MEETING
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

REGULAR

ADMINISTRATIVE SERVICE CENTER
9050 Viscount Blvd.
Board of Trustees Room - #A200
El Paso, Texas 79925

DATE: January 21, 2016

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

1.4 Approval of Minutes:

October 28, 2015 – Regular
November 10, 2015 – Special
December 4, 2015 – Special
December 14, 2015 – Special
December 14, 2015 – Regular

The minutes recorded in the agenda are a summary of the presentations and actions taken. Tape recorded minutes comprise the full official minutes.
1.5 Welcome to Guests and Staff Members

1.6 Open Forum

1.7 Presentations by Individuals, Groups, and Organizations:

1.7.1 Dr. William Serrata (College President) will introduce Ms. Aliana Apodaca (Gifford Foundation) who will present a donation in the amount of $5,000 for the Dr. Ernst E. Roberts, II scholarship fund.

1.7.2 Dr. Serrata will introduce Mr. Eric Pearson, President for El Paso Community Foundation, to present a $4,200 check to the El Paso Community College Buddy Walk Scholarship for Students with Disabilities.

1.7.3 Dr. Serrata will recognize individuals who have retired from the College District.

1.7.4 Mr. Carlos Rivera will address the Board of Trustees regarding the Vietnam Memorial Monument.

1.7.5 Mr. Rick Razo (Project Manager, Project HIGHER) will provide a presentation to the Board of Trustees on Project HIGHER.
1.7.6 Dr. Serrata will present the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2013/2014 to Ms. Josette Shaughnessy, CPA (Vice President, Financial and Administrative Operations) and Mr. Fernando Flores, CPA (Comptroller).

1.7.7 Mr. Rene Peña, CPA and Ms. Teri Reinert, CPA (Partners, Peña Briones McDaniel & Co. PC) will present the audit results for the fiscal year 2015 financial statements.

1.7.8 Optional presentations will be made by the presidents of the Classified Staff Association, the Professional Staff Association, the Faculty Association, and the Student Government Association.

1.8 Communications: None

1.9 Board of Trustees Business

1.9.1 The Board of Trustees will deliberate on amending the Institutional Calendar.
1.9.2 Consideration and deliberation to grant a permanent easement to Comanche Trail Pipeline, LLC consisting of 1.53 acres of land held in trust by the County of El Paso for the amount of $771.70.

The legal description of the properties subject to the Board’s deliberations. They do not contain the metes and bounds surveys or other provisions set out in the respective special warranty deeds to the College whereby the College became the owner of the properties. Both special warranty deeds are available for review at the El Paso County Courthouse in the office of the El Paso County Clerk, 500 E. San Antonio, El Paso, Texas.
1.10 Board Reports

1.10.1 Treasurer’s Report

December 31, 2015

No action is necessary.

1.10.2 President’s Report

1.10.2.1 Dr. Serrata will update the Board of Trustees and audience on recent events that have transpired at the College.

1.11 Consent Docket

2.0 ADMINISTRATION - NONE
3.0 PERSONNEL

3.1 Full-Time Institutionally-Funded Actions

Motion
Second
Ayes
Nays
Abstain

Exhibit 3.1
Pages 75-77

3.2 Full-Time Externally Funded Actions

Motion
Second
Ayes
Nays
Abstain

Exhibit 3.2
Page 75

3.3 Information Items

Motion
Second
Ayes
Nays
Abstain

(No action required)

Exhibit 3.3
Page 79
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a campus-wide annual support agreement with Oracle America, Inc. in the amount of $550,386.

Note: The purpose of the Oracle campus-wide support agreement is to continue the technical support services provided by Oracle America, Inc. for licensed software utilized by Ellucian Banner Administration and web self-service products for concurrent use by El Paso County Community College District students, staff, and faculty. Funding is provided by the Software Maintenance and Technology Fund accounts.

Resource Person: Jenny Girón

4.2 Consideration and deliberation on the approval to enter into a two-year service agreement with Civitas Learning, Inc. in the amount not to exceed $185,000.

Note: El Paso County Community College District and Civitas Learning, Inc. have a strong partnership that began in January 2014. In an effort to continue with the partnership and further development of the applications, Civitas Learning, Inc. has offered a complimentary subscription year during 2016. The cost for the second year of the two-year contract will be $185,000. Funding is provided by the Technology Fund.

Resource Persons: Steven Smith, Jenny Girón
4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

4.3 Consideration and deliberation on the approval to purchase copy paper from Olmstead-Kirk Paper Company for the Instructional Service Centers and Academic Computing Services Labs for fiscal year 2015-2016 in the amount not to exceed $90,000.

Note: To approve the purchase of copy paper for each of the five (5) Instructional Service Centers (ISCs) and the six (6) Academic Computing Services (ACS) Labs for fiscal year 2015-2016. Funding is provided by the Instructional Service Centers and Academic Computing Services Labs operating budgets.

Resource Persons: Jenny Girón, Josette Shaughnessy
Motion
Second
Ayes
Nays
Abstain

5.1 Consideration and deliberation on the approval of the selection of Carl Daniel Architects (CDA) and Mijares-Mora Architects, Inc. to provide architectural design services of district-wide construction projects in the amount not to exceed $100,000.

Note: Requesting approval of the selection of two (2) architectural firms, Carl Daniel Architects (CDA) and Mijares-Mora Architects, Inc. for district-wide architectural design services for construction projects. Funding is provided by the budgetary allocation for each construction project.

Resource Person: Josette Shaughnessy

Exhibit 5.1
Pages 88-91

5.2 Consideration and deliberation on the approval to award a contract to AO General Contractor, Inc. for connection of utilities, foundation and the assembly of a greenhouse structure to be located behind the ASC B Building in the amount not to exceed $58,941.

Note: Requesting approval to award a contract to AO General Contractor, Inc. to provide the Culinary Arts Program with a greenhouse structure to house a new fish farm. The completion of the greenhouse structure and associated utilities will provide the needed space to house the fish farming equipment needed to expand the curriculum of the Culinary Arts Program. Funding is provided by the Culinary Arts Catering and Culinary Arts Greenhouse funds.

Resource Persons: Steven Smith, Josette Shaughnessy

Exhibit 5.2
Pages 92-95
### 6.0 CURRICULUM AND INSTRUCTION

#### Motion

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#### 6.1 Consideration and deliberation on the approval of the purchase of a Computerized Numerical Control Horizontal Turning Center Machine from Magnum Precision Machines, Inc. for student use in the Machining Technology Program in the amount of $71,560.

*Note: Requesting approval to purchase a new KENT KLR-20 CNC Horizontal Turning Center Machine for use by students in the Machining Technology Program. The new machine will provide students with a system that meets industry standards. Funding is provided by the Advanced Technology Center self-supporting budgets.*

*Resource Person: Steven Smith*

#### 6.2 Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board in the amount of $80,000.

*Note: Requesting approval to accept a grant from the Texas Higher Education Coordinating Board (THECB) to subcontract with El Paso County Community College District to undertake some of the THECB work with respect to the U.S. Department of Education Grant Agreement. El Paso County Community College District, in collaboration with RAND and THECB staff, will participate in continuous improvement of strategies implemented to address TSI reforms in Adult Basic Education (ABE).*

*Resource Person: Steven Smith*
6.0 CURRICULUM AND INSTRUCTION

6.3 Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board in the amount of $50,000.

Note: Requesting approval to accept a grant from the Texas Higher Education Coordinating Board to implement the Catch the Next (CTN) Puente Integrated Reading/Writing Program to fast-track students through the developmental reading and writing sequence. CTN launched the Texas Puente model in Spring 2012 with three (3) partnering colleges, El Paso Community College, South Texas College, and Alamo College.

Resource Person: Steven Smith

6.4 Consideration and deliberation on the acceptance of a grant award from JPMorgan Chase Foundation in the amount of $35,000.

Note: Requesting approval of a grant approved by JPMorgan Chase Foundation in support of increasing the practical knowledge of students in the workplace. The grant will support thirteen (13) students with an opportunity to gain professional experience while connecting to business and industry.

Resource Person: Steven Smith
6.5 Consideration and deliberation on the acceptance of a grant award from the Institute for Mexicans Abroad (IME) to provide educational opportunities to obtain an elementary and/or secondary diploma from the Secretaría de Educación de México in the amount of $16,070.

Note: Requesting approval to accept a grant award to provide educational opportunities to Mexican immigrants with limited skills residing in El Paso, Texas. The funds will provide enrollment to a minimum of fifty (50) students and 150 hours of instruction. Funding is provided by the Institute for Mexicans Abroad from the Secretaría de Relaciones Exteriores (Ministry of Foreign Affairs).

Resource Person: Steven Smith
### 7.0 STUDENT SERVICES

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**Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.**

*Note: As new course are brought into the inventory, the Board of Trustees approves the associated tuition rates.*

*Resource Person: Steven Smith*

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**Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses.**

*Note: Workforce and Continuing Education Department is requesting approval for changes in tuition.*

*Resource Person: Steven Smith*
## 8.0 COMMUNITY SERVICES

### 8.1 Consideration and deliberation on the acceptance of a monetary donation from the El Paso Community Foundation in the amount of $4,200.

**Note:** To accept a donation from the El Paso Community Foundation to go towards the EPCC Buddy Walk Scholarship for Students with Disabilities.

**Resource Person:** Josette Shaughnessy

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### 9.0 UNFINISHED BUSINESS

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### 10.0 ADJOURNMENT

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**MINUTES**

PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**REGULAR**

ADMINISTRATIVE SERVICE CENTER
9050 Viscount Blvd.
Board of Trustees Room - #A200
El Paso, Texas 79925

DATE: October 28, 2015

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1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:07 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All members of the Board of Trustees were present.

Mr. Fierro asked Mr. Saul Candelas (Vice President, Research and Accountability) to lead the Trustees and audience in the Pledge of Allegiance.

1.3 The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

The Board of Trustees recessed into Executive Session at 5:09 p.m.

The Board of Trustees reconvened the meeting at 6:30 p.m.
1.4 Approval of Minutes:

- September 2, 2015 – Public Hearing
- September 9, 2015 – Public Hearing
- September 16, 2015 – Regular

The minutes recorded in the agenda are a summary of the presentations and actions taken. Tape recorded minutes comprise the full official minutes.

Motion to approve was made by Mr. Fierro and seconded by Trustee Brian Haggerty. Motion to approve passed.

1.5 Welcome to Guests and Staff Members

Mr. Fierro welcomed the guests and staff members in the audience to the meeting.

1.6 Open Forum – None

1.7 Presentations by Individuals, Groups, and Organizations:

1.7.1 Dr. William Serrata (President) will recognize individuals retiring from the College District.

Dr. Serrata introduced Ms. Martha Sanchez (Manager, Tutorial Support Services) and recognized her for her 24 years of dedicated service to the College District.
1.7.2 Optional presentations will be made by the presidents of the Classified Staff Association, the Professional Staff Association, the Faculty Association, and the Student Government Association.

Dr. Carina Ramirez (President, Faculty Association) addressed the Board of Trustees via a tape recorded message.

Dr. Ramirez congratulated Ms. Pamela Payne (Executive Assistant to the President and Board of Trustees) on her recognition as the Western Region Professional Board Staff Member Award by the Association of Community College Trustees (ACCT). She also congratulated the EPCC architecture students on having set up a successful interactive pavilion at the city’s recent Chalk the Block event in downtown El Paso. Dr. Ramirez praised the administration for continuing support of faculty development. She commented that the Spanish Immersion program delivered in August, remains the best language program ever to have served the faculty. She also applauded the efforts of Diversity Programs for the successful events provided during Hispanic Heritage month. She congratulated faculty at the Transmountain campus for organizing a Debate Watch and the faculty at the Valle Verde campus for organizing an event featuring Reverend Dirk Ficca (former Executive Director, Parliament of World Religions).

Dr. Ramirez addressed concerns regarding campus security and safety in light of the recent incident at the Northwest Campus. She commented that the Tejano Alerts were not sent timely.
Dr. Ramirez expressed concerns that faculty and students have not been included in committees formed to discuss guns on campuses.

She commented that the faculty would like to see locks placed on all classroom doors and to install panic buttons and emergency phones in all classrooms.

Mr. Daniel Gaytan (President, Professional Staff Association (PSA)) addressed the Board of Trustees regarding revisions to college procedures relating to employee grievances on wages, hours and working conditions and a procedure and policy relating to employee performance and dismissal of an employee. He commented that the policy and procedures had been thoroughly reviewed and revisions had been submitted. He also requested that members of the PSA be provided with proper training on procedure 2.01.03.14 relating to policies and procedures and how and what employees have to say about proposed changes to policies and procedures open for district-wide review.

Mr. Gaytan commented on the results of the compensation study conducted by Evergreen. He asked that when the results are ready for publication, the association would like aggregate data by constituency group, based on administrator, faculty, classified, professional, law enforcement, skill trades and any other group. He stated that the aggregate data include the number of salary improvements by group and the total dollar amount going to each group.
He discussed the “Keep El Paso Warm.” He noted that PSA, the EPCC Police Department, along with the El Paso County Sheriff's department is collecting blankets, coats and warm clothing to provide to the community. He encouraged everyone to donate at any of the campus collection points.

1.8 Communications: None

1.9 Board of Trustees Business

1.9.1 The Board will deliberate on agreeing to a minor boundary change to Free Trade Zone No. 68 in El Paso County. If approved, Cazador Logistics, LLC will use the enlarged zone as a distribution facility.

Motion to approve was made by Mr. Fierro and seconded by Trustee Belen Robles. Motion to approve passed.

Mr. Fierro announced that a committee needed to be formed to review contract details for the President’s evaluation.

Motion was made by Mrs. Robles and seconded by Mr. Fierro for the Chair to appoint a committee of three Trustees to review the President’s current contract and to gather additional information to provide recommendations to the Board of Trustees. Mr. Fierro asked Trustee Carmen Olivas Graham and Trustee John Uxer if they would be on the committee with him. Motion to approve passed.
Mr. Fierro and the Board of Trustees presented a framed recognition and gift to Mrs. Payne in recognition of receiving the Western Region Professional Board Staff Member award at the recent Association of Community College Trustees Conference in San Diego, California.

1.10 Board Reports

1.10.1 Treasurer’s Report

August 31, 2015

No action is necessary.

1.10.2 President’s Report

1.10.2.1 Dr. Serrata will update the Board of Trustees and audience on recent events that have transpired at the College.

Dr. Serrata read a letter from District Attorney Jaime Esparza to the Board of Trustees thanking the Trustees for the use of the Valle Verde campus during the recent “Help, Hope, Healing Voice Walk for Crime Victims” event.

Dr. Serrata also addressed recent events including the STARS Scholarship Extravaganza on October 6, the Hispanic Heritage Mentor’s Dinner on October 14, a check presentation ceremony with Texas Mutual, and the Grand Opening of the Socorro Early College on October 26.
Dr. Serrata also commented that the College hosted the Hispanic Serving Institution’s Community of Practice webinar on October 23. He noted that EPCC was selected by the Department of Education to serve as one of the lead colleges for this important initiative. He thanked Dr. Jenny Girón and Ms. Keri Moe for organizing the event.

Dr. Serrata thanked the members of the Board of Trustees for attending the ACCT Congress in October. He thanked Mr. Fierro and Dr. Graham for joining him in a presentation entitled: “Partnering for Student Success: Scaling Up by Moving Down.”

Dr. Serrata thanked Mr. Claude Mathis and Ms. Sue Selk for organizing the 2nd Annual Dual Credit Conference hosted by EPCC on October 24. He commented that over 200 area school administrators participated in the event. He also stated that the 10th Annual Veteran’s Business Conference was hosted by the Contract Opportunity Center earlier that day. He thanked Mr. Pablo Armendariz and Ms. Julie Suarez for organizing the event.

Dr. Serrata asked Ms. Angeles Vazquez (Statistical Research Associate, Institutional Research to come forward and presented her with a Certificate of Achievement from the Association of Institutional Research for completion of the Data and Decisions Academy.
1.11 Consent Docket

Motion to approve was made by Secretary Selena Solis and seconded by Mr. Fierro. Motion to approve passed.

(Note: Items 3.2 and 8.1 were included on the consent docket.)

2.0 ADMINISTRATION – NONE
3.0 PERSONNEL

3.1 Full-Time Institutionally-Funded Actions

Motion to approve was made by Mr. Haggerty and seconded by Trustee Gracie Quintanilla. Motion to approve passed.

Exhibit 3.1
Pages 51-55

3.2 Full-Time Externally Funded Actions

Item adopted on the consent docket.

Exhibit 3.2
Pages 56-57

3.3 Information Items

(No action required)

Exhibit 3.3
Page 58
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of contract awards for district-wide on-site catering services in the amount not to exceed $250,000 in the aggregate.

Note: To approve contract awards to provide administrative and instructional departments with the ability to utilize on-site catering services on an as-needed basis. Funding is provided by each individual College department’s budget.

Resource Person: Josette Shaughnessy

Motion to approve items 4.1 and 4.2 was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed. (Note: Dr. Graham voted against this item.)

4.2 Consideration and deliberation on the approval of the purchase of Apple iMac Pro computers and laptops for the Music, Graphic Design, and Mass Communications labs and computer classrooms in the amount of $155,507.

Note: To purchase forty-nine (49) computers and twelve (12) laptops to upgrade technology. Funding is provided by the Integrated Technology Committee fund.

Resource Person: Steven Smith

Item passed. (Note: Dr. Graham voted against this item.)
### 4.0 FINANCIAL SERVICES

#### 4.3 Consideration and deliberation on the approval of contract awards for district-wide storefront prepared food services in the amount not to exceed $75,000 in the aggregate.

**Note:** To approve contract awards to provide administrative and instructional departments with the ability to utilize storefront prepared food services on an as-needed basis. Funding is provided by each individual College department’s budget.

**Resource Person:** Josette Shaughnessy

Motion to approve was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed.

#### 4.4 Consideration and deliberation on the approval to accept a donation of PILOT funds from the Housing Authority of the City of El Paso in the amount of $43,323.

**Note:** These PILOT funds have been proportionally distributed to the different taxing entities which may waive them for the benefit of the YWCA day care programs. Historically, El Paso County Community College District has not accepted these funds so that they may be forwarded to the YWCA for the provision of day care services for EPCC students.

**Resource Person:** Josette Shaughnessy

No action was taken on this item.
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval for a contract with Western Environmental Management to provide water treatment services district-wide in the amount of $67,200.

Note: The purpose of this contract is to provide water treatment services, chemicals, and training to EPCC personnel for the district-wide mechanical heating and cooling equipment. The initial contract would be one (1) year with an option to renew on an annual basis, for an additional four (4) years, for a potential maximum contract award of five (5) years. Funding is provided by the Facilities Maintenance Operations account.

Resource Person: Josette Shaughnessy

Motion to approve was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed.
Motion 6.1 Consideration and deliberation on the acceptance of a grant award from the Texas Workforce Commission in the amount of $119,476.

Note: To approve the acceptance of a grant award from the Texas Workforce Commission to increase the workforce capacity in the El Paso area by offering training opportunities to local apprenticeship sponsors.

Resource Person: Steven Smith

Motion to approve items 6.1 and 6.2 was made by Ms. Solis and seconded by Mr. Haggerty. Motion to approve passed.

Motion 6.2 Consideration and deliberation on the acceptance of a grant award from the Texas Mutual Insurance Company in the amount of $100,000.

Note: To approve the acceptance of a grant award from the Texas Mutual Insurance Company to provide safety classes to students.

Resource Person: Steven Smith

Item passed.
### 6.0 CURRICULUM AND INSTRUCTION

#### Motion

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#### 6.3 Consideration and deliberation on the addition of a new vendor for the purchase of library materials for College libraries and other departments district-wide.

**Note:** To add Yankee Book Peddler (YBP) Library Services to the list of approved vendors for library materials. Funding is provided by the five (5) campus library budgets.

**Resource Person:** Steven Smith

Motion to approve items 6.3 and 6.4 was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed.

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#### 6.4 Consideration and deliberation on the approval to award a contract to American Databank for drug screening and background check services as needed district-wide.

**Note:** To award a contract to American Databank to provide drug screening and background check services on an as-needed basis for students, faculty, and staff district-wide. Funding is provided by the Human Resources Department.

**Resource Person:** Josette Shaughnessy

**Steven Smith**

Item passed.
7.0 STUDENT SERVICES

### Motion 7.1
Consideration and deliberation on the acceptance of a grant award from Volar Center for Independent Living and the Texas Council for Developmental Disabilities in the amount of $35,000.

**Note:** To accept a grant award from Volar Center for Independent Living and the Texas Council for Developmental Disabilities to provide individuals with intellectual and developmental disabilities with educational coaches and support services to assist them to complete a level one certificate.

**Resource Person:** Linda Gonzalez-Hensgen

Motion to approve items 7.1 and 7.2 was made by Mr. Haggerty and seconded by Ms. Solis. Motion to approve passed.

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### Motion 7.2
Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.

**Note:** As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.

**Resource Person:** Steven Smith

Item passed.

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Exhibit 7.1
Page 86

Exhibit 7.2
Pages 87-88
7.0 STUDENT SERVICES

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7.3 Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses.

Note: Workforce and Continuing Education Department is requesting approval for changes in tuition.

Resource Person: Steven Smith

Motion to approve was made by Mr. Haggerty and seconded by Ms. Solis. Motion to approve passed.
8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance of a monetary donation in the amount of $200.

Note: To accept the donation from an anonymous donor. Donation will be used to support the Vocational Nursing Program pinning ceremony.

Resource Person: Josette Shaughnessy

Item adopted on the consent docket.

9.0 UNFINISHED BUSINESS

Mr. Fierro announced that there would not be a regular meeting during November and the next regular meeting of the Board of Trustees will be held on Wednesday, December 16, 2015 at 5:00 p.m. in the Board Room at the Administrative Services Center.

10.0 ADJOURNMENT

Motion to adjourn was made by Mr. Haggerty and seconded by Mr. Uxer. Motion to adjourn was approved by unanimous consent. The meeting was adjourned at 7:25 p.m.
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 12:02 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – The following members were present when roll was called: Chair Fierro, Vice Chair Brian Haggerty, Trustee Belen Robles and Trustee John Uxer.

(Trustee Carmen Olivas Graham arrived at 12:03 p.m., Trustee Gracie Quintanilla arrived at 12:15 p.m. and Secretary Selena Solis arrived at 12:30 p.m.)

1.3 The Board of Trustees will deliberate on correcting the minutes of its December 2, 2014 meeting, to reflect an amendment to the President’s Employment Contract regarding remuneration.

Mr. Fierro commented that when the evaluation took place in December 2014 and the motion was made on modifications to the President’s contract, he left off a key sentence. Mr. Edward Dunbar (Legal Counsel) commented that the minutes would amend Article 2 in the President’s contract and the Board of Trustees’ intention was to award the President a one-time $10,000 lump sum to use in any matter which the President directs. The corrected minutes were attached.

Motion to approve the minutes as amended was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed. (Note: Mrs. Quintanilla and Ms. Solis were not present for the vote.)

Mr. Fierro distributed a flyer to the Board of Trustees regarding the Classified Staff Association’s Annual Turkey Drive and encouraged the Trustees to donate to this worthy cause.
1.4 The Board of Trustees will deliberate on the implementation of the College Master Plan submitted by SmithGroupJJR + Mijares-Mora, to include deliberation on the Master Plan’s recommendations, potential revisions, priorities and budgeting matters.

The Board of Trustees recessed at 12:05 p.m. and reconvened at 12:40 p.m. Ms. Solis and Mrs. Quintanilla arrived before the meeting was reconvened. Dr. Graham offered to tour the Board of Trustees at two of the new schools in the Socorro Independent School District.

Dr. Serrata reviewed the Master Plan process. He commented that the first step during the workshop was to review the priorities and then receive a presentation on the financing options. Dr. Serrata commented that the administration has continued to move the District forward by renovating a number of buildings during the process. He commented that Phase I of the recommendations may have to be broken into three phases.

Dr. Serrata invited Mr. Michael Johnson of SmithGroupJJR to begin the presentation. He introduced the other members of the SmithGroupJJR team: Mr. Eddie Garcia, Ms. Lauren Williams, Mr. Jorge Mora (Mijares-Mora) and Mr. Scott Macpherson (Rider Levett Bucknall).

Mr. Johnson commented that there was not a presentation for the Trustees, however there was a Master Plan document and appendix to review during the discussions. Mr. Johnson reviewed the different projects by campus and discussed the potential priorities by campus.

Dr. Serrata asked Ms. Josette Shaughnessy (Interim Vice President, Administration and Financial Operations) to provide an overview of the possible funding scenarios for the Master Plan.
Ms. Shaughnessy invited Ms. Maria Urbina (Senior Vice President, First Southwest) to provide a presentation to the Board of Trustees on the various funding scenarios and the options available to the Trustees for funding.

Mr. Fierro commented that the Board of Trustees should review the materials provided and meet again in a few weeks. He asked that Dr. Serrata and the administration provide recommendations for the priorities at each campus to be discussed at this meeting. Discussion followed on possible dates for the meeting. The Board of Trustees set the date of December 4 at the Mission del Paso Campus for the next workshop on the Master Plan. Dr. Graham will make arrangements for the tour of the two new high schools (Eastlake and Pebble Hills) in the morning prior to the meeting.

1.5 Adjournment

Motion to adjourn was made by Mr. Haggerty and seconded by Ms. Solis. Motion to adjourn passed. The meeting was adjourned at 3:31 p.m.

Motion was made by Mr. Fierro and seconded by Dr. Graham to reconvene the meeting at 3:37 p.m. Motion to reconvene passed.

Motion was made by Mr. Fierro and seconded by Dr. Graham to recess into Executive Session. Motion passed.
The Board of Trustees recessed into Executive Session at 3:38 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting adjourned by unanimous consent at 3:50 p.m.
MINUTES
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

SPECIAL
Mission del Paso Campus
10700 Gateway Blvd. East, Room #E-109
El Paso, Texas 79927

DATE: December 4, 2015

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 1:40 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All Trustees were present with the exception of Vice Chair Brian Haggerty and Trustee Carmen Olivas Graham. Secretary Selena Solis arrived at 1:46 p.m.

1.3 Consideration and deliberation on the approval of an Interlocal Agreement with the Socorro Independent School District for the Rams Early College High School.

Motion to approve was made by Mr. Fierro and seconded by Trustee Belen Robles.

Dr. William Serrata (College President) recognized Dr. Jose Espinoza (Superintendent, Socorro Independent School District) and members of his team and thanked them for their support. Dr. Serrata commented that this would be the ninth Early College High School located at Montwood High School and the third with the Socorro Independent School District.

Dr. Espinoza commented on the outstanding partnership with El Paso Community College. He stated that this was an exciting opportunity for the Montwood community and the students at Montwood.

Motion to approve passed. (Note: Ms. Solis arrived at 1:46 p.m. and recused herself from voting on this item.)

1.4 The Board of Trustees will deliberate on the implementation of the College Master Plan submitted by SmithGroupJJR + Mijares-Mora, to include deliberation on the Master Plan’s recommendations, potential revisions, priorities and budgeting matters.
Mr. Fierro discussed the Special meeting that was held in November regarding the Master Plan where the Board received the presentation from the SmithGroup. He commented that now the College needed to prioritize and determine the funding.

Ms. Josette Shaughnessy (Interim Vice President, Administration and Financial Operations) addressed the Board of Trustees and commented that after the last meeting the administration was directed to present recommendations for the priorities and funding options for the Master Plan. She stated that the administration’s recommendation on the priorities for the Master Plan is based on projected costs for Phase I of $255 million.

Dr. Serrata addressed the proposed funding structure of Phase I. He commented that Phase I will be broken into three phases, Phase I-A ($60 million), Phase I-B ($150 million), and Phase I-C ($45 million) with a total estimated cost of $255 million. Dr. Serrata stated that the administration will only be asking the Board to approve Phase I-A today.

Three proposals for Phase I-A were presented to the Trustees. The administration’s recommendation to the Trustees was Version 3 at a total cost of $62.4 million. This proposal would include renovations or new construction at each of the five existing campuses. This proposal would include delaying construction of the Fort Bliss Campus to Phase I-B, which would take place in 2020-2021. This recommendation by the administration was reached based upon the needs to accommodate the students at the five existing campuses.

Ms. Shaughnessy addressed the funding for Phase I-A. She discussed that there are existing funds of $10 million that have been held in reserve from the 2007 bond proceeds and the issuance of $50 million of new revenue bonds in 2016.
Ms. Shaughnessy reviewed the funding options available by issuing new revenue bonds in 2016, as well as the impact on tuition and general use fees.

Motion to approve moving forward with the Master Plan Phase I-A Proposal – Version 3 was made by Mr. Fierro and seconded by Ms. Solis. Motion to approve passed.

The Board of Trustees recessed at 3:15 p.m.

The Board of Trustees moved into Executive Session at 3:20 p.m.

The meeting was adjourned by unanimous consent at 3:40 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MINUTES

December 14, 2015
Special

REGULAR
January 21, 2016
Exhibit 1.4
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 12:13 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All Trustees were present with the exception of Vice Chair Brian Haggerty. Trustee Gracie Quintanilla arrived at 2:05 p.m.

1.3 The performance of the College President shall be evaluated by the Board of Trustees as provided by his contract of employment. Such evaluation may include a review and revision of the contract.

Dr. Serrata provided materials to the Board of Trustees on his executive goals for the fiscal year 2014-2015. His executive goals covered the following four areas:

- E-Engagement
- P-Partnerships
- C-College-Going Culture
- C-Completion

The presentation also included advancements made by the College from the previous fiscal year.

At the conclusion of his presentation, the Board of Trustees went into closed or Executive Session at 4:58 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate
regarding college district security as authorized by §551.076 of the code.

The Board of Trustees reconvened at 5:43 p.m.

Motion was made by Mr. Fierro and seconded by Trustee Carmen Olivas Graham to make the following adjustments to the President’s contract: 1) increase base salary by 3%, effective September 1, 2015; 2) an additional salary increase of 10% based on a positive performance evaluation effective September 1, 2015 and upon the implementation of the Evergreen Classification and Compensation Study; 3) an additional increase of emoluments in the amount of $17,000; and 4) contract extension of one additional year through 2023. All other contract benefits remain intact. Motion passed.

1.7 Adjournment

Meeting was adjourned by unanimous consent at 5:44 p.m.
MINUTES
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

REGULAR

ADMINISTRATIVE SERVICE CENTER
9050 Viscount Blvd.
Board of Trustees Room - #A200
El Paso, Texas 79925

DATE: December 14, 2015

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:58 p.m. by Board of Trustees Chair Art Fierro.

Mr. Fierro asked Mr. Keith Townsend (Director of Forensics) to lead the Trustees and audience in the Pledge of Allegiance.

1.2 Roll Call – The following Trustees were not present: Vice Chair Brian Haggerty, Secretary Selena Solis, and Trustee Belen Robles.

1.3 The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

No executive session took place.
1.4 Approval of Minutes:

October 28, 2015 – Regular

November 10, 2015 – Special

The minutes recorded in the agenda are a summary of the presentations and actions taken. Tape recorded minutes comprise the full official minutes.

Motion to approve was made by Mr. Fierro and seconded by Trustee Gracie Quintanilla. Motion failed. (Note: Trustee Carmen Olivas Graham abstained.)

1.5 Welcome to Guests and Staff Members – Mr. Fierro welcomed the guests and staff members in the audience to the meeting.

1.6 Open Forum - None

1.7 Presentations by Individuals, Groups, and Organizations:

1.7.1 Dr. William Serrata (College President) will recognize individuals who have retired from the College District.

Dr. Serrata introduced Mr. Javier Garcia (Accounts Receivable Clerk) and thanked him for his 18 years of dedicated service to the College District.

Dr. Serrata also introduced Mr. Frank Guerra (Assistant Director of Veterans Affairs) and thanked him for his 38 years of dedicated service to the College District.
1.7.2 Mr. Brian Kirby (Advisor, Phi Theta Kappa) and Officers of the EPCC Omega Gamma Chapter of Phi Theta Kappa (PTK) will provide an update to the Board of Trustees on the local chapter activities.

Mr. Kirby introduced the student officers from PTK: Ms. Nicole Humphrey – President, Ms. Itzel Tejeda – Vice President of Scholarships, Ms. Marina Newman – Secretary, Ms. Fernanda Jimenez – Vice President of Service, and Ms. Sulene Medina Del Valle, Vice President of Fundraising. The students presented information on their 2015 Honors in Action project, which focused on tackling educational inequity in the community. Other community outreach service projects included: Books are Gems Floor Recovery Benefit, Junior Achievement Program, Relay for Life, and Walk Like MADD. The students also discussed their efforts working with the University of Texas at El Paso in establishing transfer scholarships for PTK students.

Ms. Tejeda was recognized for winning 1st Place for her research on “Biosynthesis of Silver Nanoparticles using Lactobacillus” at the SACNAS Conference in Washington, DC.

1.7.3 Optional presentations will be made by the presidents of the Classified Staff Association, the Professional Staff Association, the Faculty Association, and the Student Government Association.

Ms. Jessie Arellano (Public Relations Officer – Classified Staff Association) provided information to the Board of Trustees on recent activities. She discussed the Turkey Drive in November benefiting the Winchester House Transitional Living Center, the Opportunity Center for the Homeless, and Restoring Our Community in Fabens.
She also invited the Board of Trustees and audience to attend the Christmas Dance scheduled for December 18.

Dr. Carina Ramirez (President, Faculty Association) addressed the Board of Trustees and expressed their condolences regarding the recent death of faculty member William Wolfe.

She commented on the Southwest Seminar for Great Teaching and thanked Joel Villademoros and Ana Resendez for their organization and support. She also thanked the administration for supporting this endeavor.

She commented on concerns regarding campus safety and was appreciative of the administration’s efforts on the purchase and upcoming installation of door locks for classrooms.

1.8 Communications: None

1.9 Board of Trustees Business: None

1.10 Board Reports

1.10.1 Treasurer’s Report

   September 30, 2015
   October 31, 2015
   November 30, 2015

No action is necessary.
1.10.2.1 As part of the President’s Report, Mr. Keith Townsend (Director of Forensics) will provide an update on the results of the Forensics Team Fall 2015 competitions.

Dr. Serrata commented on activities the team was able to participate in while in New York City. He stated that the team experienced an exclusive backstage tour of the Metropolitan Opera House, visited New York Public Radio where four students participated in an in-studio interview with radio host John Hockenberry that will air on NPR and PRI in January and February. The entire team also participated in a behind the scenes tour of the New York Public Radio station.

Mr. Townsend thanked the administration for the support received throughout the year. He commented that the team had competed in eight competitions during the year to prepare for the National Tournament. He reported that EPCC had numerous 1st place finishes during the competition season. He announced that to date, 14 students had qualified for the National Tournament and believed that all of the students would qualify to compete at the National Tournament. He also commented that two of the debaters had qualified for the Phi Rho Pi National Tournament.
1.10.2.2 Dr. Serrata will update the Board of Trustees and audience on recent events that have transpired at the College.

Dr. Serrata announced that the Surgical Technology Program was granted continuing accreditation from the Commission on Accreditation of Allied Health Education Programs.

Dr. Serrata commented that the Greater El Paso Chamber of Commerce has named Mr. Rick Webb (Dean, Math, Science and Career and Technical Education) and Ms. Joyce Cordell (Director, Marketing and Community Relations) to the Leadership El Paso Class 38.

Dr. Serrata highlighted the EPCC and UTEP Articulation Summit held on November 18 at the UTEP campus. He noted that meetings will be held throughout the year on ways of improving articulation efforts between the two institutions. He also discussed a profile done by “The Takeaway”, a co-production of WNYC Radio and Public Radio International, in collaboration with the New York Times and WGBH Boston in a story that aired nationally on Wednesday, November 25. He commented that EPCC was among five leading institutions to be profiled by the nationally syndicated program and that additional stories featuring EPCC will be aired next year. Dr. Serrata thanked Ms. Keri Moe for her efforts in organizing the story.
Dr. Serrata commented on other events that took place during December including the Mission Early College High School Stoling Ceremony on December 3, the EPCC Leadership Academy graduation held on December 4, the Hometown Heroes Event sponsored by The Prudential Company on December 5, the Nursing Pinning Ceremony on December 10, Commencement on December 11, a meeting held with the representatives of the Texas Workforce Commission and the Skills Development Fund on December 11, and the Fire Technology Graduation Ceremony on December 15.

1.11 Consent Docket

Motion to approve the consent docket was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed.

2.0 ADMINISTRATION - NONE
### Motion

**3.0 PERSONNEL**

#### 3.1 Full-Time Institutionally-Funded Actions

Motion to approve was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed.

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<th>Motion</th>
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#### 3.2 Full-Time Externally Funded Actions - None

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#### 3.3 Information Items

(No action required)

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Exhibit 3.1

Pages 105-106

Exhibit 3.3

Page 107
### Motion 4.1

Consideration and deliberation on the approval of the purchase of photo, video, and audio equipment for the Mass Communication labs and computer classrooms from B&H Foto and Electronics, Corp. in the amount of $84,993.

*Note: To purchase specific production items to update technologies to achieve course objectives for instruction in the Mass Communication labs. Funding is provided by the Integrated Technology Committee fund.*

**Resource Person:** Steven Smith

Motion to approve was made by Dr. Graham and seconded by Mr. Fierro. Motion to approve passed.

### Motion 4.2

Consideration and deliberation on the approval to award a three (3) year contract to Speedy Buck, Inc. for Automated Teller Machine (ATM) services.

*Note: To provide affordable and accessible Automated Teller Machine (ATM) services to the students, faculty, and staff of El Paso County Community College District.*

**Resource Person:** Josette Shaughnessy

Motion to approve was made by Mr. Fierro and seconded by Mrs. Quintanilla. Motion to approve passed.
4.3 Consideration and deliberation on the approval of an extension of the current contract for beverage vending services with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group).

*Note: To extend the term of the contract award with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group) through February 29, 2016 in order to allow the committee to conclude its evaluation of proposals and bring a recommendation for a new contract.*

*Resource Person: Josette Shaughnessy*

Motion to approve was made by Dr. Graham and seconded by Mr. Fierro. Motion to approve passed.

5.0 PHYSICAL FACILITIES - NONE
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of the purchase of simulator products and equipment for the Nursing and Medical Emergency Medical Services (EMS) Programs in the amount not to exceed $360,000.

Note: To approve the purchase of simulator capable manikins (SimMom®, SimMan®, SimBaby®, and SimPad®) for student use in the Nursing and EMS Programs. Funding is provided by the Instructional Equipment budget.

Resource Person: Steven Smith

Motion to approve items 6.1 and 6.2 was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed.

6.2 Consideration and deliberation on the acceptance of a Hispanic-Serving Institution (HSI) Science, Technology, Engineering and Math (STEM) grant award from the U.S. Department of Education for the El Paso Community College/Texas Tech University College of Architecture in the amount of $1,132,396.

Note: To approve the fifth-year grant award of a five-year grant from the U.S. Department of Education between El Paso Community College and Texas Tech University College of Architecture.

Resource Person: Steven Smith

Item passed.
6.0 CURRICULUM AND INSTRUCTION

6.3 Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board (THECB) in the amount of $15,000.

Note: To approve a grant award from THECB to sub-contract with El Paso County Community College District to collaborate with RAND Corporation and THECB in planning activities for a mainstream study for research supporting implementation of the Texas Success Initiative (TSI).

Resource Person: Steven Smith

Motion to approve was made by Dr. Graham and seconded by Mrs. Quintanilla. Motion to approve passed.
7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

7.1 Consideration and deliberation on the approval to purchase Corbin entrance locks from IDN-Acme, Inc. for approximately 600 classrooms district-wide. Amount not to exceed $116,021.

Note: To approve the request to purchase Corbin entrance locks for approximately 600 classrooms district-wide. The purchase of these locks will allow students or faculty in a classroom to lock the classroom doors from inside, should it become necessary. Funding is provided by the Project Reserve fund.

Resource Person: Linda Gonzalez-Hensgen

Motion to approve items 7.1 and 7.2 was made by Dr. Graham and seconded by Mrs. Quintanilla.

7.2 Consideration and deliberation on the approval of additional funds for the use of extra private security district-wide by the Police Department in the amount not to exceed $70,000 for the current budget year.

Note: To approve the request for additional funds for one year for the use of extra private security guards between the hours of 10:00 p.m. and 6:00 a.m., seven (7) days a week. Funding is provided by the Vehicle Registration fund.

Resource Person: Linda Gonzalez-Hensgen

Item passed.
7.0 STUDENT SERVICES

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7.3 Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.

Note: As new course are brought into the inventory, the Board of Trustees approves the associated tuition rates.

Resource Person: Steven Smith

Motion to approve items 7.3 and 7.4 was made by Dr. Graham and seconded by Mrs. Quintanilla. Motion to approve passed.

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7.4 Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses.

Note: Workforce and Continuing Education Department is requesting approval for changes in tuition.

Resource Person: Steven Smith

Item passed.

Exhibit 7.3
Pages 120-121

Exhibit 7.4
Pages 122-124
Motion 8.1 Consideration and deliberation on the acceptance monetary donations.

Note: To accept donations from Castro Enterprises, Inc., d/b/a/ McDonalds; Food City Supermarkets; METI, Inc.; Enrique Moreno, Attorney at Law; Senator Jose Rodriguez; USI Southwest; ZGS Communications, Inc./KTDO Telemundo; Jose Hall; Eloisa Martinez; Mayra Cordero; Keep El Paso Beautiful.

Resource Person: Josette Shaughnessy

Item adopted on the consent docket.

Motion 9.0 UNFINISHED BUSINESS

Mr. Fierro announced that the next meeting of the Board of Trustees will be held on Thursday, January 21, 2016 at 5:00 p.m.

Motion 10.0 ADJOURNMENT

Motion to adjourn was made by Dr. Graham. Motion to adjourn passed by unanimous consent.

The meeting was adjourned at 6:47 p.m.
**ABSTRACT**

**Item(s) to be Considered:** Consideration and deliberation to grant a permanent easement to Comanche Trail Pipeline, LLC consisting of 1.53 acres of land held in trust by the County of El Paso for the amount of $771.70.

**Resource Person:** Edward Dunbar

**Explanation:** This property is being held in trust for the College and other taxing entities by the County of El Paso. The acreage is not contiguous to any property owned by the College; it is an isolated tract of 40 acres in far east El Paso County and is not connected to any public road.

The entirety of the property was valued at $5,600 by the Central Appraisal District in 2015. The permanent easement for the pipeline will consist of 1.53 acres being fifty (50) feet in width situated on the southern portion of the tract.

Comanche Trail Pipeline, LLC is offering $771.70 to the County for the easement. The County obtained title as a result of back taxes, and the property was subsequently struck off to the County.

**Recommendation:** Approval by the Board of Trustees.
### Exhibit 3.1
Full-Time Institutionally-Funded Actions

<table>
<thead>
<tr>
<th><strong>CassoLopez, Jose</strong></th>
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<table>
<thead>
<tr>
<th><strong>Garcia, Leticia</strong></th>
<th><strong>Munoz, Bertha</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor</td>
<td>Coordinator, Language Institute Office</td>
</tr>
<tr>
<td>Faculty</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Counseling</td>
<td>Language Institute</td>
</tr>
<tr>
<td>Temporary (Lecturer) Status</td>
<td>01/25/16 – 08/31/16</td>
</tr>
<tr>
<td>01/11/16 – 05/14/16</td>
<td>Grade E</td>
</tr>
<tr>
<td>Grade C/4</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td>Extension of Appointment</td>
<td>(Replacement Action)</td>
</tr>
</tbody>
</table>

(Exhibit 3.1.1)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Murphy, Melissa**
Procurement Specialist
Professional Support
Contract Opportunities Center
Temporary Status
01/01/16 – 08/31/16
Grade C
Extension of Appointment

**Ragona, Lisbeth**
Instructor
Faculty
Business Administration
Temporary (Lecturer) Status
01/11/16 – 05/14/16
Grade C/2
Extension of Appointment

**Riveroll, Hector**
Lab Assistant III
Classified Staff
Biology
01/25/16 – 08/31/16
Grade E
Competitive Appointment
(New Position)

**Rosales, Azalia**
Program Assistant
Classified Staff
Workforce Development
Temporary Status
01/01/16 – 05/31/16
Grade D
Extension of Appointment

**Salcedo, Alicia**
Administrative Associate
Classified Staff
Contract Opportunities Center
Temporary Status
01/01/16 – 08/31/16
Grade E
Extension of Appointment

**Shuman, Rochelle**
Instructor
Faculty
Nursing
Temporary (Lecturer) Status
01/11/16 – 05/14/16
Grade C/5
Noncompetitive Appointment
(New Position)

*Tenure Track faculty members serve a period of five years in a faculty probationary status prior to being granted tenure status by the Board of Trustees.
Exhibit 3.1  
**Full-Time Institutionally-Funded Actions**

The following faculty members are granted tenure effective with the beginning of Academic Year 2016-2017:

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Aiona</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>Kathleen Bombach</td>
<td>English</td>
</tr>
<tr>
<td>Linda Chamblin</td>
<td>Sociology</td>
</tr>
<tr>
<td>Bill Clarke</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Michelle Conklin</td>
<td>Education</td>
</tr>
<tr>
<td>Zaira Crisafulli</td>
<td>English</td>
</tr>
<tr>
<td>Rebecca McGill</td>
<td>English</td>
</tr>
<tr>
<td>Jose Lucero Pacheco</td>
<td>Biology</td>
</tr>
<tr>
<td>Hyung Lae Park</td>
<td>Government</td>
</tr>
<tr>
<td>Sylvia Peregrino</td>
<td>Government</td>
</tr>
</tbody>
</table>
Exhibit 3.2
Full-Time Externally-Funded Actions

**Armendariz, Pablo**
Procurement Specialist
Professional Support
Contract Opportunities Center
D.O.D./D.L.A.
Temporary Status
01/01/16 – 08/31/16
Grade C
Extension of Appointment
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Carrasco-Meza, Gertrudis**
Administrative Assistant
Senior Adult Program
12/31/15

**De La Rosa, Mariaelena**
Librarian
Library
12/13/15

**Eichhorn, Charles**
Detective
Police Department
01/04/16

**Fulton Slavin, Ysella**
Instructor
English
12/12/15

Retirements:

**Barber, Eleanor**
Instructor
Mathematics
01/31/16

**Castillo, Maria**
Student Services Assistant I
Counseling
01/31/16
## FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of a campus-wide annual support agreement with Oracle America, Inc.</th>
<th>Amount: $550,386</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Abraham Hubail</td>
<td>Area Responsible: Information Technology</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Abraham Hubail</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>The purpose of the Oracle campus-wide support agreement is to continue the technical support services provided by Oracle America, Inc. for licensed software utilized by Ellucian Banner Administration and web self-service products for concurrent use by El Paso County Community College District students, staff, and faculty.</td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>Ellucian Banner is the College’s Enterprise Resource Planning (ERP) system and the initial purchase was in May 1998. Banner is a suite of student and administrative software applications specifically designed for higher education institutions. The ERP system integrates all departments and functions across the College and can serve different departmental needs. It is utilized district-wide by the following student support areas: Admissions &amp; Registrar, Student Financial Aid, Counseling, and Student Web Services. The administrative support areas are Finance, Budget, Accounting Services, Payroll, Accounts Payable, Accounts Receivable, Cashier Services, Purchasing &amp; Contract Management, Human Resources, Records Management, and Banner Employee Web Services. Banner is highly integrated and all of the modules use a common database. The Oracle database system supports Banner Student and Administration modules. It is essential for EPCC to continue the Oracle license agreement for the purpose of support, but also the requirement to stay current with Oracle database version upgrades that coincide with our Ellucian Banner system. Oracle database upgrades are essential for improved database system speed and performance, ensuring online administrative and student systems are always up and running for the College’s students and staff. This support agreement will ensure uninterrupted services and support for all Oracle databases and applications, in conjunction with our ERP system, to enable the College to most effectively serve students, faculty, and staff.</td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>01/13/16</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>11000-75006</td>
<td></td>
</tr>
<tr>
<td>Budget:</td>
<td>$1,367,693</td>
<td></td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>$886,304</td>
<td></td>
</tr>
<tr>
<td>Balance:</td>
<td>$481,389</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>01/11/16</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>91326-M91326</td>
<td></td>
</tr>
<tr>
<td>Budget:</td>
<td>$1,200,000</td>
<td></td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>$827,684</td>
<td></td>
</tr>
<tr>
<td>Balance:</td>
<td>$372,316</td>
<td></td>
</tr>
</tbody>
</table>

This purchase will be conducted through the State of Texas Department of Information Resources, contract DIR-TSO-2539, as allowed by the Information Resources Act, Texas Government Code, Section 2054.0565(b).

Funding is provided by the Software Maintenance and Technology Fund accounts.
## FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to enter into a two-year service agreement with Civitas Learning, Inc.</th>
<th>Amount Not to exceed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$185,000 (2016-2017)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Abraham Hubail</th>
<th>Area Responsible:</th>
<th>Information Technology</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resource Person:</th>
<th>Steven Smith, Jenny Girón</th>
</tr>
</thead>
</table>

### Purpose:
Civitas Learning is a cloud-based predictive analytics platform with engaging applications which, drawing data from the technology systems in place at the College, will bring deep insight to decision makers and deliver personalized, real-time recommendations and support directly to students, faculty, advisors and administrators. El Paso County Community College District and Civitas Learning, Inc. have a strong partnership that began in January 2014. In an effort to continue with the partnership and further development of the applications, Civitas Learning, Inc. has offered a complimentary subscription year during 2016. The cost for the second year of the two-year contract will be $185,000 in 2017.

### Explanation:
Civitas Learning combines data that already exists at the College with data they have developed in order to create institution-specific predictive models. The models produce insights which are delivered in a consumable way directly to administrators, faculty, advisors and students for better decision making. Administrators and faculty gain insight into the best guidance and resources they can offer to help improve student performance. Advisors will be able to offer more informed advice to current students and to help them make decisions more likely to lead to academic and career success.

Applications include, *Illume, Inspire for Advisors, Inspire for Faculty* and *Degree Map*. El Paso Community College has successfully deployed three of the applications.

The Civitas Learning Platform is a SaaS (cloud) subscription model, therefore, it does not require hardware or software investment. Services include technical deployment/integration, data science, training, and pilot versus control analysis. El Paso Community College is one of the Pioneer Institutions working with Civitas Learning, Inc. together with Austin Community College and Valencia Community College.

Sole Source letters follow this item.

**Funding is provided by the Technology Fund**

<table>
<thead>
<tr>
<th>Recommendation:</th>
<th>Approval by the Board of Trustees.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Civitas Learning, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1145 W 5th Street, Suite 200</td>
</tr>
<tr>
<td></td>
<td>Austin, TX 78703</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>01/12/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>91326-M91326</td>
</tr>
<tr>
<td>Budget:</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>$827,684</td>
</tr>
<tr>
<td>Balance:</td>
<td>$372,316</td>
</tr>
</tbody>
</table>

(Exhibit 4.2.1)
Civitas Learning
100 Congress Avenue, Suite 300
Austin, TX 78701
RE: Sole Source Provider -- Predictive Analytics Platform

Dr. Jenny Giron, CIO/VP of Information Technology
El Paso Community College

Dear Dr. Giron:

This letter is to confirm that the Civitas Learning Integrated Predictive Analytics Platform & Core Insights Application is a sole source product, sold, and distributed exclusively by Civitas Learning. There is no other like item or solution available for purchase that would serve the same purpose or function. This platform, as well as the membership into the learning community of institutions, must be procured directly with Civitas Learning at the address listed above. Additionally, there are no agents or dealers authorized to represent this product.

Civitas Learning has been built specifically for higher education. We focus on the aggregation of disparate data sources across the student journey at the institution, which illuminate a multi-dimensional and holistic outlook for the individual and institution. Our architecture as an integrated analytics system and learning network is committed to improving academic outcomes by bringing cross-institutional predictive analytics to the frontlines of learning. Because of our customized approach to building predictive models, coupled with very large datasets, we have the ability to maximize the use of each partner’s data and employ knowledge at scale through our community of institutions to provide applications and insights that allow our partners to improve student outcomes. With a complete focus on insight and action analytics, we have the unique ability to be strategic, sophisticated and to create a sustainable approach for our partner institutions. Our differentiated ability includes:

• Aggregating disparate data sources across the student journey at the institution, which illuminates a multi-dimensional and holistic outlook for the individual and institution,
• Approaching data-first solutions to empower students, faculty, and administrators, to learn and access institution-specific insights within a real, actionable timeframe,
• Easing the construction of institutional application design and/or a seamless integration with other third-party applications by using an open-platform model.

Product Differentiation
As a sole-source provider for most of our partners, Civitas Learning built an automated and modular framework for extracting insights and building multiple institution-specific models, leveraging their Student Information System (SIS), Learning Management System (LMS), Customer Relationship Management (CRM), and disparate, ancillary data sources. The automation tool comprises (1) complex time-series event processing, (2) feature extraction to infer cognitive and non-cognitive factors, (3) computationally efficient segmentation of static and dynamic features based on data and feature availability, (4) global feature optimization for each segment, (5) clustering of each segment, (6) separate feature optimization and predictive-model building for each cluster, and (7) marriage of predictive and on-the-fly propensity-score models for outcomes-driven insights. Furthermore, this automation framework facilitates course-specific and event-based course grade, sentiment, behavioral, and social network analyses to help us identify toxic/synergistic course combinations, optimize course scheduling, and determine emerging influencers, all designed to help students succeed.

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Key aspects that distinguish Civitas Learning from any other analytics providers, platforms or products currently being marketed or sold include:

- **A vendor agnostic, organizing layer for your higher education data** — We integrate heterogeneous data using a vast array of data points, across systems and institutions - regardless of source. We gather data from any system - homegrown or proprietary - in use at an institution, including SIS, LMS, CRMs, tutoring systems, social networks, orientation systems, testing systems, etc.

- **Advanced, predictive flow models** — Our world-class data scientists combine the most current and sophisticated analytics methods and technologies with domain expertise to create institution-specific models that are delivered through user-friendly applications. These production quality flow models "turn the lights on" so you can see the powerful predictors of risk and success at your institution.

- **A deep testing layer** — This allows you to understand what's working and for whom, learn when to double down and where to change course, analyze and understand ROI and pilots/initiatives, and more.

- **A feedback system** — Our predictive models are automated and continuously improve. Additionally, new data and new data sources and constantly gathered, analyzed, and incorporated to better inform behavior.

- **Engaging, front-line action applications** — Our app interfaces deliver recommendations to the front lines that are personalized to each user. These engage students and those closest to the student (e.g., faculty, advisors, etc.) and arm them with powerful insights that transform the culture to one that is proactive rather than reactive (often when it's too late).

- **Short-cycle implementation evaluation** — With a tighter innovation analysis loop, partners are enabled to test whether new support interventions, curricular innovations, or institutional policy changes are working. More specifically, Illume provides the ability to assess the efficacy of initiatives based on true propensity score matching, which accounts for the biases that may be present in more simplistic statistical models, to give a clearer picture of what's working and what's not.

- **Actionable insights** — These are powered using near-real-time data and predictions to improve outcomes along the life cycle of student progression.

- **An anonymized, cross-institutional dataset** - We aggregate student demographic, behavioral, and academic data for research and insights across like-institutions, thereby providing benchmark metrics. Total data in our Cross Institutional dataset and available for benchmarking in 2015 exceeds 10M+ student records / 100M+ enrollment records. Institutional insights that can be gained include, but are not limited to, benchmarking predictive data sources/elements (SIS, LMS, CMS, advising/tutoring systems, etc.), benchmarking predictive strength of an institution's model against another, benchmarking intervention efficacy with specific student groups and benchmarking most effective modeling techniques.

- **Data availability segmentation** - Our patent-pending process is an automatic way to combine population segmentation based on data or feature availability with clustering to find natural clusters within each population segment in order to maximize both predictive accuracy and extraction of insights. Additionally, our platform ingests data from multiple sources within an institution and canonicalizes it; that is, we map the data and perform quantile normalization to enable us to readily build the aggregations, transformations, and derivations that compose the features leveraged by our predictive models.

**Illume™ Background:**
Illume™, our core insights application, helps educators better target and gain deeper insight into their important work. Our approach is to leverage a SaaS/cloud-based architecture to translate complex data from various systems into useful insights that shine a light on key drivers of student success and failure, and to better understand the likely success trajectories for student segments and clusters. From standard reports for accreditation or initiative work to deep analysis of powerful predictors of student success, Illume creates and leverages an organizing layer for the institution’s systems of record (SIS, LMS, CRM, etc.) to help inform and continually improve reporting and predictions, and to power a growing family of applications that go to the front lines of learning with advisors, faculty, and students.

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(Exhibit 4.2.3)
Moreover, Illume™ enables institutions to create short-cycle implementation evaluations—a tighter innovation analysis loop, if you will—that enables educators to test whether new support interventions, curricular innovations, or institutional policy changes are working. More specifically, it provides an ability to assess the efficacy of interventions based on true propensity score matching (which accounts for the biases that may be present in more simplistic statistical models), to give a clearer picture of what’s working and what’s not.

**Illume™ Features:**
Illume™ provides insights to decision makers to inform both policy and action. Our core insights application:

- Dynamically predicts (term by term) key institution metrics such as successful course completion, persistence, and graduation, and identifies the key drivers of each
- Views an historical view of these metrics for various student segments, projections of future performance, and the primary attributes that are the most powerful predictors of success and risk
- Leverages proprietary algorithms and analysis to surface important student segments and clusters, and data insights such as momentum points, tipping points, and powerful predictors
- Shares and leverages analysis frameworks from major initiatives with other Civitas Learning partner institutions in an anonymous way
- Automatically measures intervention program efficacy by term
- Drills down to particular student subpopulations and evaluates the difference in outcomes between pilot and control groups
- Determines pilot and control groups for intervention program efficacy analysis through on-the-fly propensity score matching

There are currently no other providers that offer similar products and services in the market. Our early work and applications have already begun to demonstrate a number of tangible benefits, including 3% improvement in persistence (at a >95% confidence level). To date, most of our current partners (customers) have sole-sourced directly with Civitas Learning. Some of these organizations include: Valencia College, Austin Community College District, University of Oklahoma, University of Central Oklahoma, University of Maryland University College, University of Arizona, and Sinclair Community College.

If you desire additional information, don’t hesitate to contact me at (415) 378-6666 at any time. Thank you for your interest in our products and I look forward to hearing from you.

Sincerely,

Charles Thornburgh  
CEO & Founder

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(Exhibit 4.2.4)
OFFICE OF THE VICE PRESIDENT
INFORMATION TECHNOLOGY

MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Management

FROM: Jenny Girón, Ph.D., Vice President
Information Technology/CIO

DATE: January 4, 2016

SUBJECT: Civitas Learning Inc. as a Sole Source

The purpose of this memorandum is to validate the reasons in recognizing Civitas Learning Inc., as a sole source for the software subscription.

Civitas Learning, Inc., is the sole developer of the Civitas Learning Inc. platform and applications. Civitas Learning exclusively develops, maintains and owns the copyright on the code and has provisional patents for the software applications. Civitas Learning provides specialized assistance and subject matter expertise. Civitas Learning support is provided exclusively to customers by assisting higher education institutions translate data from various institutional resources or existing systems to develop institution specific predictive models.

El Paso Community College is a Pioneer Institution with Civitas Learning, Inc. and benefits from the Insights Platform and the various applications. The SaaS (Software as a Service) applications will impact student outcomes at El Paso Community College by working with the College’s existing data, identify target populations and make predictions for intervention, coaching and guidance. This information and the use of the Civitas Learning applications will allow for the engagement and motivation of students to improve intervention practices that will impact student success at El Paso Community College.

The Illume Platform application has been deployed and will provide insight to EPCC decision makers for both policy and action. The application will allow decision makers to view predictors of course completion, continuation and graduation, together with understanding the key drivers of success and failure at our institution. The application also focuses on key momentum points in course completion, continuation and graduation which is a unique feature of this platform.

The Inspire for Advisors and Inspire for Faculty applications together with the College’s Early Alert system, Drop Guard, will identify and intervene with at-risk students. The system will allow for viewing of projected retention and course completion rates, distribution of students by risk level and factors most highly correlated with student risk. The application allows identifying risk
levels and factors and targeting specific groups of students for interventions such as call or email campaigns, as well as support services, i.e., tutoring, mentoring, etc.

These applications will allow faculty and advisors to identify students at risk for completing and passing a course. Faculty and advisors will also be able to view individual students and a list of behaviors that contribute to them being at risk. The applications will provide faculty with recommendations on what they can do to increase student engagement in the course and improve completion and passing grades.

Degree Map is an application that utilizes predictive analytics to provide individualized course recommendations directly to students and advisors to drive improved course completion and graduation rates. Students will be able to determine course options, department, online/face-to-face delivery, and then register from the Degree Map application itself. This information will provide El Paso Community College with the opportunities to improve course decisions, improve advising functions and increase completion, retention and graduation rates. The applications also integrate with the College’s ERP system, Ellucian Banner and Blackboard, the existing Learning Management System.

This comprehensive platform and applications model is unique and the features and capabilities are most beneficial to El Paso Community College. It is timely and aligned with the current student success initiatives at the College. This model has a low implementation impact and Civitas Learning, Inc. will provide technical services for deployment/integration, data science and training. The implementation and deployment is short termed, while having long term positive consequences.
### FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to purchase copy paper from Olmstead-Kirk Paper Company for the Instructional Service Centers and Academic Computing Services Labs for fiscal year 2015-2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor(s):</td>
<td>Nancy Gamez, Juan Flores</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Academic Computing Services, Auxiliary Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Josette Shaughnessy, Nancy Gamez, Juan Flores</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To approve the purchase of copy paper for each of the five (5) Instructional Service Centers (ISCs) and the six (6) Academic Computing Services (ACS) labs for fiscal year 2015-2016.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>The Instructional Service Centers (ISCs) are major facilities for instructional support. In addition to photocopying, they provide word processing services, binding services, message center/answering services, mail distribution and fax services, as well as distribution of supplies to faculty and staff. The paper will be utilized by the ISCs for daily operations and available to district users outside the centers on a charge-back basis. The ACS Labs are open computer labs with several computer classrooms clustered around the labs. Students are supplied with paper by the ACS Department for printing during the academic year. This purchase will be conducted through the Region 19 Contract #14-7027, as allowed by the Texas Education Code 44.031 (a); and the provisions of Texas Government Code, Chapter 791 – Interlocal Cooperation Contracts. Funding is provided by the Instructional Service Centers and Academic Computing Services Labs operating budgets.</td>
</tr>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.

**Vendor:** Olmstead-Kirk Paper Company

- 21 Zane Gray, Suite F
- El Paso, TX 79906

**Amount Not to Exceed:** $90,000

**Date:** 01/04/16

**Account:** 11000-52101, 72003, 72004, 72005, 72006, 72007

**Budget:** $154,850

**Expenditures to date:** $ 62,308

**Balance:** $ 92,542

(Exhibit 4.3.1)
PHYSICAL FACILITIES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the selection of Carl Daniel Architects (CDA) and Mijares-Mora Architects, Inc. to provide architectural design services of district-wide construction projects.</th>
<th>Amount Not to Exceed:</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Rick Lobato</td>
<td>Area Responsible:</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Rick Lobato, Rick Torres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approval of the selection of two architectural firms, Carl Daniel Architects (CDA) and Mijares-Mora Architects, Inc. for district-wide architectural design services for construction projects. Design services shall not exceed $100,000. These firms have been pre-qualified through the Request for Qualification (RFQ #16-004) process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>The Physical Plant Department will assign design of construction projects of an estimated cost of one million dollars or less to either of these two firms. These projects will consist of a mixture of remodeling and new construction design. The actual construction will be accomplished by either in-house personnel or in some cases, dependent upon the size and scope of the design project, will be competitively awarded through a separate CSP process and taken to the Board for approval. The selection of pre-qualified firms was done as per the requirements of Texas Government Code 2254 (Professional and Consulting Services), and was based on demonstrated competence and qualifications. Approval by the Board of Trustees will be required prior to negotiations and award of a contract of $50,000 or more. Any architectural costs exceeding $100,000 will be competitively awarded through a separate CSP process and taken to the Board for approval. The initial contract award shall be for one (1) year with an option to renew, on an annual basis, for an additional four (4) years for a potential maximum contract term of five (5) years upon satisfactory vendor performance and administrative approval. Funding for upcoming projects will be provided by the budgetary allocation for each construction project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendors:</td>
<td>Carl Daniel Architects&lt;br&gt;305 Leon Street&lt;br&gt;El Paso, TX  79901&lt;br&gt;&lt;br&gt;Mijares-Mora Architects, Inc.&lt;br&gt;111 N. Festival Drive&lt;br&gt;El Paso, TX  79912</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Exhibit 5.1.1)
The services secured through this RFQ process will be utilized by El Paso County Community College District.

Request for Qualifications were advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Times*. All such requests are also posted on the Purchasing & Contract Management Department page of the EPCC website. Request for Qualifications packets were issued to forty-four (44) entities. Qualification statements received are indicated on the RFQ tabulation.

It is the recommendation of the RFQ Analysis Committee, Linda Gonzalez-Hensgen, Robert Samaniego, Ricardo Torres and Roy Tuberville, that contracts be awarded to:

Carl Daniel Architects  
305 Leon Street  
El Paso, TX  79901

and

Mijares-Mora Architects, Inc.  
111 N. Festival Drive  
El Paso, TX  79912
## Components of the Statement of Qualifications

### Table of Contents Provided

1. **Letter of Transmittal**
   - The respondent shall sign the letter of transmittal and their title, address, and telephone number shall be provided.
   - The letter of transmittal shall fully and briefly depict the services that the respondent believes he, she or it should be selected by the District.

2. **List of References**
   - Respondents shall provide a list of three (3) current and verifiable references where their firm has provided services. A statement shall be included indicating the dates when services were provided.

3. **Mandatory District Forms**
   - Respondents shall submit with the statement of qualifications the following required forms with their signature:
     - Form A: Family Code Form
     - Form B: Felony Conviction Form
     - Form C: Conflict of Interest Questionnaire

4. **Evidence of Insurance**
   - Respondents shall submit evidence that they have complied with the District’s insurance requirements as stated on the District’s General Conditions.

5. **Trade, Professional and Business Licenses**
   - Respondents shall submit evidence that they possess all trade, professional, and business licenses as may be required by the work contemplated in this RFQ.

### Mandated Addenda

- Acknowledged addenda #1 and #2

### Better Business Bureau Ratings

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Rating</th>
<th>Date (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alhóndiga Architecture Inc.</td>
<td>A+</td>
<td>09/25/16</td>
</tr>
<tr>
<td>Architecture, Inc.</td>
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<td>07/17/15</td>
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<tr>
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</tr>
<tr>
<td>Architects + Design</td>
<td>A+</td>
<td>02/23/15</td>
</tr>
<tr>
<td>Architects &amp; Engineers, Inc.</td>
<td>A+</td>
<td>12/15/15</td>
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<td>08/16/16</td>
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<td>Architects &amp; Architects</td>
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</tr>
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<td>Architects</td>
<td>A+</td>
<td>02/07/16</td>
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*Exhibit 5.1.3*
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Factors</th>
<th>Ratings Key</th>
<th>Rating x Factor = Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Firm's history. (20 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>4 1.00 12.00 13.00 17.00 12.00 14.00 12.00 12.00 11.00 14.00 13.00 12.00 20</td>
</tr>
<tr>
<td>2. Firm's capabilities including personnel on staff. (25 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>5 1.25 15.00 16.25 20.00 16.25 16.25 20.00 15.00 11.25 13.75 17.50 15.00 13.75 25</td>
</tr>
<tr>
<td>3. Firm's project history including:• type of projects,• whether customer was an educational institution; and• if the project was completed on time and on budget. (30 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>6 10.50 16.50 19.50 27.00 22.50 21.00 25.00 10.50 16.50 18.00 18.00 13.50 15.00 30</td>
</tr>
<tr>
<td>4. References. (25 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>5 12.50 16.25 15.00 18.75 17.50 15.00 15.00 15.00 16.25 15.00 15.00 25</td>
</tr>
</tbody>
</table>

**Total Points:** 46.50 59.75 63.75 52.75 64.25 64.25 77.00 52.50 54.75 57.75 65.75 55.50 55.75 100

**Recommend award**

<table>
<thead>
<tr>
<th></th>
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<td>McCourtney Architecture</td>
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<td>New Republic Architects</td>
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<td>PSRB Architects Commercial Group, Inc.</td>
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</tbody>
</table>

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**Scope of Work as per the Specifications in RFQ #16-004 Architectural Services**

El Paso County Community College District ("District") is seeking qualification statements from architectural firms to become pre-approved to provide services on an as-needed basis for upcoming renovation/remodeling and new construction projects for which architectural services are expected to be under $100,000.
**PHYSICAL FACILITIES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered</th>
<th>Consideration and deliberation on the approval to award a contract to AO General Contractor, Inc. for connection of utilities, foundation and the assembly of a greenhouse structure to be located behind the ASC B Building.</th>
<th>Amount Not to Exceed: $58,941</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Rick Lobato</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Physical Plant</td>
</tr>
</tbody>
</table>

**Resource Persons:** Steven Smith, Josette Shaughnessy, Richard Webb, Rick Lobato

**Purpose:**
Approval of this contract will provide the Culinary Arts Program with a greenhouse structure capable of housing a new fish farm. The proposed greenhouse assists in making the GREEN Advantage Project (USDA Culinary Grant) sustainable over the long term and beyond the term covered by the grant. The greenhouse and aquaponic system involved have their own solar panels and batteries for backup. When necessary the greenhouse will be able to pull energy from the building where electrical, water and gas can be provided to the entire garden area. This will extend the natural El Paso region growing season. The lighting system will provide students with the ability to participate in the GREEN Advantage project during their regularly scheduled class time in the evenings. The gas lines will provide heat for the greenhouse over the winter months, acting as a backup to the solar power which will heat the water heaters for the fish tanks. With the successful completion of the greenhouse, students will grow their own fruits, vegetables, herbs and maintain their own fish nursery. The students will utilize the product in their classes, labs, and production facilities as well as allow the EPCC Culinary Arts Program to host/participate in farmer’s markets with the produce from the greenhouse, area community gardens and surrounding area sustainable farms.

**Explanation:**
This project will provide the contractor the ability to assemble the greenhouse structure already purchased. The completion of the greenhouse structure and associated utilities, will provide the needed space to house the fish farming equipment needed to expand the curriculum of the Culinary Arts Program. This recommendation is based on Competitive Sealed Proposal (CSP) #16-001.

<table>
<thead>
<tr>
<th>Construction Contract</th>
<th>$45,229</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate #2</td>
<td>8,354</td>
</tr>
<tr>
<td>Contingency 10%</td>
<td>5,358</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$58,941</strong></td>
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</tbody>
</table>

Funding will be provided by Culinary Arts Catering and Culinary Arts Greenhouse funds.

**Recommendation:** Approval by the Board of Trustees.

**Vendor:** AO General Contractor, Inc.
1050 Diesel Dr.
El Paso, TX 79907

**Date:** 12/07/15
**Account:** 91529-M91529
**Budget:** $60,500
**Expenditures to date:** -0-
**Balance:** $60,500

(Exhibit 5.2.1)
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
CONSTRUCTION SERVICES: CULINARY GREENHOUSE

CSP #16-001

ANALYSIS

The services secured through this CSP process will be utilized by El Paso County Community College District.

Requests for Competitive Sealed Proposals were advertised for two (2) consecutive weeks in the local newspaper, the El Paso Times. All such solicitations are also posted on the Purchasing & Contract Management Department page of the EPCC website. Proposal packets were issued to thirty-six (36) entities. Proposals received are indicated on the CSP tabulation. JACO General Contractors Inc. rescinded their Proposal response during the evaluation process.

Proposers’ previous experience was reviewed, when available, on the proposals received. References from vendors who submitted proposals were checked. It is the recommendation of the CSP Analysis Committee, Daniel Guerra, Rick Lobato, Robert Samaniego and Rick Webb, that a contract be awarded to:

AO General Contractor, Inc.
1050 Diesel Drive
El Paso, TX 79907
### Cost Proposal for Turnkey Project

<table>
<thead>
<tr>
<th></th>
<th>AO General Contractor, Inc.</th>
<th>ESA Construction, Inc.</th>
<th>J. Carnizal General Construction, Inc.</th>
<th>Pride General Contractors, LLC</th>
<th>Synergy Project Consultants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Proposal</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
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<tr>
<td>Alternate #1 Proposal</td>
<td>$45,228.33</td>
<td>$37,000.00</td>
<td>$40,988.76</td>
<td>$41,550.00</td>
<td>$40,963.24</td>
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<tr>
<td>Alternate #2 Proposal</td>
<td>$91,553.33</td>
<td>$3,000.00</td>
<td>$1,837.38</td>
<td>$820.00</td>
<td>$2,172.79</td>
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<tr>
<td>Total (Base proposal + selected alternate proposal #2)</td>
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<td>$80,000.00</td>
<td>$61,680.95</td>
<td>$54,550.00</td>
<td>$86,536.95</td>
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</table>

The District requires that the Work be Substantially Complete within sixty (60) calendar days from the date of Notice to Proceed.

### Required Information

- Respondent shall provide a minimum of three (3) references from organizations where similar and recent projects have been provided using Proposal Form Attachment A.
- Respondent shall submit a bid bond in an amount equal to 5% of the total proposed cost with their proposal response.
- Respondent shall submit, with their proposal response, their proposed project timeline. Respondent shall also demonstrate past adherence performance to on-time project completion.
- Respondent shall provide the total number of years it has been in business providing the services requested herein under its current name. Firm must also disclose company ownership information using Proposal Form Attachment B.
- Respondent shall provide a brief company history, including the names and credentials of key personnel that will be involved in the project. In addition, respondent shall provide the proposed project approach to complete the project. Attach separate pages for response.
- Respondent shall state the city & state where its company's headquarters are located on the Proposal Form, pages 37.
- Respondent shall submit a list of sub-contractors by using Proposal Form Attachment C.
- Respondent shall describe what separates it from other organizations performing the same service.
- Respondent shall submit evidence that its financial capability is appropriate to the size and scope of the project. Evidence submitted with the proposal response will assist the District in the evaluation process based on the criteria contained herein.
- Respondent shall list past and present litigation and lawsuits in which your firm is a defendant and describe the circumstances surrounding same; or if not applicable state “none” in the proposal response. If applicable, describe how the litigation was settled.
- Respondent shall submit evidence of its safety record within the last two (2) years. OSHA compliance documentation is acceptable.
- Signed copies of the Felony Conviction Form, Family Code Form & Conflict of Interest Form, and of proposal submitted.

Acknowledged Addendum #1 and #2

*(Exhibit 5.2.3)*
| Evaluation Criteria                                                                 | Ratings Key                                                                 | Factor | AO General Contractor Inc. | ESA Construction, Inc. | J. Carrizal General Construction, Inc. | Pride General Contractors, LLC | Synergy Project Consultants | Maximum Points |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------|---------------------------|------------------------|----------------------------------------|--------------------------------|-----------------------------|----------------|----------------|
| The Purchase price. (55 pts.)                                                     | 0 = Unable to evaluate due to inadequate or missing information               | 1 = Unsatisfactory  | 2 = Acceptable            | 3 = Superior            |                                        | 18.33                         | 55.00                       | 18.33          | 36.58          | 55.00                       | 18.33                         | 55                          |
| The offeror's experience and reputation. (5 pts.)                                | 0 = Unable to evaluate due to inadequate or missing information               | 1 = Unsatisfactory  | 2 = Below average         | 3 = Average             | 4 = Above average                    | 5 = Superior                    |                             |                             |                            |                            |                             |                            |
| The offeror's safety record. (5 pts.)                                            | 0 = Unable to evaluate due to inadequate or missing information               | 1 = UNSatisfactory  | 2 = Below average         | 3 = Average             | 4 = Above average                    | 5 = Superior                    |                             |                             |                            |                            |                             |                            |
| The offeror's proposed personnel. (5 pts.)                                       | 0 = Unable to evaluate due to inadequate or missing information               | 1 = Unsatisfactory  | 2 = Below average         | 3 = Average             | 4 = Above average                    | 5 = Superior                    |                             |                             |                            |                            |                             |                            |
| Whether the offeror's financial capability is appropriate to the size and scope of the project. (5 pts.) | 0 = Unable to evaluate due to inadequate or missing information               | 1 = Unsatisfactory  | 2 = Below average         | 3 = Average             | 4 = Above average                    | 5 = Superior                    |                             |                             |                            |                            |                             |                            |
| Any other relevant factor specifically listed in the request for bids or proposals. (4 pts.) | 0 = Unable to evaluate due to inadequate or missing information               | 1 = Unsatisfactory  | 2 = Below average         | 3 = Average             | 4 = Above average                    | 5 = Superior                    |                             |                             |                            |                            |                             |                            |

| Totals                                                                           | n/a                                                                          | 92.95             | 45.88                      | 63.78                   | 85.85                    | 43.48                         |                             |                             |                            | 100                         |                             |

**Ratings x factor**

- **55**
- **20**
- **5**
- **1**
- **4**

**Comments:** On December 2, 2015, JACO General Contractors Inc. rescinded their proposal. The recommendation is for Base Proposal plus Alternate #2 only.

**Scope of Work per Specification for CSP #16-001 Construction Services: Culinary Greenhouse**

The El Paso County Community College District ("District" or "Owner") is requesting competitive sealed proposals from qualified respondents to serve as General Contractor providing construction services related to the construction of the Culinary Greenhouse. The successful respondent shall furnish all the labor, materials, services and equipment necessary for and incidental to the project as called for on the drawings and in the project manual. All materials, equipment, and construction shall be in compliance with local and national building codes.
CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the purchase of a Computerized Numerical Control Horizontal Turning Center Machine from Magnum Precision Machines, Inc. for student use in the Machining Technology Program.

Amount: $71,560

Requestor: Olga Valerio
Area Responsible: Advanced Technology Center

Resource Persons: Steven Smith, Kathleen Lopez, Olga Valerio

Purpose: Approval to purchase a new KENT KLR-20 CNC Horizontal Turning Center Machine for use by students in the Machining Technology Program.

Explanation: The purchase of the KENT KLR-20 CNC Horizontal Turning Center Machine will provide the students with a system that meets industry standards. The advantage of this machine is that it allows for uniform soundness, consistent physical properties and dependable performance necessary for machining projects.

This 10 tool machine will provide rapid and reliable tool changes, which will reduce the overall machining cycle times. The reduction in cycle times benefits the students in the completion of the different manufacturing projects. This semi-automatic/automatic machine allows the students several methods of programing the system: standard and directly at the machine, thus affording students with multiple learning opportunities, as well as using current state-of-the-art equipment. This will replace and update the current equipment. This recommendation is based on Competitive Sealed Proposal (CSP) #16-006.

Funding is provided by Advanced Technology Center self-supporting budgets.

Date: 01/13/16
Account: 12101-S12101
Budget: $269,516
Expenditures to date: $33,074
Balance: $236,442

Recommendation: Approval by the Board of Trustees.

Vendor: Magnum Precision Machines, Inc.
8448 Washington Place NE
Albuquerque, NM., 87113
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

PURCHASE OF COMPUTERIZED NUMERICAL CONTROL MACHINE

CSP #16-006

ANALYSIS

The computerized numerical control machine contained in this CSP will be utilized by the students enrolled in the Advanced Technology Center.

Requests for Competitive Sealed Proposals were advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Times*. All such requests are also posted on the Purchasing & Contract Management Department page of the EPCC website. Proposal packets were issued to eight (8) parties: Bidnet, Blue Ridge Machinery & Tools, Checkpoint Services, Construction Reporter, eRepublic, Magnum Precision Machines, Visual, and Western Engravers Supply. The sole proposal received is indicated on the CSP tabulation, and as the sole proposal, the law of reciprocity does not apply.

References from vendors who submitted proposal statements were checked. It is the recommendation of the CSP Analysis Committee, Lee Lowers, Laura Molina, Raul Serna and Olga Valerio, that a contract be awarded to:

Magnum Precision Machines, Inc.
8448 Washington Place NE
Albuquerque, NM 87113
CSP #16-006 Purchase of Computerized Numerical Control Machine

**Vendor Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Provided/Partially Provided/Not found in proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>The District requests two (2) complete proposal response packets of which one (1) must be an original with all the requested information, documentation, forms, etc. in each packet.</td>
<td>Provided</td>
</tr>
<tr>
<td>The respondents shall provide the names of (3) references where the vendor has provided commercial services as requested in this solicitation using Proposal Form Attachment A. The District reserves the right to contact references who can attest to the respondent's abilities to meet or exceed the District's requirements. Additional references may be requested.</td>
<td>Provided</td>
</tr>
<tr>
<td>Printed literature (containing sufficient information to determine product compliance with specifications) must be furnished with the proposal. All literature submitted must be the most current for the proposed item(s). &quot;Or Equal&quot; proposals will be considered if they are indeed equal to or superior to items specified and provided they are listed and fully explained on a separate page, manufacturer's brochures by themselves will not suffice. If a clause is met exactly, so state. If not identified in this manner, the items must be furnished exactly as described herein.</td>
<td>Provided</td>
</tr>
<tr>
<td>Respondents shall provide warranty information to include location of authorized service representative and how the equipment will be serviced, i.e., time required to respond to a service call. Respondents shall describe how they will ensure that any reported defects will be corrected and a plan of action should be drawn up that will guarantee that the repairs will be done in a reasonable period of time.</td>
<td>Partially provided</td>
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<tr>
<td>Respondents shall include training in the proposal price.</td>
<td>Provided</td>
</tr>
<tr>
<td>Respondents shall provide a brief history of the business, including number of years in business, physical location, number of employees, contact information and any other pertinent data.</td>
<td>Partially provided</td>
</tr>
<tr>
<td>Respondents shall describe what separates their company from other organizations performing the same service.</td>
<td>Not found in proposal</td>
</tr>
<tr>
<td>The respondent must have the appropriate insurance as set forth in Section 13 of the General Conditions, at the time of proposal submission.</td>
<td>Not found in proposal</td>
</tr>
<tr>
<td>Vendor has its principal place of business in this state (Texas).</td>
<td>New Mexico</td>
</tr>
<tr>
<td>Attachment B, Family Code Form, Felony Conviction Form, and Conflict of Interest Questionnaire provided.</td>
<td>Provided</td>
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**Cost Proposal**

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<tr>
<th>Item Description</th>
<th>Cost</th>
<th>Delivery Date</th>
<th>Warranty</th>
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<tbody>
<tr>
<td>KENT CNC KLR-20 Horizontal Turning Center 2-axis (or equivalent/Model: ________________________)</td>
<td>$71,560.00</td>
<td>Calendar Days</td>
<td>1 Year Parts/Labor, 2 Years Control</td>
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### CSP #16-006 Purchase of Computerized Numerical Control Machine

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<th>Rating x Factor = Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The purchase price (25 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>5</td>
<td>21.25</td>
</tr>
<tr>
<td>2. The reputation of the vendor and of the vendor's goods or services (20 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>4</td>
<td>18.00</td>
</tr>
<tr>
<td>3. The quality of the vendor's goods or services (25 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>5</td>
<td>18.75</td>
</tr>
<tr>
<td>4. The extent to which the vendor's goods or services meet the District's needs (5 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for proper evaluation 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>1</td>
<td>4.00</td>
</tr>
<tr>
<td>5. The vendor's past relationship with the District (5 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>1</td>
<td>3.75</td>
</tr>
<tr>
<td>6. The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Businesses (5 pts.)</td>
<td>0 = No 1 = Yes</td>
<td>5</td>
<td>0.00</td>
</tr>
<tr>
<td>7. The total long term cost to the District to acquire the vendor's goods or services (5 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>1</td>
<td>3.75</td>
</tr>
<tr>
<td>8. For a contract for goods and services, other than goods and services related to telecommunication and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor’s ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state (5 pts.)</td>
<td>0 = No 1 = Yes</td>
<td>5</td>
<td>0.00</td>
</tr>
<tr>
<td>9. Any other relevant factor specifically listed in the request for bids or proposals (5 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for proper evaluation 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior</td>
<td>1</td>
<td>3.25</td>
</tr>
</tbody>
</table>

**Total Points:** 72.75 / 100

### Scope of Work as per the Specifications in CSP #16-006 Purchase of Computerized Numerical Control Machine

The District is requesting proposals for the purchase of a computerized numerical control (CNC) machine.
## CURRICULUM AND INSTRUCTION ABSTRACT

| Item(s) to be Considered | Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board. | Amount: $80,000 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Requestor                | Lucia Rodriguez                                                                                                                 | Area Responsible: Student Success |
| Resource Persons         | Steven Smith, Lucia Rodriguez                                                                                                    |
| Purpose:                 | The purpose of this grant is to subcontract with El Paso County Community College District to undertake some of the THECB work with respect to the U.S. Department of Education Grant Agreement. In particular, El Paso County Community College District, in collaboration with RAND and THECB staff, will participate in continuous improvement of strategies implemented to address TSI reforms in Adult Basic Education (ABE). |
| Explanation:             | Grantee shall carry out the following project during the Agreement Term: Provide the services detailed in EXHIBIT A, Letter to Institution. |
|                         | - Identify key project staff including project director and data transfer lead.                                                   |
|                         | - Develop annual plans for implementation (prior to each academic year, 2015-16 to 2017-18).                                    |
|                         | - Develop a clear approach or set of approaches to providing ABE services for the upcoming academic year.                        |
|                         | - Assist RAND in developing a logic model and measurement strategy for regularly monitoring implementation and outcomes.        |
|                         | - Use evidence to improve policies and practices each year.                                                                        |
|                         | Participate in assessment and feedback activities (2015-16 through 2017-18):                                                     |
|                         | - Provide access to administrators, advisors, faculty and students for participation in voluntary focus groups and interviews (1 week each semester). |
|                         | - Provide additional data at the end of each semester as needed.                                                                  |
|                         | - Participate in feedback sessions in April and September of each year starting in April 2016.                                  |
|                         | - Collect surveys or other types of data to support analyses.                                                                     |

**Budget Account Number:** 22707-E22707  **Budget Summary:** $80,000  **July 1, 2015 - June 30, 2019**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61061</td>
<td>Non Instructional, Fall</td>
<td>$14,720</td>
</tr>
<tr>
<td>61062</td>
<td>Non Instructional, Spring</td>
<td>18,400</td>
</tr>
<tr>
<td>61535</td>
<td>Counselor, PT</td>
<td>11,040</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits</td>
<td>11,840</td>
</tr>
<tr>
<td>71120</td>
<td>Office Supplies</td>
<td>6,000</td>
</tr>
<tr>
<td>71130</td>
<td>Instructional Supplies</td>
<td>8,000</td>
</tr>
<tr>
<td>71330</td>
<td>Printing</td>
<td>4,000</td>
</tr>
<tr>
<td>72200</td>
<td>Out of Town Travel</td>
<td>6,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 80,000</strong></td>
</tr>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.
CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board.

Requestor: Lucia Rodriguez  
Area Responsible: Student Success  
Resource Persons: Steven Smith, Lucia Rodriguez

Purpose: The purpose of this grant is to implement the Catch the Next (CTN) Puente Integrated Reading/Writing Program to fast-track students through the developmental reading and writing sequence. The Puente model is interdisciplinary in nature, focusing on English (Integrated Reading and Writing/ENGL 1301), counseling, mentoring, student peer support, and professional development. Catch the Next launched the Texas Puente model in spring 2012 with three (3) partnering colleges, El Paso Community College, South Texas College, and Alamo Colleges.

Explanation: As a member of the inaugural colleges of the Texas Puente model, the performing agent will:

1. Recruit, advise, and place students into the Puente Program at the institution.
2. Conduct site visits to new sites and provide information on the implementation of the Puente Framework and Integrated Reading and Writing Strategies.
3. Provide ongoing professional development to mentee colleges.
4. Utilize the Puente toolkits and training modules on campus and in professional development activities with mentees and new sites.
5. Continue to collaborate with and support the efforts of Catch the Next to scale and sustain the Texas Puente model.

Budget Account Number: 22704-E22704  
Budget Summary: $50,000  
August 6, 2015 - August 31, 2016

Detailed Budget Overview:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61177</td>
<td>Instructor Stipends</td>
<td>$5,600</td>
</tr>
<tr>
<td>61601</td>
<td>Classified Staff PT</td>
<td>4,200</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits Pool</td>
<td>1,850</td>
</tr>
<tr>
<td>71120</td>
<td>Office Supplies</td>
<td>2,000</td>
</tr>
<tr>
<td>71130</td>
<td>Instructional Supplies</td>
<td>4,000</td>
</tr>
<tr>
<td>71313</td>
<td>Consultant</td>
<td>3,500</td>
</tr>
<tr>
<td>71330</td>
<td>Printing</td>
<td>1,750</td>
</tr>
<tr>
<td>72200</td>
<td>Out of Town Travel</td>
<td>24,100</td>
</tr>
<tr>
<td>74605</td>
<td>Books, Special Programs</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 50,000</strong></td>
</tr>
</tbody>
</table>

Recommendation: Approval by the Board of Trustees.
CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a grant award from JPMorgan Chase Foundation.</th>
<th>Amount:</th>
<th>$35,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>AJ Navarro</td>
<td>Area Responsible:</td>
<td>Student Technology Services</td>
</tr>
<tr>
<td>Purpose:</td>
<td>The JPMorgan Chase Foundation has approved a grant in support of increasing the practical knowledge of students in the workplace.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>The grant will support thirteen (13) students with an opportunity to gain professional experience while connecting to business and industry. The Student Technology Services (STS) Program has established a shared salary cost with partner institutions to eliminate the cost burden on both institutions while students earn an income and experience. The grant money will be used to expand student partnerships utilizing this model. Students will gain internships for two (2) semesters at 19 hours per week.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Account Number:</td>
<td>23651-P23651: Budget Summary $35,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>61601  Classified Staff PT $ 33,728</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>71860  Other Costs $ 1,272</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total $ 35,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CURRICULUM AND INSTRUCTION ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the acceptance of a grant award from the Institute for Mexicans Abroad (IME) to provide educational opportunities to obtain an elementary and/or secondary diploma from the Secretaría de Educación de México.  

**Amount:** $16,070

<table>
<thead>
<tr>
<th><strong>Requestor:</strong></th>
<th>Andres Muro</th>
<th><strong>Area Responsible:</strong></th>
<th>Community Education Program</th>
</tr>
</thead>
</table>

**Resource Persons:** Steven Smith, Eileen Conklin, Al Lawrence, Andres Muro

**Purpose:** To provide educational opportunities to Mexican immigrants with limited literacy skills residing in El Paso, Texas.

**Explanation:** El Paso Community College, in partnership with the Institute for Mexicans Abroad, will use the funds to enroll a minimum of fifty (50) students who will receive 150 hours of instruction in elementary and/or secondary education by using the curriculum, in Spanish, developed by the Instituto Nacional Para la Educación de los Adultos (INEA). Additionally, students enrolled in Spanish GED classes will be offered academic preparation and support so that they can obtain an elementary and/or secondary diploma from the Secretaría de Educación de México. Funding is provided by the Institute for Mexicans Abroad from the Secretaria de Relaciones Exteriores (Ministry of Foreign Affairs).

**Budget Account Number:** 23681-P23681  
**Budget Summary:** $16,070  
**January 15, 2016 – October 30, 2016**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61065</td>
<td>Classified Staff PT</td>
<td>$10,000</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits</td>
<td>1,200</td>
</tr>
<tr>
<td>71653</td>
<td>GED Testing</td>
<td>4,870</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$16,070</strong></td>
</tr>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.
## STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Kathleen Lopez</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Kathleen Lopez</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approve tuition rates for new CE courses.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
</tbody>
</table>
## COURSE TITLE HOURS TUITION

<table>
<thead>
<tr>
<th>Advanced Technology</th>
<th>Blue Print Reading and GD &amp; T</th>
<th>20</th>
<th>$366</th>
</tr>
</thead>
<tbody>
<tr>
<td>QLT 109 Metrology Concepts</td>
<td>15</td>
<td>$614</td>
<td></td>
</tr>
</tbody>
</table>

| Business/Industry Training & Personal Enrichment | Write and Publish Nonfiction Book – Online | 24 | $95 |

<table>
<thead>
<tr>
<th>CE Health</th>
<th>12 Lead EKG</th>
<th>8</th>
<th>$160</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 406 Neonatal Resuscitation Program (NRP)</td>
<td>4.5</td>
<td>$50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workforce Development</th>
<th>Introduction to Quality Assurance Fundamentals</th>
<th>36</th>
<th>$296</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFD 612 Introduction to Quality Principles and Concepts</td>
<td>36</td>
<td>$296</td>
<td></td>
</tr>
<tr>
<td>WFD 613 Data Analysis Fundamentals</td>
<td>72</td>
<td>$623</td>
<td></td>
</tr>
</tbody>
</table>

| Workplace Literacy | Reading for Emergency Medical Technician for Project Grow – Part III | 44 | $383 |
**STUDENT SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Kathleen Lopez</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Kathleen Lopez</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approve tuition rates for revised CE courses.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>Workforce and Continuing Education Department is requesting approval for changes in tuition. Comments column describes reasons for each course.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>CE Health</td>
<td></td>
</tr>
<tr>
<td>AHP 371</td>
<td>Explore a Career in Medical Coding</td>
</tr>
<tr>
<td>Workforce Development</td>
<td></td>
</tr>
<tr>
<td>WFD 602</td>
<td>Business Correspondence and Communication</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a monetary donation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Lety Jones</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Marketing &amp; Community Relations</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Joyce Cordell</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To accept a donation of $4,200 from the El Paso Community Foundation.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>The $4,200 monetary donation will go towards the EPCC Buddy Walk Scholarship for Students with Disabilities.</td>
</tr>
</tbody>
</table>

Recommendation: Approval by the Board of Trustees.