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Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

August 21, 2014

The Board of Trustees of the Texas Southmost College District convened in open session on August 21, 2014, at 5:30 p.m., in the Gorgas Board Room at Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Trey Mendez, Vice Chair; Ed Rivera, Secretary; Art Rendon, Dr. Reynaldo García, Adela G. Garza and Ramon Champion Hinojosa. Also present was Dr. Lily F. Tercero, President of Texas Southmost College.

1. Call to Order

The meeting was called to order by Chairman Rendon at 5:35 p.m.

2. Stripes Foundation Scholarship Presentation

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that eight TSC students are each receiving a \$1,000 Stripes Scholarship. She thanked the Stripes Corporation for the generous contribution to TSC's students. She called on Mr. Mike Shannon, Vice President of Student Services to provide additional information. Mr. Shannon introduced Stripes representatives, Brittany Horton, the Stripes Foundation and Gerry Gonzalez, Stripes Stores Regional Manager for the Rio Grande Valley.

Mr. Shannon stated that eight TSC students are among 545 students in Texas, New Mexico and Oklahoma who received a \$1,000 scholarship from Stripes Convenience Stores and that TSC is immensely grateful for their support.

The following students were recognized as Stripes scholarship recipients:

1. Marivel Rodriguez
2. Sarah Guillen
3. Gerardo Jaramillo
4. Katia De La Fuente
5. Rolando Matus
6. Leticia Ramirez

7. Kenia Rodriguez
8. Jesus Treviño

3. Speakers to Agenda Items and Public Discussion

Mr. Robert Uresti, TSC student gave his concerns to the Board of Trustees.

4. Mission Statement

Chairman Rendon read the existing mission for Texas Southmost College District as follows:

“Transforming our communities through innovative learning opportunities”

5. President’s Report

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reported that TSC’s job fair held on Saturday, July 19, at the ITEC Center, was very successful. She announced the new faculty and staff members that have been hired: Catalina Amaral, Biology Instructor; Alicia Barthel, Human Resources Generalist; Martha Casquete, Physics Instructor; Christopher Collins, Architecture Instructor; Estela Filizola, Mathematics Adjunct Instructor; Antonio Guevara, Business Adjunct Instructor; Agnelia Hernandez, Intramural & Recreational Sports Specialist; Monica Hernandez, Psychology Adjunct Instructor; Damiana Hinojosa, Child Development Specialist Assistant; Aracely Izaguirre, Senior Accounting Clerk; Juanita Juarez, Human Resources Generalist; Andrew Keating, English Instructor; Obed Leal, Education Adjunct Instructor; Antonio Martinez, Jr., Courier; Victor Martinez, Music Instructor; Ivan Mendez, Biology Adjunct Instructor; Olivia Modesto, English for Speakers of Other Languages Instructor; Frank Morris, Audio-Visual Production Technician; Myra Navarro, Paralegal Studies Instructor; Lauro Pena, Property Inventory Clerk; Roxanne Pena, Emergency Medical Science Instructor; Uvaldo Presas, Computer Web Development Adjunct Instructor; David Ransom, Arts Instructor; Jaime Rodriguez, Computer Information Systems Instructor; and Sylvia Sanchez, Senior Accounting Clerk.

She reported that the state auditor’s office has completed its review on investment compliance for institutions of higher education and Texas Southmost College is fully compliant with the public funds investment act and other investment requirements that are reviewed by the state auditor’s office. She also stated that the Fitch Ratings firm completed its annual review and TSC has received a positive appraisal regarding the College’s financial stability and strength. Fitch Ratings has revised its outlook ratings to stable from negative.

She stated that TSC partnered with Los Fresnos Consolidated Independent School District (LFCISD) to encourage recent high school graduates to enroll in College. She said the College held two orientations at the Los Fresnos High School.

Dr. Tercero reported that she is deeply honored to have been selected to serve on the Board of Directors for the National Community College Hispanic Council affiliated with the American Association of Community Colleges. She will be serving a three-year term.

She concluded by noting that August was filled with sessions and events for faculty and staff in preparation for the start of the Fall Semester. She thanked all staff and faculty for their participation in this year's Faculty and Staff Convocation.

6. Approval of Minutes of Previous Meeting

Consideration and Approval of Minutes of the Regular Meeting of June 19, 2014, Special Meeting of June 23, 2014 and Special Meeting of August 7, 2014

A motion was made by Mr. Mendez to approve the Minutes of the Regular Meeting of June 19, 2014, Special Meeting of June 23, 2014, and Special Meeting of August 7, 2014 as presented. The motion was seconded by Mr. Rivera and carried. Mrs. Garza abstained from the vote for the August 7, 2014 Special Meeting.

7. Report on Third Quarter Financial Statements and Investment Report for Fiscal Year 2014

Chairman Rendon called on Mr. Lewis. Mr. Lewis provided a brief report on the Third Quarter Financial Statements and Investment Report for FY 2014. Mr. Lewis stated that the reports are provided for informational purposes only, and no action is required by the Board. *Exhibit "A"*

8. Consideration and Approval on Selection of a Company to Provide Custodial Services for TSC Campus Buildings

Consideration and Approval on Selection of a Company to Provide Custodial Services for TSC Campus Buildings

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that TSC conducted a Request for Proposal (RFP) process seeking qualified companies to provide custodial services for TSC campus buildings. The newspaper

advertisements were published on May 15th and May 22, 2014. The RFP deadline was May 30, 2014.

The Request for Proposals called for a list of general requirements and qualifications, including the ability to provide services to TSC, qualifications, staff team, representative projects, proposed services and references. Proposals were received from GCA Services Group from Dallas, Texas, Marcis & Associates from Houston, Texas, McLemore Building Maintenance from Houston, Texas, Member's Building Maintenance, LLC from Dallas, Texas and Modern Facilities from Austin, Texas.

The scope of services includes cleaning of building exterior areas such as: terraces, porches, patios, entries and lobbies, public corridors, offices, classrooms, conference rooms, stairs and landings, restrooms, dressing rooms, instructional shop areas. The contract also includes all materials and supplies for the performance of custodial services, including, but not limited to, cleaning supplies and janitorial supplies.

After careful evaluation and analysis of proposals received, the evaluation committee has identified Marcis & Associates as the best value respondent to this solicitation. Evaluation committee members have reviewed technical aspects of mentioned proposals and criteria required for these services.

The anticipated initial contract term is one (1) year plus three one (1) year renewable options and an additional one (1) year renewal at the College's discretion. If contract terms are not met, negotiations and award should then be made with the subsequent highest ranked respondent at the same terms and conditions. The Board requested additional information regarding the level of services, the received responses, and the associated cost to the College.

A motion was made by Mr. Hinojosa to table the item till the next Board Meeting as presented. The motion was seconded by Mr. Rivera and carried unanimously. Exhibit "B"

9. Consideration and Approval for Payment of the Software License Maintenance Fees to Ellucian

Consideration and Approval for Payment of Software License Maintenance Fees to Ellucian

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that TSC currently uses the Ellucian Colleague software program as the enterprise system for Student, Finance, and Human Resources needs. The software requires annual maintenance payments for continued access to the system. Ellucian bases the maintenance costs the on College's student enrollment and support needs for

each software module. The current invoice includes maintenance fees for student, finance, and human resources modules.

TSC is requesting approval for payment to Ellucian, Inc. for maintenance fees and annual licenses for the system modules and annual licenses requirements. The current invoice for fiscal year 2015 is in the amount of \$288,130. Future payment amounts of annual licenses and maintenance fees will vary and will be based on student enrollment.

The procurement acquisition method is through a Sole Source justification given that Ellucian owns exclusive rights over this software license.

A motion was made by Mr. Mendez to approve payment of software license maintenance fees to Ellucian, Inc. and authorize the President to execute payment as presented. The motion was seconded by Dr. García and carried unanimously. Exhibit "C"

10. Consideration and Approval on the Selection of Firm to Provide Professional Planning & Design Services for Campus Master Plan

Consideration and Approval of the selection of a firm to provide Professional Planning and Design Services for TSC Campus Master Plan

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis said that TSC conducted a Request for Qualifications (RFQ) process seeking qualified firms to provide professional planning and design services for the TSC Campus Master Plan. The newspaper advertisements were published on May 1st and May 8, 2014. The RFQ deadline was May 16, 2014.

The RFQ document called for a list of general requirements and qualifications, including the ability to provide services to TSC, qualifications, project team, representative projects, proposed services and references. Proposals were received from Alamo Architects from San Antonio, Texas, Barnes Gromatzky Kosarek Architects from Austin, Texas, Cannon Design from Chicago, Illinois, Ford Powell & Carson Architects and Planners, Inc., Muñoz & Company from San Antonio, Texas, Naismith Engineering, Inc. from Brownsville, Texas, OCO-LPA from San Antonio, Texas and PBK Architects from McAllen, Texas.

The scope of services includes a comprehensive review of the College's infrastructure, space needs, development guidelines, implementation strategies and timeline, property acquisition and disposition strategies, and accessibility analysis. The RFQ also requests that the Campus Master Plan must be based on space needs through the subsequent five years as well as provide future planning needs for a twenty-year horizon.

He said after careful evaluation and analysis of qualifications received, the evaluation committee has identified Barnes Gromatzky Kosarek Architects as the highest ranked respondent to this solicitation. The evaluation was made in accordance to the respondent's qualifications and competence demonstrated in response to the RFQ process.

He stated that the RFQ and evaluation process were conducted in accordance to the Professional Services Procurement Act, Texas Government Code 2254.004 where professional services are evaluated based on demonstrated competence and qualifications to perform the services. If unable to reach an agreement with this firm based on a fair and reasonable price, negotiations then will be made with second highest ranked respondent.

A motion was made by Mr. Hinojosa to bring the top four firms to do a presentation. The motion was seconded by Mr. Rendon and carried. Mr. Mendez and Mrs. Garza voted nay. Exhibit "D"

11. Construction Project Update

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis said that the asbestos abatement and demolition project is almost complete for the Village at Fort Brown. He also updated the Board on the relocation of the TSC Nursing and Allied Health Labs. *Exhibit "E"*

12. Consideration and Approval to Modify the Proposal for the Relocation of the TSC Nursing and Allied Health Labs

Consideration and Approval to Modify the Proposal for the Relocation of the TSC Nursing and Allied Health Labs

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that on April 2014, TSC commenced construction services for the relocation of the TSC Nursing and Allied Health labs from the Life, Health and Science Building (LHSB) to the ITEC Center facility. The relocation project includes the following labs: Associate Degree Nursing, Diagnostic Medical Sonography, Emergency Medical Science, Medical Lab Training, Respiratory Therapy, Licensed Vocational Nursing, and Radiologic Technology.

The original cost received from Alpha Building Corporation included framing and ceiling work, mechanical, electrical and plumbing connections based on the preliminary project programming with an estimated space use of 10,805 for all seven labs. However, during the construction document phase, different allocations and additions to the spaces were made in order to increase the efficiency of the labs' use within the available areas. In addition, more areas were

included in the scope of work: nursing simulation, two new classrooms, offices for faculty and staff, and one corridor. The total square footage increased to 19,177, an increase of 77.5 percent additional space as compared to the original proposed floor plan.

The original approved job order from Alpha Building Corporation to provide construction services for the relocation of the mentioned labs through a TXMAS contract was in the amount of \$600,000. TSC staff requested approval to increase the contract to \$950,000.

A motion was made by Mr. Rivera to modify the proposal from Alpha Building Corporation for the relocation of the TSC Nursing and Allied Health Labs to the ITECC facility to the amount of \$950,000 and authorize the President to execute the contract as presented. The motion was seconded by Dr. García and carried unanimously.

Exhibit "F"

13. Review of the Texas Southmost College District Proposed Budget for Fiscal Year 2014-2015

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis reminded the Board that two workshops have already been held as part of the budget planning process. He provided an overview of the proposed FY2014-2015 budget and responded to questions by the Board. He stated that the Board will have another opportunity to review the budget at the meeting of August 28.

14. Executive Session as provided by Government Code, Chapter 551.071, and 551.072.

The Board convened in Executive Session at 7:39 p.m.

The Board reconvened in Regular Session at 8:44 p.m.

Consideration and possible action on matters discussed in Executive Session

**Consultation with Attorney on
Pending or Contemplated Litigation, Section
551.071, Texas Government Code.**

No action was taken.

**Consultation with Attorney on
Pending Real Estate Issues, Section
551.072, Texas Government Code**

- i. Regarding Potential Leases within Campus Buildings and/or Space within Buildings**
- ii. Between the United States Department of Education and Texas Southmost College**


A motion was made by Mr. Rivera to direct Dr. Tercero to move forward with the abrogation process to acquire the Port Mansfield property from the United States Department of Education. The motion was seconded by Dr. García and carried unanimously.

15. Proposed Meeting Dates

Thursday, August 28, 2014
 Special Board Meeting (Adoption of Budget, Adoption of the Budget, Adoption of Tax Rate)
Thursday, September 25, 2014
 Regular Board Meeting
Thursday, October 16, 2014
 Regular Board Meeting

Adjournment

The meeting was adjourned by Chairman Rendon at 8:47 p.m.



 Mr. Francisco G. Rendon
 Chairman, Board of Trustees



 Mr. Ed Rivera
 Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on August 21, 2014, is on file at the District Office of the Texas Southmost College District. The master tape is on file at TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Senior Administrative Assistant. Videotaping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.