

**Region One Education Service Center  
Board of Directors Meeting**

**STATE OF TEXAS**                   §

**COUNTY OF HIDALGO**       §

**January 23, 2018**

**Minutes**

The Board of Directors met on **Tuesday, January 23, 2018** at Region One Education Service Center. **Mr. Ricardo Gutierrez, Vice-Chairperson, established a quorum and called the meeting to order at 11:00 a.m.** The invocation was given by Executive Director, Dr. Cornelio Gonzalez. The Pledge of Allegiance and the Texas Pledge were led by Board Member, Mr. Rey Hernandez.

**Members Present**                   Mr. Ricardo Gutierrez, Vice-Chairperson; Mr. Pete Garcia, Secretary; Mr. Raul R. Chapa, Mr. Ruben Cortez, Mr. Rey Hernandez, Board Members.

**Member Absent**                   Mrs. Alicia E. Requenez, Chairperson, Dr. Manuel Gomez, Jr., Mrs. Laura A. McCoy

**Others Present**                   Dr. Cornelio Gonzalez, Executive Director; Dr. Eduardo Cancino, Deputy Director; Ms. Connie Lopez, Deputy Director; Dr. Marco Antonio Lara, Jr., Deputy Director; Ms. Amanda Galvan, Ms. Annette S. Garcia, Ms. Lori Ramos, Ms. Angela I. Rocha, Mr. Mark Wallace, staff; Mr. Jose Guerrero, ESC attorney; Bill Rusteberg, TPA Consultant; Representatives from Gignac & Associates.

**Public Comment**                   No groups or individuals were present to address the Board.

**Executive Director's Report**                   **School Board Recognition Month**  
Dr. Gonzalez announced that January is School Board Recognition Month. Dr. Gonzalez thanked the Board of Directors on behalf of administration and staff at Region One ESC for their dedicated service and commitment to the communities served by the Region One Education Service Center.

**Presentation of Architectural Draft Designs by Architect Raymond Gignac for Edinburg ESC and Laredo Extension Office**

Dr. Gonzalez advised Board members that on-going meetings with the ESC Architect, Gignac & Associates have been held to discuss ideas about an expansion to the Region One Edinburg building and the Laredo Satellite Office. Initial plans for the Edinburg site was to create a larger meeting room to accommodate up to 1,000 people with the option to divide the room into smaller meeting spaces. With the purchase of the Laredo Satellite Office, Dr. Gonzalez reported that improvements, including adding new meeting room space and parking lot renovations were also discussed with the architectural group. Preliminary artist renderings of the two facilities were shared with the Board. According to the architects, a last minute discovery of a water line on the Edinburg property, further action on the Edinburg project would be delayed.

**On a motion made by Mr. Raul R. Chapa and a second by Mr. Pete Garcia, the Board of Directors retired to Executive Session at 11:34 a.m. under Texas Government Code, Section 551.071(2) to confer with legal counsel. The motion passed unanimously.**

**As per Vice-Chairperson Ricardo Gutierrez, the Board reconvened into open session at 11:40 a.m.**

**Personnel Matters**

**New Employees/:** **Betty Cardenas**  
**Assignments** Brownsville Extension Office  
Specialist – Instructional/Bilingual/Special  
Education Support  
Effective – January 8, 2018

**Adan Mares**  
Office of Information Technology  
Specialist – Business Analyst  
Effective – January 8, 2018

**Resignations:** **None**

**Check Register** – Dr. Cornelio Gonzalez, Executive Director, informed the Board that the Center’s check register for the month of December, 2017 was included for the Board’s review.

**On a motion made by Mr. Raul R. Chapa and a second by Mr. Pete Garcia, the Board of Directors approved consent agenda Items 6-11 as listed below:**

**Minutes of December 19, 2017 Board of Directors Meeting**

Approval of the minutes of the December 19, 2017 Board of Directors meeting as presented.

**Budget Amendments for December, 2017**

Approval of the Budget Amendments for December, 2017 as presented.

**Expenditure Reports as of December 31, 2017**

Approval of the Expenditure Reports as of December 31, 2017 as presented.

**Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies, Proposal 16-01-04, Extension 2 of 2**

Approval of the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies Proposal 16-01-04, Extension 2 of 2 to the following vendors: ***Bosworth Papers*** – Austin, TX; ***Cielo Office Products*** – McAllen, TX; ***Coast to Coast Computer Products*** – Simi Valley, CA; ***Gulf Coast Paper*** - Brownsville, TX; ***Olmsted-Kirk Paper*** – Dallas, TX; ***Quill*** – Lincolnshire, IL; ***Ray’s Business Products*** – Pharr, TX; ***Liberty Paper*** – Los Angeles, CA; ***Marketing & Technical Materials*** – Tualatin, OR; ***School Speciality*** – Greenville, WI; ***Staples Advantage*** – Framingham, MA.

**Region One Purchasing Cooperative HVAC Equipment, Supplies, Installation and Repair RFP 16-AGENCY-000014, Extension 1 of 3**

Approval of Region One Purchasing Cooperative HVAC Equipment, Supplies, Installation and Repair RFP 16-AGENCY-000014, Extension 1 of 3, to the following vendors: ***Airgas Refrigerants, Inc.***, Long Island City, NY; ***CAPP USA***, Clifton Heights, PA; ***Lewis Mechanical Sales, Inc.***, Corpus Christi, TX; ***Terra Cooling LLC***, Harlingen, TX; ***United Refrigeration, Inc.***, Harlingen, TX.

**Third Party Administrator Services (TPA) for the Region One Education Service Center’s Cafeteria Benefits Plan (IRC 125) Administration, COBRA Administration & 403(b) Administration RFP 18-AGENCY-000033**

Approval of Third Party Administrator Services (TPA) for the Region One Education Service Center’s Cafeteria Benefits Plan (IRC 125) Administration, COBRA Administration & 403(b) Administration RFP 18-AGENCY-000033 to the following vendors: *Frates Benefit Administrators – Oklahoma City, OK* for Cafeteria Plan (IRC 125) Administration and Online Enrollment Platform, and *National Benefit Services – West Jordan, UT* for 403(b) Administration, Flexible Spending Account (FSA) Administration, and COBRA Administration.

**Contingency Agreement for Awarding Vendor Selected by RFP for Regional Fiber Network Project**

Mr. Pete Garcia moved and Mr. Raul R. Chapa seconded the motion to approve the Contingency Agreement for awarding Vendor selected by RFP for Regional Fiber Network Project. The motion carried unanimously.

**Consider Procurement Method, Selection Criteria, Review and Ranking Committee, Prevailing Wage Rate and Authorization to seek Proposals/bids for Construction Projects**

Mr. Pete Garcia moved and Mr. Ruben Cortez, Jr. seconded the motion to approve Competitive Sealed Proposals as the procurement method for the construction of the Project.

Administration recommends using the “Criteria to Consider” as described in Section 2269.055 of the Texas Government Code.

Administration also recommends designating the following nine (9) persons to comprise the evaluation and ranking committee:

- The three (3) Board of Trustees Facilities Committee members
- Executive Director
- Deputy Director for Business, Operations & Finance Support
- Director for Facilities and Operations
- Project Architect/Engineer
- Deputy Director for Instructional Support
- Laredo Extension Office Director

*Purchasing will act as the facilitator for the evaluation and ranking committee.*

Administration also recommends the Board adopt the prevailing wage rate as determined by the United States Department of Labor, more commonly referred to as Davis-Bacon.

Finally, Administration recommends the Board to authorize administration to seek Competitive Sealed Proposals for construction project for Laredo project only. The motion carried unanimously.

**Mr. Ricardo Gutierrez, presiding Vice-Chairman over the Board meeting recommend the following Board members to be on the Facilities Committee: Pete Garcia, Dr. Manuel Gomez, Jr., Ricardo Gutierrez.**

Sec. 2269.055. CRITERIA TO CONSIDER. (a) In determining the award of a contract under this chapter, the governmental entity may consider:

- (1) the price;
- (2) the offeror's experience and reputation;
- (3) the quality of the offeror's goods or services;
- (4) the impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses;
- (5) the offeror's safety record;
- (6) the offeror's proposed personnel;
- (7) whether the offeror's financial capability is appropriate to the size and scope of the project; and
- (8) any other relevant factor specifically listed in the request for bids, proposals, or qualifications.

(b) In determining the award of a contract under this chapter, the governmental entity shall:

- (1) consider and apply any existing laws, including any criteria, related to historically underutilized businesses; and
- (2) consider and apply any existing laws, rules, or applicable municipal charters, including laws applicable to local governments, related to the use of women, minority, small, or disadvantaged businesses.

Added by Acts 2011, 82nd Leg., R.S., Ch. 1129 (H.B. 628), Sec. 2.08, eff. September 1, 2011.

Redesignated from Government Code, Chapter 2267 by Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.001(23), eff. September 1, 2013.

**Announcement of Expiration of Board Member Terms and Calling of Region One Education Service Center Board Elections**

Mr. Ruben Cortez, Jr. moved and Mr. Raul R. Chapa seconded the motion to approve the Announcement of Expiration of Board Member Terms for Mrs. Alicia E. Requenez, Place 1-Hidalgo County; Mr. Pedro (Pete) Garcia, Place 4-Hidalgo County, and Mr. Raul (Bobby) Chapa, Place 7-Willacy County on May 31, 2018 and Calling of Region One Education Service Center Board Elections. The motion carried unanimously.

**Adjournment to Closed or Executive Session Pursuant to Texas Government Code Sections 551.071, 551.072 of the Open Meetings Act**

Mr. Raul R. Chapa moved and Mr. Pete Garcia seconded the motion to table the Adjournment to Closed or Executive Session pursuant to the Texas Government Code Section 551.071, 551.072 of the Open Meetings Act for the following purposes:

- A. Evaluation of the Executive Director and Discussion of Contract

The motion carried unanimously.

**Reconvene into Open Session for Action on Matters Discussed in Executive Session**

Item was tabled. No action was taken.

**Suggestions for Future Meetings**

None

**Announcements**

The following announcements were shared with the Board:

**A. Upcoming Board Conferences**

- 2018 MASBA Annual Conference, Airport Hilton, San Antonio, TX, February 22-25, 2018
- 78<sup>th</sup> Annual NSBA Conference, Henry B. Gonzalez Convention Center, San Antonio, TX, April 7-9, 2018

**B. Upcoming Events (Dr. Cornelio Gonzalez)**

**January, 2018**

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The image is a promotional flyer for a Board Appreciation Luncheon. At the top left is the South Texas College logo. In the center, it says "You're invited" in a cursive font, followed by "BOARD APPRECIATION LUNCHEON with the South Texas College Board of Trustees". To the right is a photograph of a smiling woman in a graduation cap and gown holding a diploma. Below the text, there is a blue banner that reads "JOIN THE SOUTH TEXAS COLLEGE BOARD OF TRUSTEES as we recognize the many possibilities established to promote the success of a student at the Board Appreciation Luncheon." Below this banner, the date "Friday, January 26, 2018" is listed, along with the time "1:45-2:45pm Luncheon & Networking 4 - 5:30pm Program". A map shows the location at the intersection of Pecan Blvd and 31st Street. Text on the right identifies the location as "South Texas College Pecan Campus" and the "Cooper Center for Communication Arts" at "2000 W. Pecan Blvd., McAllen, Texas". The South Texas College Pecan Campus logo is also present. At the bottom, it says "Available Parking" with a purple square icon and "Please RSVP by Friday, January 19 to (956) 872-8302".

**February, 2018**

- ESC Inclement Weather Day – Monday, February 19, 2018 – Region One ESC Offices Closed
- ESC Board of Directors Meeting – Tuesday, February 20, 2018,

Region One ESC Brownsville Extension Office, Brownsville, Texas (Evaluation of the Executive Director will take place at this meeting.)

**March, 2018**

- Spring Break – March 12-16, 2018
- Easter Holiday – Friday, March 30, 2018 – Region One ESC Offices Closed

**Adjournment**

Mr. Raul R. Chapa moved and Mr. Pete Garcia seconded the motion to adjourn the meeting at 12:15 p.m. The motion carried unanimously.