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**TEXAS SOUTHMOST COLLEGE DISTRICT**

**Minutes of the Special Meeting of the Board of Trustees**

**July 14, 2021**

The Board of Trustees of the Texas Southmost College District convened in open session via videoconference on July 14, 2021 at 5:30 p.m. Board Members present were Mr. Ruben Herrera, Chair; Dr. Tony Zavaleta, Vice Chair; Ms. Eva Alejandro, Secretary; Mrs. Adela Garza; Ms. Alejandra Aldrete; and Mrs. Delia Saenz. Also present was Dr. Jesús Roberto Rodríguez, President of Texas Southmost College. Absent trustees included Mr. J.J. De Leon.

**SPECIAL MEETING  
AGENDA**

**1. Call to Order**

The meeting was called to order by Chair Herrera at 5:30 p.m. He called role and confirmed a quorum.

**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. Finance Committee**

Chair Herrera called on Mrs. Garza to present the report. Mrs. Garza experienced technical difficulties and was unable to present in the meeting. Ms. Alejandro presented the report.

**a. Consideration and possible action on creating the Clean Slate Scholarship to pay for Fall 2020 and Spring 2021 student outstanding balances**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the item. She noted the board has been proactive in authorizing many initiatives to ensure students could continue their studies in spite of financial difficulties caused by the pandemic. She said the latest round of federal CARES Act funding allows colleges to forgive student debt, and the proposal allocates \$452,000 in student debt forgiveness from the fall 2020 and spring 2021 semesters.

**f. Report on IT expenditures for the past two years**

Mr. Luis Villarreal, Vice President of Information Technology and Interim Vice President of Student Services and Dr. Gisela Figueroa, Vice President of Finance and Administration were called upon to present the agenda item. Mr. Villarreal presented IT expenditures for FY 2020 and FY 2021 and briefed the board on expenses for cabling since FY19.

This item was for informational purposes only. No action was taken.

**g. Report on all institutional CARES expenditures**

Dr. Gisela Figueroa, Vice President of Finance and Administration was called upon to present the agenda item. Her report included information for vendors and all expenses paid from the first two rounds of federal CARES Act funding.

Ms. Alejandro said the level of detail on the report was very clear and she appreciated the hard work required to compile the report. Chair Herrera asked that the information be updated and presented to the board as part of the monthly finance report.

This item was for informational purposes only. No action was taken.

**5. Facilities Committee**

Chair Herrera presented the report.

**a. Consideration and possible action on award RFP 21-15 for "ITECC Dillard's Roof Renovations"**

Dr. Gisela Figueroa, Vice President of Finance & Administration was called on to present the item. Dr. Figueroa presented the RFP timeline, scope of work, evaluation committee, pricing and score tabulation, evaluation, criteria, and the budget and financial impact. Five vendors submitted proposals. Ziwa Corporation submitted the highest scoring proposal and also the lowest cost. The board engaged in a brief discussion of the vendors' qualifications and experience.

**A motion was made by Mrs. Saenz to award RFP 21-15 for "ITECC Dillard's Roof Renovations" to Ziwa Corporation in the amount of \$3,100,000 and authorize President Rodriguez to execute the contract, as presented. The motion was seconded by Ms. Aldrete and carried unanimously.**

**b. Consideration and possible action on award RFP 20-08 for "Building Renovation to House Courtroom and Criminal Justice Program"**

Dr. Gisela Figueroa, Vice President of Finance & Administration was called on to present the item. Dr. Figueroa said fundraising efforts to fund the project had been interrupted by the COVID-19 pandemic. Since the RFP was approved a year ago, the vendor was contacted to see if they could still complete the project.