



## Texas Southmost College District

### Board of Trustees

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Secretary

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TSC President

Lily F. Tercero, Ph.D.

### Minutes of the Regular Meeting of the Board of Trustees

October 16, 2014

The Board of Trustees of the Texas Southmost College District convened in open session on October 16, 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; Adela G. Garza, Art Rendon, Dr. Reynaldo García, 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 5:34 p.m.

#### 2. Speakers to Agenda Items and Public Discussion

Mr. Robert Uresti, TSC student gave his thanks to Dr. Tercero and the Board of Trustees. He also gave his concerns to the Board of Trustees.

#### 3. Mission Statement

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

“Transforming our communities through innovative learning opportunities”

#### 4. Presentation: Pearson Learning Studio within TSC’s teaching and learning environment

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero introduced Ms. Adriana Dallas, Clinical Coordinator and Instructor for Diagnostic Medical Sonography and Mr. Mario Ortiz, Director of Educational Technology and Curricular Innovation to make the presentation. Mrs. Dallas presented on the Pearson LearningStudio within the teaching and learning environment. Mr. Ortiz

provided a survey of results that were conducted by the students to give feedback on the Pearson LearningStudio. *Exhibit "A"*

## 5. President's Report

Chairman Rendon called on Dr. Tercero to give the report. Dr. Tercero reported on the new hires of faculty and staff members: Alejandra Navarro, Administrative Assistant for the Student Services Area and Tony Cortez, Licensed Vocational Nursing Program Director.

Dr. Tercero stated that the Associate Degree Nursing (ADN) Program will be hosting their Accreditation Commission for Education in Nursing (ACEN) visit for continuing accreditation for the ADN Program on October 21–22, 2014. ACEN accreditation is a voluntary peer review process attended to enhance the improvement of nursing education. This visit will be conducted by three reviewers. She also announced that part of the accreditation process ACEN holds a public open forum that will be on October 22, 2014 at SETB Lecture Hall.

Dr. Tercero reported that the Workforce Solutions Cameron maintain agreements for the child care providers throughout the community. She said that a select number of the providers are designated as Texas Rising Stars (TRS). TRS providers voluntarily meet requirements that exceed the state's minimum licensing standards for child care. She announced that the TSC Raul J. Guerra Center, as an active TRS provider participant, will be receiving equipment for the child care center from Workforce Solutions Cameron.

Dr. Tercero highlighted the following events: On October 28, 2014, TSC will be hosting a Holocaust Exhibit at the SETB Lobby area at 11:30 a.m. in collaboration with the Global Embassy of Activists for Peace (GEAP) and their Traces to Remember project. She stated a blood drive, will also be held in collaboration with United Blood Services and GEAP on October 24, 2014, at the ITEC Center and then move to the TSC Arts Center parking lot on October 28-29, 2014, from 9 a.m.–3 p.m. Dr. Tercero stated that TSC's students, faculty and staff will be participating in the Rio Grande Science and Arts (RiSA) festival, which celebrates science through a wide variety of art forms in the bilingual, biliterate, and bicultural community. These community events will be held Saturday, November 8, at the University of Texas at Brownsville and Sunday, November 9, at Dean Porter Park. The Center for Gravitational Wave Astronomy (CGWA) at the University of Texas at Brownsville (UTB) is leading the effort to host this annual community science festival in the Lower Rio Grande Valley. She stated there will be approximately 100 TSC faculty, staff and students from the Biology, Physics, Chemistry, Computer-Aided Drafting, Architecture, Math, Art, and Nursing departments will be participating.

## **6. Approval of Minutes of Previous Meetings**

### **Consideration and Approval of Minutes of the Regular Meeting of September 25, 2014**

**A motion was made by Mr. Rivera to approve the Minutes of the Regular Meeting of September 25, 2014 as presented. The motion was seconded by Mr. Mendez and carried unanimously.**

## **7. Discussion and possible action on TSC's participation with United Brownsville**

Chairman Rendon called on Dr. Tercero to present the item. Dr. Tercero stated that during the August Board meetings there was discussion on TSC's contribution to United Brownsville; therefore, this item has been brought forth for further Board discussion and possible action. This item was discussed among the Board members.

**A motion was made by Dr. García to suspend any pending payment and discontinue any yearly payments of \$25, 000 dollars or any other amount to United Brownsville and redirect the money in support of students. The motion was seconded by Mr. Mendez and discussed. Dr. García and Mrs. Garza voted in favor of the motion. Mr. Rendon, Mr. Rivera, Mr. A. Rendon and Mr. Hinojosa voted against the motion. Mr. Mendez abstained from the vote.**

## **8. Presentation of Potential Candidate Firms to provide Professional Planning and Design Services for the TSC Campus Master Plan**

Chairman Rendon called on Mr. Chet Lewis, Vice President of Finance and Administration, to present the item. Mr. Lewis stated that after careful evaluation and analysis of qualifications received, the evaluation committee identified Barnes Gromatzky Kosarek Architects from Austin, Texas, Ford Powell & Carson Architects and Planners, Inc., Muñoz & Company from San Antonio, Texas and OCO-LPA from San Antonio, Texas as the highest ranked respondents to this solicitation. The evaluation was made in accordance to the respondent's qualifications and competence demonstrated in response to the RFQ process.

At the September 25, 2014, Board meeting, the TSC Board of Trustees expressed interest on inviting the highest ranked candidates for interview presentations at the October 16, 2014, meeting. The following firms were in attendance and made a presentation: Muñoz & Company, Ford Powell & Carson Architects, and OCO-LPA.

**9. Consideration and Approval of the Evaluation and Selection of a firm to provide Professional Planning and Design Services for the TSC Campus Master Plan**

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

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis stated that the evaluation process is based on the criteria of the RFQ weighted average. He stated that based on the results of the board's evaluation as per each of the firm's presentation, the highest ranking firm is Munoz & Company. He also stated that if Munoz & Company and TSC cannot reach an agreement then the second ranking firm, Ford Powell & Carson Architects, will be contacted by TSC to seek to negotiate an agreement.

**A motion was made by Mr. Mendez to enter into contract negotiations with Munoz & Company to provide professional planning and design services for the TSC Campus Master Plan and authorize the President to execute a contract if a fair reasonable price is reached. The motion was seconded by Mr. Rivera and carried unanimously. Exhibit "B"**

**10. Consideration and Approval of a plan to Refinance Outstanding Limited Tax Bonds and/or Maintenance Tax Notes**

**Consideration and Approval of a plan to Refinance Outstanding Limited Tax Bonds and/or Maintenance Tax Notes**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis introduced Mr. Noe Hinojosa of Estrada Hinojosa & Company, Inc. Mr. Hinojosa gave an overview on a plan to refinance outstanding limited tax bonds and/or maintenance tax notes.

A motion was made by Mr. Mendez to approve a plan to Refinance Outstanding Limited Tax Bonds and/or Maintenance Tax Notes and direct staff to work with the Financial Advising Firm.

**The motion was amended by Mr. Mendez as follows: to approve a plan to Refinance Outstanding Limited Tax Bonds and/or Maintenance Tax Notes and direct staff to work with the Financial Advising Firm, Windstead (bond counsel) and Wells Fargo (underwriter). The motion was seconded by Mrs. Garza and carried unanimously. Exhibit "C"**

## 11. Consideration and Approval of a Food Supplier for the Early Childhood Center

### Consideration and Approval of a Food Supplier for the Early Childhood Center

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 serve as the food supplier for the Early Childhood Center. The newspaper advertisements were published on May 15<sup>th</sup> 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 company information, representative projects, references and order processing and deliveries. Proposals were received from Labatt Food Services from Harlingen, Texas and Sysco Central Texas from New Braunfels, Texas.

He said after careful evaluation and analysis of proposals received, the evaluation committee has identified it is in the best interest of TSC to purchase items from both vendors Labatt Food Services and Sysco Central Texas, based on the cost break down by specific food items and quantities needed. Additional deliveries will not disrupt the operation of the facility. Evaluation committee members have reviewed technical aspects of mentioned proposals and criteria required for these services.

The services will be provided to the two campus unit locations of the Early Childhood Center that serve the infant/toddler and preschool programs. The description of monthly food purchases and other items include meats, vegetables/fruits, grains/breads, milk and canned goods.

The initial contract term is one (1) year plus three (3) - 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.

**A motion was made by Mr. Hinojosa to select Labatt Food Services and Sysco Central Texas to serve as the food suppliers for the Early Childhood Center and authorize the President to negotiate and execute purchase order contracts. The annual purchases from both suppliers not to exceed \$75,000 in total as presented. The motion was seconded by Mr. Rivera and carried unanimously. Exhibit "D"**

## **12. Consideration and Approval of a Firm to provide Campus Custodial Services**

### **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 RFP process seeking qualified companies to provide custodial services for TSC campus buildings. The newspaper advertisements were published on May 15<sup>th</sup> 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 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.

He stated that 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.

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 (3) - 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.

**A motion was made by Mr. Hinojosa to select Marcis & Associates to provide custodial services for TSC Campus Buildings and authorize the President to negotiate and execute a contract as presented. The motion was seconded by Mr. A. Rendon and carried unanimously.**

*Exhibit "E"*

## **13. Construction Project Update**

Chairman Rendon called on Mr. Lewis to present the item. Mr. Lewis said that the asbestos abatement and demolition project for the Village at Fort Brown buildings

has been completed. He also updated the Board on the relocation of the TSC Nursing and Allied Health Labs. *Exhibit "F"*

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

**The Board convened in Executive Session at 8:32 p.m.**

**The Board reconvened in Regular Session at 8:54 p.m.**

**15. 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.

**16. Proposed Meeting Dates**

**Thursday, November 20, 2014**  
Regular Board Meeting  
**Thursday, December 18, 2014**  
Regular Board Meeting

**Adjournment**

The meeting was adjourned by Chairman Rendon at 8:55 p.m.

  
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Mr. Francisco G. Rendon  
Chairman, Board of Trustees

  
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Mr. Ed Rivera  
Secretary, Board of Trustees

**NOTE:** The tape of the Regular Board of Trustees meeting held on October 16, 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.