs. Garza said the committee noted that there was only one vendor who submitted a proposal. Dr. Figueroa said the vendor requested an 18-month contract, noting there is a 60-day cancellation clause. She said the vendor has a number of vending machines invested on the campus.

Mr. De Leon asked which newspapers were used to advertise the RFP. Dr. Figueroa said advertisements were placed in the Brownsville Herald twice. In addition, invitations to submit proposals were sent to vendors registered in the college system and with the State of Texas who provide vending machine services. The notice was also posted on the college website and Facebook page.

Vice Chair Zavaleta asked if there is a clause in the contract that holds the college harmless if there are lawsuits as a result of vending services. Mr. Pena, college legal counsel, said the college has protections under Texas law, however, he would ensure there is a hold harmless clause in the contract.

A motion was made by Mrs. Garza to award RFP 21-03 for Campus Vending Machine Services to Central Vending Services and authorize President Rodríguez to execute the contract, as presented. The motion was seconded by Vice-Chair Zavaleta and carried unanimously.

h. Consideration and possible action on award RFP 21-04 for Windstorm and Hail Insurance.

Dr. Gisela Figueroa, Vice President of Finance and Administration, was called on to present the item. She introduced Mr. Jaime Salazar, Executive Director of Environmental Health, Safety and Risk Management, who reported on the RFP timeline, description of services, evaluation committee, and evaluation criteria. Two proposals were received.

The committee recommended to award the RFP to Cameron Investment Company, DBA Shepard Walton King Insurance Group, in the amount of \$604,365.

A motion was made by Mrs. Garza to award RFP 21-04 for Windstorm and Hail Insurance to Cameron Investment Company, DBA Shepard Walton King Insurance Group, in the amount of \$604,365 and authorize President Rodríguez to execute the purchase order contracts, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

i. Consideration and possible action on award RFP 21-06 for Medical Simulation Manikins.

Dr. Angelica Fuentes, Associate Vice President of Instruction-Academic Success, was called on to present the item. She said the manikins requested will support instruction in the Associate Degree Nursing Program. Dr. Fuentes reported out on the RFP timeline, scope of work, proposed equipment, evaluation criteria, budget and financial impact. The equipment will be purchased with funds from the Nursing Innovation Grant Program awarded to TSC from the Texas Higher Education Coordinating Board.

A motion was made by Mrs. Garza to award RFP 21-06 for Medical Simulation Manikins to CAE Healthcare in the amount of \$61,910 and authorize President Rodríguez to execute the purchase order contracts, as presented. The motion was seconded by Mr. De Leon and carried unanimously.

8. Student Services Committee

Chair Herrera called upon Vice-Chair Zavaleta to present the report.

a. Presentation of U.S. Department of Education's Office of Federal Student Aid Program Review

Mr. Luis Villarreal, Vice President of Information Technology, was called on to present the item. Mr. Villarreal reported that the DOE conducted a review of TSC's activities related to Title IV, Federal financial aid distribution during an on-site review in March 2019. The report was issued to TSC 18 months after the review. The DOE examined how TSC's Financial Aid department processes financial aid and reviewed operating procedures regarding disbursements of financial aid awards and other requirements under Title IV.

The reviewers identified a sample of files from FY 18 and 19, and Mr. Villarreal said the DOE was complementary of the college's cooperation during the review. He reviewed the process students use to apply for financial aid and the automated disbursement system TSC uses to disburse funding. Villarreal said the program review process is useful for evaluating internal processes.

Mr. Villarreal said 12 findings were issued in the report. TSC will provide a response for 11 of the findings by February 15, 2021. He said one of the findings required more time and effort, and the DOE extended the deadline for reporting on that finding to March 15, 2021. TSC convened a cross-divisional task force to research and assess the findings. The task force has been in contact with DOE and the National Clearinghouse to clarify aspects of the findings and ensure the college's responses are complete. He feels confident the narrative responses will be deemed acceptable by the DOE.

Vice Chair Zavaleta told fellow board members he has asked President Rodríguez to have the findings available for review by the board.

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