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

REGULAR
TRANSOMOUNTAIN CAMPUS
9570 Gateway N. Blvd.
The Forum
El Paso, Texas 79924

DATE: February 16, 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:

January 21, 2016 – 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 recognize individuals who have retired from 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.

1.8 Communications: None

1.9 Board of Trustees Business: None

1.10 Board Reports

1.10.1 Treasurer’s Report - None

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.
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1.11 Consent Docket

2.0 ADMINISTRATION - NONE
3.0 PERSONNEL

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3.1 Full-Time Institutionally-Funded Actions

Exhibit 3.1
Pages 22-24

3.2 Full-Time Externally Funded Actions

Exhibit 3.2
Page 25

3.3 Information Items

(No action required)

Exhibit 3.3
Page 26
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a contract agreement with Franklin Covey Client Sales, Inc. to provide training sessions in the amount not to exceed $150,000.

Note: Requesting approval of contract with Franklin Covey Sales, Inc. to provide the 4 Disciplines of Execution (4DX) training sessions to design an implementation plan and effective process tailored to fit the EPCC structure. This agreement will be for fiscal year 2015-2016 and 2016-2017. Funding is provided by the Completion and Connection Initiative budget.

Resource Person: William Serrata

4.2 Consideration and deliberation on the approval of the renewal of an annual contract for maintenance and support for software from Ad Astra Information Systems in the amount of $52,600.

Note: To approve the renewal of the Ad Astra annual service agreement to maintain the facilities scheduler and resource management system. Funding is provided by the Technology Fund.

Resource Persons: Steven Smith, Linda Gonzalez-Hensgen, Jenny Girón

Exhibit 4.1
Pages 27-29

Exhibit 4.2
Pages 30-32
4.3 Consideration and deliberation on the approval of a second extension of the current contract for beverage vending services with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group).

Note: Requesting approval to extend the term of contract with Bottling Group LLC (d/b/a Pepsi-Cola bottling Group) up to three (3) months through May 31, 2016 in order to continue providing high quality and affordable beverage vending services to the students, faculty and staff of El Paso County Community College District.

Resource Person: Josette Shaughnessy
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval of a contract award to Banes General Contractors for the construction of the Architecture Discipline building at the Valle Verde Campus in the amount not to exceed $4,446,090.

Note: Requesting approval to award a contract to Banes General Contractors for the construction of a 19,796 square foot, two (2) story building designed to house the Architecture Discipline at the Valle Verde Campus. Funding is provided by the HSI STEM Architectural grant supplemented by $1.3 million of the 2007 Revenue Bond Proceeds.

Resource Person: Josette Shaughnessy

5.2 Consideration and deliberation on the approval to enter into an annual maintenance contract with Sun City Air Conditioning Co., Inc. to provide maintenance and repair for air conditioning units throughout the district in the amount not to exceed $191,169 through August 2017.

Note: To approve contract to provide for a quarterly maintenance program for all packaged HVAC units in the district. The contract will span a period of the remainder of the current fiscal year of 2015/2016 and through the 2016/2017 fiscal year. Funding is provided by the Preventive Maintenance budget.

Resource Person: Josette Shaughnessy
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of a grant award from the U.S. Department of Education in the amount of $594,461.

Note: The purpose of this grant is to provide support services to assist 600 low income, first generation, and disabled students through the TRiO Program in the Student Support Services Program at El Paso Community College.

Resource Person: Steven Smith

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

Note: To approve the acceptance of an annual grant award from the Texas Mutual Insurance Company to develop courses and programs to provide free safety classes to students at El Paso Community College.

Resource Person: Steven Smith
7.0 STUDENT SERVICES

7.1 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

7.2 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 in the amount of $15.00.

Note: To accept a donation of $15 from the Skertchly Family. The monetary donation will go towards the Mission del Paso Garden Club.

Resource Person: Josette Shaughnessy

9.0 UNFINISHED BUSINESS

10.0 ADJOURNMENT
2

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: January 21, 2016

Consent Docket

5:00 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:04 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All Trustees were present with the exception of Trustee Gracie Quintanilla.

Mr. Fierro asked Ms. Joyce Cordell (Director, Marketing and Community Relations) 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 after Item 1.8 at 6:23 p.m. The Board of Trustees reconvened at 7:18 p.m.
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.*

Motion to approve was made by Trustee Carmen Olivas Graham and seconded by Trustee Belen Robles. Motion to approve passed.

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

1.6 Open Forum - None

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.

*Dr. Serrata introduced Ms. Apodaca and Mrs. Laurel Roberts. Ms. Apodaca presented the donation for the Dr. Ernst E. Roberts, II scholarship fund. Mrs. Roberts thanked Ms. Apodaca on behalf of her family for the donation in Dr. Roberts’ memory.*
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.

Mr. Pearson presented a check in the amount of $4,200.43 to the EPCC Buddy Walk Scholarship for Students with Disabilities. He commented that this was a record year for the Buddy Walk and noted that over 30 student scholarships have been awarded over the last five years.

1.7.3 Dr. Serrata will recognize individuals who have retired from the College District. - No retirees were present.

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

Mr. Rivera distributed an update on the current status of the monument. He introduced the board members for the group: Mr. Jesus Vera (President), Ms. Connie Pena (Secretary-Treasurer), Mr. Sean Pena (Sergeant of Arms), Mr. Fernie Bermudez, Mr. Joe Lopez (Designer) and Ms. Dolores Valenzuela.

Mr. Rivera presented the design to the Board of Trustees and invited everyone to the memorial unveiling on March 26, 2016 at 1 p.m. at the site.

Mr. Vera also addressed the Board of Trustees. He commented that El Paso was the only major city in the state of Texas without a memorial for Vietnam Veterans. He thanked all of the donors who helped make this dream a reality.
1.7.5 Mr. Rick Razo (Project Manager, Project HIGHER) will provide a presentation to the Board of Trustees on Project HIGHER.

Mr. Razo presented a PowerPoint updating the Board of Trustees on Project HIGHER. He commented that six students were selected to participate in Project HIGHER during the 2015 fall semester with funding provided by a $35,000 grant from the Texas Council for Developmental Disabilities.

He shared that the final grades for those six students ranged from a 3.0 to a 4.0 GPA. The overall GPA for the six students was a 3.5 with students completing 21 semester hours. Mr. Razo commented that classroom hours for the 2016 spring semester would increase from 21 to 30 and six additional students were recruited for spring.

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).

Dr. Serrata introduced Ms. Shaughnessy and Mr. Flores to accept the award. Ms. Shaughnessy noted that this was the 19th year in a row that the College has received this award. Ms. Shaughnessy thanked the Financial and Administrative Operations staff who worked diligently on preparing the report.
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.

Ms. Reinert presented information on the audit scope to the Board of Trustees. Mr. Peña was unable to attend. The information presented highlighted the auditor’s responsibilities and the audit procedures that were performed. She reviewed reports, communications, financial highlights, new accounting standards and the auditor’s opinion. She commented that there were no findings or issues on internal controls with the Financial Statements.

Ms. Reinert reported that the financial statements are presented fairly, in all material respects (unmodified – clean opinion), that there were no material weaknesses and no significant deficiencies noted in internal control related to financial statements and Federal or State programs, no instances of non-compliance with requirements of major Federal or State programs, and that the College is in compliance with the Public Funds Investment Act.

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.

Mr. Daniel Gaytan (President, Professional Staff Association) discussed the shared governance system at the College. He commented that to get the job done, they needed to keep the doorway for voicing opinions open, keep the process of deliberation open if it is not confidential, and to keep it collaborative.
He asked the College leadership to keep the process of inclusiveness. Specifically, he asked why the employee organizations were not being included in what Evergreen has recommended. He asked what the timelines were and how decisions were being reached.

Dr. Carina Ramirez (President, Faculty Association) shared that the faculty were concerned about proposed procedure 3.36.01.10 involving the removal of a tenured professor. She commented that the decision would no longer be decided by a panel of peers, but by a single individual outside the College. She stated that she was assured by Ms. Nancy Nelson (Associate Vice President, Employee Relations) that the person selected would be a judge chosen from the community. Dr. Ramirez recommended that this proposed change revert to the original policy of a committee including peers from the College.

Dr. Ramirez commented on the proposed closure of the College during the Pope’s visit. She thanked Dr. Serrata for asking for the faculty’s input on this recommendation. She commented that after polling the faculty, a majority of the faculty in all divisions but one supported the recommendation if all other local school districts would also be closing. She did note that most faculty are not happy about losing class time but did not want to compete with such a major event in the community. Dr. Ramirez commented that the faculty were waiting impatiently for the results of the Evergreen Study.

1.8 Communications: - None
The Board of Trustees recessed into Executive Session at 6:23 p.m. The meeting was reconvened at 7:18 p.m. Item 1.9 was the next item addressed.

1.9 Board of Trustees Business

1.9.1 The Board of Trustees will deliberate on amending the Institutional Calendar.

Dr. Serrata addressed the Board of Trustees and asked that College add an additional holiday to the institutional calendar by recognizing Veteran’s Day.

He also recommended that the Trustees consider closing the College on February 17, 2016 during the Pope’s visit to the area. He commented that this recommendation is based on security and safety concerns.

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

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.

Motion to approve was made by Vice Chair Brian Haggerty and seconded by Mr. Fierro. Motion to approve passed.
1.9.3 The Board of Trustees will deliberate on the sale of real property to the El Paso Independent School District. The property includes the Stanton Building, 1100 N. Stanton Street, El Paso, Texas and the Hotel Dieu site, 1014 N. Stanton Street, El Paso, Texas.

The legal description of the Hotel Dieu site is as follows:

All of Block 3F, Alexander Addition, an addition to the City of El Paso, El Paso County, Texas.

The legal description of the Stanton Building is as follows:

All of Block 9, Alexander Addition, an addition to the City of El Paso, El Paso County, Texas.

*Note:* The above descriptions are intended to give notice 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.

No action was taken.

Mr. Fierro announced that the next Board of Trustees meeting would be held on Tuesday, February 16, 2016 at the Transmountain campus.
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.

Dr. Serrata welcomed the faculty back to the start of the spring semester. He commented that Faculty Development week kicked off on January 11, 2016.

He congratulated the Emergency Medical Technology (EMT) program for continued approval from the Texas Department of State Health Services through 2019. He also discussed the continued partnership with Fort Bliss and the EPCC EMT Paramedic program. He stated that EMT faculty and students participated in an emergency exercise held at Fort Bliss along with BorderRAC, the El Paso Office of Emergency Management and other agencies.

Dr. Serrata announced that the spring semester Professional Development Day will be held on Tuesday, February 9, 2016 for staff only. He commented that no classes will be affected.
Dr. Serrata announced that a check presentation ceremony with Texas Mutual Insurance Company will be held on February 12, 2016 at the ASC B Building foyer.

He also discussed a continuing partnership with The University of Texas at El Paso in the formation of a UTEP/EPCC Executive Articulation team that will meet throughout the year to look at ways to streamline transfer and increase educational opportunities for students in our region. In addition, he announced that a team will represent the College at the upcoming Pathways Institute, as one of only 30 colleges that were asked to participate in this very competitive initiative.

Dr. Serrata announced that he was notified earlier in the week that EPCC was once again selected to apply for the Aspen Prize for Community College Excellence, noting that only 150 Community Colleges in the nation are selected to apply for this prestigious recognition.

Dr. Serrata congratulated the EPCC Marketing Graphics team who recently won two 1st Place Gold awards at the 2015 National Council for Marketing and Public Relations Region 14 Medallion Awards.

Dr. Serrata announced that January is School Board recognition month. He thanked the Board of Trustees for their dedicated service.
Each Trustee was presented with a framed picture of the College District campuses and the “Discover El Paso” book, which includes a feature on El Paso Community College.

1.11 Consent Docket

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

2.0 ADMINISTRATION - NONE
## 3.0 PERSONNEL

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

Motion to approve items 3.1 and 3.2 was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed.

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### Motion 3.2 Full-Time Externally Funded Actions

Item passed.

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### Motion 3.3 Information Items

(No action required)

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Exhibit 3.1  Pages 75-77

Exhibit 3.2  Page 75

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

Motion to approve items 4.1 and 4.2 was made by Mr. Haggerty and seconded by Ms. Solis. Motion to approve passed.

#### 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

Item passed.
### 4.0 FINANCIAL SERVICES

#### 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 to approve was made by Mrs. Robles and seconded by Mr. Haggerty. Motion to approve passed.
5.0 PHYSICAL FACILITIES

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

Motion to approve items 5.1 and 5.2 was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed.

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

Item passed.
6.0 CURRICULUM AND INSTRUCTION

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

Motion to approve was made by Mrs. Robles and seconded by Dr. Graham. Motion to approve passed.

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

Motion to approve items 6.2, 6.3, and 6.4 was made by Mrs. Robles and seconded by Ms. Solis. Motion to approve passed.
Motion 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

Item passed.

Motion 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

Item passed.
Motion 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

Motion to approve was made by Ms. Solis and seconded by Mr. Fierro. Motion to approve passed.
7.0 STUDENT SERVICES

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

Motion 7.2 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.
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

Item adopted on the consent docket.

9.0 UNFINISHED BUSINESS - NONE

10.0 ADJOURNMENT

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

The meeting was adjourned at 7:47 p.m.
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<td>Flores, Fernando</td>
<td>Interim Associate Vice President, Budget &amp;</td>
<td>F</td>
<td>Noncompetitive Appointment</td>
<td>02/18/16</td>
<td>08/31/16</td>
<td></td>
<td>(Replacement Action)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutierrez, Karla</td>
<td>Administrative Assistant</td>
<td>D</td>
<td>Competitive Appointment</td>
<td>02/22/16</td>
<td>08/31/16</td>
<td></td>
<td>(New Position)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hickmon, Melinda</td>
<td>Instructor</td>
<td>A/5</td>
<td>Noncompetitive Appointment</td>
<td>01/11/16</td>
<td>05/14/16</td>
<td></td>
<td>(New Position)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Higgins, Boris</td>
<td>Instructor</td>
<td>C/5</td>
<td>Noncompetitive Appointment</td>
<td>01/11/16</td>
<td>05/14/16</td>
<td></td>
<td>(New Position)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Loera, Mayela**
Human Resources Assistant
Classified Staff
Human Resources
02/29/16 – 08/31/16
Grade D
Competitive Appointment
(Replacement Action)

**Lopez, Ines**
Associate Director, Student Financial Aid
Professional Support
Student Financial Aid
02/22/16 – 08/31/16
Grade F
Competitive Appointment
(Replacement Action)

**Lugo, Irene**
Instructor
Faculty
Nursing
Temporary (Lecturer) Status
02/01/16 – 05/14/16
Grade H/5
Noncompetitive Appointment
(New Position)

**McHale, Sandra**
Senior Administrative Associate
Classified Staff
Vice President, Financial & Administrative Operations
01/04/16
Grade F
Transfer

**Middaugh, Cynthia**
Instructor
Faculty
Nursing
Temporary (Lecturer) Status
01/25/16 – 05/14/16
Grade C/3
Noncompetitive Appointment
(New Position)

**Myers, Joy**
Instructor
Faculty
Anthropology
Temporary (Lecturer) Status
01/11/16 – 05/14/16
Grade C/5
Noncompetitive Appointment
(New Position)

**Martinez, Juanita**
Administrative Assistant
Classified Staff
Vice President, Financial & Administrative Operations
Temporary Status
01/04/16
Grade D
Transfer

**Navarro, Jerardo**
Instructor
Faculty
Government
Temporary (Lecturer) Status
01/11/16 – 05/14/16
Grade C/5
Noncompetitive Appointment
(New Position)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Orrantia, Diana**
Instructor
Faculty
Mathematics
01/11/16 – 05/14/16
Grade C/12
Leave of Absence

**Romero, Celia**
GED Testing Assistant
Classified Staff
Testing Services
Temporary Status
01/01/16 – 05/31/16
Grade D
Extension of Appointment

**Samaniego, Roberto**
Project Manager, Construction
Professional Support
Physical Plant
Temporary Status
02/01/16 – 02/29/16
Grade F
Extension of Appointment

**Webb, J. Kristin**
Instructor
Faculty
Vocational Nursing
Temporary (Lecturer) Status
01/25/16 – 05/14/16
Grade B/5
Noncompetitive Appointment
(New Position)
Exhibit 3.2
Full-Time Externally-Funded Actions

**Lozoya, Raquel**
Administrative Assistant
Classified Staff
Contract Opportunities Center
DoD/DLA
Temporary Status
01/01/16 – 08/31/16
Grade D
Extension of Appointment

**Mason, Michael**
Procurement Specialist
Professional Support
Contract Opportunities Center
DoD/DLA
Temporary Status
01/01/16 – 08/31/16
Grade C
Extension of Appointment

**Suarez, Julie**
Procurement Specialist
Professional Support
Contract Opportunities Center
DoD/DLA
Temporary Status
01/01/16 – 08/31/16
Grade C
Extension of Appointment
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Mejia-Soria, Patricia**
Accounts Receivable Clerk
Accounts Receivable
11/27/15

Retirements:

**Old, Joe**
Instructor
Mass Communications
01/31/16

**Ortega, Jose L.**
Senior Painter
Operations & Maintenance
10/31/15

**Steagall, Stella**
Instructor
Speech
01/31/16

**Winstead, Patricia**
Instructor
Fashion Technology
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 contract agreement with Franklin Covey Client Sales, Inc. to provide training sessions.</th>
<th>Amount Not to Exceed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$150,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>William Serrata</th>
<th>Area Responsible:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Office of the President</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Persons:</th>
<th>William Serrata</th>
</tr>
</thead>
</table>

| Purpose:                | The purpose of the 4 Disciplines of Execution (4DX) training sessions is to bring together EPCC leaders and front-line staff into a dialogue to lead the College through a process to help prioritize strategic intents into focused goals that will ensure high levels of engagement towards the identified Wildly Important Goals (WIGs). With the 4DX tools, EPCC will be able to design an implementation plan and effective process tailored to fit the El Paso Community College structure. |

<table>
<thead>
<tr>
<th>Explanation:</th>
<th>The proposed approach for the full-track implementation for the 4DX process is included in three (3) phases:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design Phase – Senior leaders participate in a 4DX Execution Design Session to architect WIGs and Sub-WIGs for all levels and managers architect WIGs for teams.</td>
<td></td>
</tr>
<tr>
<td>2. Build Phase – Leaders and front-line staff learn how to launch and run 4DX with their teams.</td>
<td></td>
</tr>
<tr>
<td>3. Run Phase – Coaches, leaders and front-line staff ensure 4DX process adherence and optimization.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note:</th>
<th>This agreement will be for fiscal years 2015-16 and 2016-17. Project completion of these phases is anticipated by December 31, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Source letters follow this item.</td>
<td></td>
</tr>
<tr>
<td>Funding is provided by the Connection and Completion Initiative budget.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date:</th>
<th>02/10/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>11000-11020</td>
</tr>
<tr>
<td>Budget:</td>
<td>$250,750</td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>$99,777</td>
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<td>Balance:</td>
<td>$150,973</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Franklin Covey Client Sales, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2200 West Parkway Blvd.</td>
</tr>
<tr>
<td></td>
<td>Salt Lake City, Utah 84119-2099</td>
</tr>
</tbody>
</table>
February 9, 2016

To whom it may concern,

FranklinCovey has created a holistic framework for increasing the overall effectiveness and quality performance of complex organizations, as well as improving effectiveness in one’s personal life. This framework, encompasses a variety of products and services including assessment and measurement, consulting, training, implementation processes, and application tools.

The assessment and measurement aspect of FranklinCovey’s training, consulting and any related material, is wholly owned by FranklinCovey and is not distributed through or provided by anyone but FranklinCovey. Additionally, FranklinCovey retains the exclusive rights in granting a license for use of its intellectual property.

Because of the uniqueness of our approach, FranklinCovey is the only approved supplier of the training materials used in conjunction with its licensed programs. The following leadership-and organizational-oriented courses, services, materials and the license for use are available only from FranklinCovey.*

1. The 7 Habits of Highly Effective People® 4.0 and derivative courses
2. Leadership: Great Leaders, Great Teams, Great Results™ and derivative courses, including the Leadership Modules
3. The 4 Disciplines of Execution®
4. The 5 Choices to Extraordinary Productivity®, including The 5 Choices®; Essentials
5. Championing Diversity™
6. Leading at the Speed of Trust® 3.0, including Speed of Trust® Foundations, and derivative courses
7. Project Management Essentials™

* Because of the breadth of FranklinCovey’s product offerings, this list may not be inclusive of all sole-source materials. Further Franklin Covey’s Insights™ and LiveClicks™ online product offerings are not “sole source.”

The copyrighted materials related to the above-referenced curriculums include course-specific participant manuals, profiles, assessments, and surveys as well as other copyrighted and trademark-registered materials.

If you have any questions or need additional information, please contact me at 801/817-5635. Federal Tax ID: 87-0561601.

Sincerely,

Ms. Michael Bettin
Director, Legal Services
MEMORANDUM

TO: Ruben Gallardo, Director
    Purchasing & Contract Management

FROM: Dr. William Serrata
      President

DATE: February 10, 2016

SUBJECT: Franklin Covey Client Sales, Inc. – Sole Source Provider

This memo is to request the approval of Franklin Covey Client Sales, Inc. as a sole source to provide training as a holistic framework for increasing the overall effectiveness and quality performance at El Paso Community College through a variety of products and services, including assessment and measurement, consulting, training, implementation processes, and application tools.

The uniqueness of the Franklin Covey Client Sales, Inc. approach is that it is the only approved supplier of the training materials used in conjunction with its licensed programs, i.e., leadership-and-organizational-oriented courses, services, materials and the licenses for use which are available only from Franklin Covey Client Sales, Inc.

WS/as
### FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the renewal of an annual contract for maintenance and support for software from Ad Astra Information Systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$52,600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Dale Hougham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Instruction and Workforce Education</td>
</tr>
</tbody>
</table>

| Resource Persons:        | Steven Smith, Linda Gonzalez-Hensgen, Jenny Girón                        |

| Purpose:                 | To approve the renewal of the Ad Astra annual service agreement to maintain the facilities scheduler and resource management system. Ad Astra is software that brings together facilities scheduling with event and resource management. This system is used to optimize classroom and physical plant resources and usage. The service allows viewers to check space availability on each campus, check room resources and submit space requests. The Division of Instruction and Workforce Education will utilize the room reservation system and make better use of facilities using the analytics package, and subsequently improve course offerings based on actual student demand. The web-based room scheduling system combines academic and event activities to refine both the number of sections and the times of course offerings. The planning and implementation of Ad Astra includes the integration with the College’s ERP system, Ellucian Banner. The Ad Astra software was approved by the Board in January 2013. The process of room inventory and data collection has been completed and this data will be used as part of the scheduling analysis. Ad Astra will assist College divisions in assessing how facilities are being used and accommodating enrollment growth while absorbing budget cuts. These results can be accomplished through metrics and goals developed by Ad Astra, including increasing enrollment ratios, improving seat-fill ratios and increasing room utilization. This information will allow EPCC to optimize student access to needed courses, which will help improve graduation rates. |

| Explanation:             | Sole source letters follow this item. Funding is provided by the Technology Fund. |

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

| Vendor:                 | Ad Astra Information Systems, LLC 6900 W. 80th Street, Suite 300 Overland Park, KS 66204-3840 |

<table>
<thead>
<tr>
<th>Date:</th>
<th>02/04/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>91326-M91326</td>
</tr>
<tr>
<td>Budget:</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>$1,420,558</td>
</tr>
<tr>
<td>Balance:</td>
<td>$579,442</td>
</tr>
</tbody>
</table>
Ad Astra Information Systems, LLC is the sole manufacturer and distributor of Astra Schedule software. The features included in this software are vital to improving the scheduling business practices of higher education institutions. El Paso Community College currently owns and maintains a campus-wide license to Astra Schedule software for specialized academic space and event management system that is produced and marketed solely by Ad Astra Information Systems, LLC. El Paso Community College purchased Astra Schedule software in March, 2013.

Annual maintenance and support is provided solely by Ad Astra Information Systems, LLC, as the lone vendor able to support the Astra Schedule software.

The annual maintenance agreement between Ad Astra Information Systems, LLC and El Paso Community College renews annually on March 12, and is payable Net 30.

This product has been scie-sourced by other institutions.

AD ASTRA INFORMATION SYSTEMS, L.L.C.

By: ________________________  1/22/16
Tom Shaver, Founder and CEO

Address:
6900 W. 80th Street, Suite 300
Overland Park, KS 66204

(Exhibit 4.2.2)
TO: Ruben Gallardo, Director, Purchasing & Contract Mgmt.
FROM: Gary Chacon, Executive Director, ERP Support Services
THROUGH: Jenny Girón, Ph.D., Vice President, Information Technology/CIO
DATE: January 22, 2016
SUBJECT: Ad Astra Information Systems as a Sole Source

The purpose of this memo is to validate the reasons in recognizing Ad Astra Information Systems ("Ad Astra") as a sole source for the subscription renewal for the Ad Astra software.

Ad Astra is the sole developer of the platform and applications. Ad Astra, develops, maintains and utilizes patented proprietary software and algorithms. Many of the processes leveraged within the Platinum Analytics software have been awarded a patent meaning that Ad Astra is the sole provider of these solutions.

The application will provide college administrator’s with historical analysis of course demands, including demand trends, time availability, and section to section scheduling conflicts. The software provides program analysis of course demands, including quantitative demand for eligible and helpful courses. It provides course offering analysis metrics highlighting disconnects between offerings and student’s course needs.

Ad Astra provides specialized assistance and subject matter expertise. The process of room inventory and data collection has been completed which will be used as part of the scheduling analysis. Ad Astra support and maintenance is provided exclusively to customers which affords access to the Ad Astra technical support team and standard releases of the licensed product.
**FINANCIAL SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of a second extension of the current contract for beverage vending services with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Juan Flores</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Juan Flores</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To extend the term of the contract with Bottling Group LLC (dba Pepsi-Cola Bottling Group) up to three (3) months through May 31, 2016, in order to continue providing high quality and affordable beverage vending services to the students, faculty and staff of El Paso County Community College District.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>The Board of Trustees approved a five (5) year contract award with Bottling Group LLC (dba Pepsi-Cola Bottling Group) through Request for Proposals (RFP) #09-002 in December 2008. The term of the agreement was for five (5) years, with the option to renew for an additional two (2) years, upon administrative review and satisfactory performance by the vendor. That contract was to have ended on December 31, 2015. A new Request for Proposals (RFP) was advertised by the Purchasing &amp; Contract Management Department on October 21, 2015. One of the major vendors in the business expressed concern about needing more than the usual three weeks to prepare proposals, due to the approval structure of their large organization. Then a second major vendor expressed concern over the allotted time as well. Therefore, an extension of time for submitting proposals was approved for all vendors, from the original November 6, 2015 deadline to December 2, 2015. Consequently, on December 14, 2015, the Administration requested, and the Board of Trustees approved, an extension of the existing contract with Bottling Group LLC from a termination date of December 31, 2015 to a termination date of February 29, 2016. An RFP Analysis Committee was initially convened on December 4, 2015 to evaluate three proposals that were received as a result of the RFP. The Committee consisted of a Dean, several administrators, and two El Paso Community College students. However, due to the competitiveness of the proposals, no consensus on a best-value recommendation was reached after several hours of evaluation. Consequently, the Committee convened again in January to continue the evaluation of the proposals. At that time, due to some ambiguities in the offers, the Committee decided to invite two of the offerors to come to El Paso to make separate presentations to the Committee. Those presentations finally took place on February 1, 2016. After reviewing not only the original written offers received but also the offers made during the face to face presentations, the Administration has concluded that it requires more time in order to issue a new RFT to bring a best-value recommendation for district-wide beverages to the Board of Trustees. The Administration requests a second extension of the current contract with Bottling Group LLC for a period of time not to exceed three months, from March 1, 2016 to May 31, 2016.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>Vendor:</td>
<td>Bottling Group LLC (dba Pepsi-Cola Bottling Group) 10841 Pellicano Drive El Paso, Texas 79935</td>
</tr>
</tbody>
</table>
PHYSICAL FACILITIES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of a contract with Banes General Contractors for the construction of the Architecture Discipline building at the Valle Verde Campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Not to Exceed:</td>
<td>$4,446,090</td>
</tr>
</tbody>
</table>

**Requestor:** Rick Lobato  
**Area Responsible:** Physical Plant  

**Resource Persons:** Josette Shaughnessy, Steven Smith, Rick Lobato, Tonie Badillo, Aditi Sarkar

**Purpose:** To award a contract for the construction of a 19,796 square foot two (2) story building designed to house the Architecture Discipline at the Valle Verde Campus.

**Explanation:** The Architecture Discipline building is the culminating activity of the 5-year HSI STEM grant received from the Department of Education. The purpose of the grant is to increase the number of Hispanic students attaining degrees in the field of Architecture and to develop a model transfer and articulation agreement between EPCC and Texas Tech University. This stand-alone building will have 6 studios, 2 seminar rooms, 4 faculty offices and 1 conference room. Construction completion is expected by January 2017.

| Contract | $4,041,900 |
| Contingency 10% | 404,190 |
| **Total** | **$4,446,090** |

This recommendation is based on Request for Competitive Sealed Proposals (CSP) #16-007 Construction Services: VV Campus Architecture Discipline per Texas Government Code 2269.

Funding provided by the HSI STEM Architectural grant supplemented by $1.3 million of the 2007 Revenue Bond Proceeds.

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

**Vendor:** Banes General Contractors, Inc.  
6001 Doniphan Dr.  
El Paso, TX  79932

**Date:** 02/03/16  
**Account:** 21129-F21129  
**Budget:** $3,418,096  
**Expenditures to date:** $217,290  
**Balance:** $3,200,806
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

CONSTRUCTION SERVICES: VV CAMPUS ARCHITECTURE DISCIPLINE BUILDING

CSP #16-007

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 seventy-seven (77) entities. Proposals received are indicated on the CSP tabulation.

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,” Toni Badillo, Ken Gorski, Carlos Lievanos, Rick Lobato, Robert Samaniego, Aditi Sarkar and Rick Torres, that a contract be awarded to:

Banes General Contractors, Inc.
6001 Doniphan
El Paso, TX 79932
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Proposal for Turnkey Project</strong></td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td><strong>Base Proposal for the complete project construction project as defined in the technical specifications of the Project Manual. Work will be substantially complete within three hundred (300) calendar days from the date of Notice to Proceed.</strong></td>
<td>$4,311,000.00</td>
<td>$4,128,000.00</td>
<td>$3,974,400.00</td>
<td>$4,221,110.00</td>
<td>$3,814,734.00</td>
<td>$4,096,400.00</td>
<td>$4,000,000.00</td>
<td>$4,436,422.00</td>
<td>$4,549,000.00</td>
<td>$3,795,936.79</td>
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<tr>
<td><strong>Alternate #1 Proposal amount</strong></td>
<td>$36,400.00</td>
<td>$33,000.00</td>
<td>$26,800.00</td>
<td>$27,835.00</td>
<td>$33,333.00</td>
<td>$59,185.00</td>
<td>$39,400.00</td>
<td>$40,000.00</td>
<td>$42,011.00</td>
<td>$45,360.00</td>
<td>$14,050.00</td>
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<tr>
<td><strong>Alternate #2 Proposal amount</strong></td>
<td>$20,300.00</td>
<td>$20,000.00</td>
<td>$16,500.00</td>
<td>$18,861.00</td>
<td>$18,888.00</td>
<td>$14,111.00</td>
<td>$19,700.00</td>
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<td>$26,480.00</td>
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<tr>
<td><strong>Alternate #3 Proposal amount</strong></td>
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<td>$6,450.00</td>
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<td>$10,170.00</td>
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<tr>
<td><strong>Alternate #4 Proposal amount</strong></td>
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<td>$7,000.00</td>
<td>$9,800.00</td>
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<td>$14,000.00</td>
<td>$13,145.00</td>
<td>$4,998.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (Base Proposal plus Alternates #1, #2, #3 and #4.)</strong></td>
<td>$4,220,400.00</td>
<td>$4,213,000.00</td>
<td>$4,041,900.00</td>
<td>$4,249,607.00</td>
<td>$4,094,000.00</td>
<td>$4,525,708.00</td>
<td>$4,444,910.00</td>
<td>$3,828,465.29</td>
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<tr>
<td><strong>Deductive Alternate #1 Proposal amount</strong></td>
<td>$(76,000.00)</td>
<td>$(97,000.00)</td>
<td>$(122,600.00)</td>
<td>$(123,290.00)</td>
<td>$(77,777.00)</td>
<td>$(170,834.00)</td>
<td>$(132,000.00)</td>
<td>Not found in proposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The District requires that the Work be Substantially Complete within three-hundred (300) calendar days from the date of Notice to Proceed.</strong></td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td></td>
</tr>
</tbody>
</table>

**Required Information**

- Respondent shall provide a minimum of three (3) references from organizations where similar and recent projects have been provided using Construction Services: VV Campus Architecture Discipline Building.
- 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 a brief company history, including the names and credentials of key personnel that will be involved in the project.
- 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 provide a sample history of its payments to subcontractors through the course of previous jobs.
- Respondent shall submit evidence of its safety record within the last three (3) years. OSHA compliance documentation is acceptable.
- Signed copies of the Felony Conviction Form, Family Code Form & Conflict of Interest Form, and proposal submitted.
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The price. (45 pts.)</td>
<td>Formula: (Low Base Amount + Alternates*) ÷ (Other Base Bid Amount + Alternates*) = N x 45</td>
<td>n/a</td>
<td>4.82</td>
<td>4.89</td>
<td>4.62</td>
<td>4.54</td>
<td>3.99</td>
<td>4.16</td>
<td>4.17</td>
<td>4.08</td>
<td>3.07</td>
<td>3.07</td>
<td>100</td>
<td>45</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>2. The offeror's experience and reputation.</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>2.85</td>
<td>5.71</td>
<td>8.86</td>
<td>5.43</td>
<td>3.14</td>
<td>5.71</td>
<td>6.86</td>
<td>6.29</td>
<td>4.57</td>
<td>5.43</td>
<td>3.14</td>
<td>5.71</td>
<td>8.86</td>
<td>5.43</td>
</tr>
<tr>
<td>3. The quality of the offeror's goods or services.</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>17.14</td>
<td>12.00</td>
<td>18.29</td>
<td>10.29</td>
<td>4.00</td>
<td>12.57</td>
<td>14.29</td>
<td>14.86</td>
<td>15.43</td>
<td>5.14</td>
<td>11.43</td>
<td>20</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>4. The impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses.</td>
<td>0 = No 1 = Yes</td>
<td>1</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
</tr>
<tr>
<td>5. The offeror's safety record.</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>4.00</td>
<td>2.86</td>
<td>4.71</td>
<td>2.43</td>
<td>1.00</td>
<td>3.29</td>
<td>3.57</td>
<td>3.71</td>
<td>3.86</td>
<td>0.57</td>
<td>1.71</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6. The offeror's proposed personnel.</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>3.86</td>
<td>3.43</td>
<td>4.43</td>
<td>2.14</td>
<td>0.29</td>
<td>3.14</td>
<td>3.57</td>
<td>3.29</td>
<td>3.57</td>
<td>0.43</td>
<td>2.57</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Whether the offeror's financial capability is appropriate to the size and scope of the project.</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>2</td>
<td>8.29</td>
<td>5.71</td>
<td>8.86</td>
<td>4.00</td>
<td>3.71</td>
<td>6.57</td>
<td>6.57</td>
<td>7.14</td>
<td>7.43</td>
<td>3.71</td>
<td>3.71</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8. Any other relevant factor specifically listed in the request for bids, proposals, or qualifications.</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>0.8</td>
<td>3.20</td>
<td>2.29</td>
<td>3.43</td>
<td>1.71</td>
<td>1.03</td>
<td>2.29</td>
<td>2.29</td>
<td>2.74</td>
<td>2.86</td>
<td>1.03</td>
<td>2.06</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>n/a</td>
<td>86.88</td>
<td>72.89</td>
<td>91.20</td>
<td>66.54</td>
<td>53.16</td>
<td>78.73</td>
<td>78.31</td>
<td>81.11</td>
<td>78.50</td>
<td>52.55</td>
<td>71.91</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: * Includes alternates #1, #2, #3 and #4. Does not include deductive alternate #1.

Recommended award: [Scope of Work per Specification for CSP #16-007 Construction Services: VV Campus Architecture Discipline Building]
PHYSICAL FACILITIES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to enter into an annual maintenance contract with Sun City Air Conditioning Co., Inc. to provide maintenance and repair for air conditioning units throughout the district.

Amount Not to Exceed: $191,169 (through August 2017)

Requestor: Rick Lobato
Area Responsible: Physical Plant

Resource Persons: Josette Shaughnessy, Rick Lobato

Purpose: To provide for a quarterly maintenance program for HVAC units in the district. Included in this contract will be any required repair and or replacement services should a unit fail and repair/replacement services be required.

Explanation: This contract will allow EPCC Physical Plant to provide more reliable HVAC services for EPCC students, faculty and staff. Currently the district has 200 packaged units. This maintenance contract will provide a more reliable system and quicker response time for failures to the building occupants. In addition, it will allow our limited staff to concentrate on other maintenance repairs and operational requirements for the district’s buildings and occupants.

This contract will span a period of the remainder of the current fiscal year (FY) 2015/2016 and the entire next FY. For FY 2016/2017 this contract will consist of two line items:

1. Maintenance program annual fee of $27,446; broken into twelve equal monthly payments of $2,287.17.
2. Repair services used on an as needed basis not to exceed $100,000. This figure was based upon a past expenditure of $90,000 for similar services.

As for the remainder of FY 2015/2016, the maintenance program fee will be $13,723 with a repair service not to exceed $50,000. This service will begin upon Board approval through August 2017.

This recommendation is based on Request for Competitive Sealed Proposals (CSP) #16-002 District-Wide HVAC Equipment Maintenance and Repair Services per Texas Education Code 44.031.

Funding provided by the Preventive Maintenance budget.

Recommendation: Approval by the Board of Trustees.

Vendor: Sun City Air Conditioning Co., Inc.
7001 Commerce Ave.
El Paso, TX 79915

Date: 1/26/16
Account: 92050-N92050
Budget: $168,741
Expenditures to date: $86,111
Balance: $82,630

(Exhibit 5.2.1)
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE HVAC EQUIPMENT MAINTENANCE AND REPAIR

CSP #16-002

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 eight (8) entities. Proposals received are indicated on the CSP tabulation.

Proposers’ previous experience were reviewed, when available, on the proposals received. References from vendors who submitted proposals were checked. It is the recommendation of the “CSP Analysis Committee,” Jose Arteaga, Alfonso Barrera, Rick Lobato, and Rick Torres, that a contract be awarded to:

Sun City Air Conditioning Co., Inc.
7001 Commerce Ave.
El Paso, TX 79915
### VENDOR REQUIREMENTS

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.

Respondent shall provide a minimum of three (3) references from organizations where similar services have been provided 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.

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.

Contractor shall provide evidence in the proposal response that it possesses any and all licenses and certifications required for this type of function by city, state, or federal regulation.

Respondent must have the appropriate insurance as set forth in Section 11 of the General Conditions at the time of proposal submission. Awarded respondent will be required to maintain current proof of insurance for the District during the term of the contract.

Respondent shall include the names, titles, and contact information, telephone, email, and expenses for key personnel who will be responsible for providing services to the District. Information must be updated in the event of changes in personnel. Provide proof of license, certification, etc.

Respondent shall provide evidence in the proposal response that it possesses any and all licenses and certifications required for this type of function by city, state, or federal regulation.

Respondent shall provide a minimum of three (3) references from organizations where similar services have been provided using Proposal Form Attachment B.

Respondent shall provide evidence in the proposal response that it possesses any and all licenses and certifications required for this type of function by city, state, or federal regulation.

Respondent shall provide a minimum of three (3) references from organizations where similar services have been provided using Proposal Form Attachment B.

Respondent shall provide evidence in the proposal response that it possesses any and all licenses and certifications required for this type of function by city, state, or federal regulation.

### C. REGULAR MAINTENANCE

### Maintenance costs of the following per specification requirements on Item #1:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Rate</th>
<th>Frequency</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Regular Maintenance</td>
<td>$20,377.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Regular Maintenance</td>
<td>$12,260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td>Regular Maintenance</td>
<td>$2,848.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td>Regular Maintenance</td>
<td>$13,260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Regular Maintenance</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Regular Maintenance</td>
<td>$85,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td>Regular Maintenance</td>
<td>$44,220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8</td>
<td>Regular Maintenance</td>
<td>$37,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#9</td>
<td>Regular Maintenance</td>
<td>$20,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td>Regular Maintenance</td>
<td>$18,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. REPAIR SERVICES (All parts, refrigerants, and other required supplies, equipment, and materials to complete repairs shall be furnished by the Contractor).

### Hourly Charge

- Normal business hours (8 am – 5 pm, Monday-Friday except Institutional)
  - $105.00
- Outside normal business hours
  - $135.00
- Premium for Emergency (Two (2) hour) response, if any.
  - $200.00

### C. PARTS/MATERIALS

- Awarded contractor will submit discount (%) off list price. State %:
  - 2%
- United Refferigence Inc. List Pricing Enclosed
  - 20%

### F. PROVIDE AVERAGE RESPONSE TIME

- A. During normal business hours: (8 am – 5 pm, Monday-Friday), except institutional holidays
  - 1 Hour
- B. During weekday evening hours: 2 Hours
- C. During weekend: 2 Hours
- D. Institutional Holidays: 2 Hours
- E. For emergencies (Response time must be two (2) hours or less) 2 Hours

(Exhibit 5.2.3)
### CSP #16-002 District-wide HVAC Equipment Maintenance and Repair Services

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Ratings Key</th>
<th>Factor</th>
<th>Air Plus Sheet Metal co. LLC.</th>
<th>PC Automated Controls, Inc.</th>
<th>S &amp; T Refrigeration, LLC.</th>
<th>Sun City Air Conditioning Co., Inc</th>
<th>United IG Mechanical</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The purchase price (35 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>7</td>
<td>15.75</td>
<td>19.25</td>
<td>15.75</td>
<td>33.25</td>
<td>26.25</td>
<td>14.00</td>
</tr>
<tr>
<td>2. The reputation of the vendor and of the vendor's goods or services (15 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>3</td>
<td>9.00</td>
<td>7.50</td>
<td>6.00</td>
<td>12.75</td>
<td>10.50</td>
<td>6.75</td>
</tr>
<tr>
<td>3. The quality of the vendor's goods or services (10 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>2</td>
<td>5.50</td>
<td>5.50</td>
<td>4.50</td>
<td>7.50</td>
<td>6.30</td>
<td>4.50</td>
</tr>
<tr>
<td>4. The extent to which the vendor's goods or services meet the District’s needs (10 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>2</td>
<td>6.50</td>
<td>6.00</td>
<td>4.00</td>
<td>8.50</td>
<td>7.00</td>
<td>5.50</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>3.25</td>
<td>3.00</td>
<td>0.00</td>
<td>4.75</td>
<td>4.00</td>
<td>2.50</td>
</tr>
<tr>
<td>6. The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Businesses (1 pt.)</td>
<td>0 = No 1 = Yes</td>
<td>1</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</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 (10 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>2</td>
<td>4.50</td>
<td>4.50</td>
<td>2.00</td>
<td>9.00</td>
<td>7.50</td>
<td>3.50</td>
</tr>
<tr>
<td>8. 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; has its principal place of business in this state; or employs at least 500 persons in this state. (5 pts.)</td>
<td>0 = No 1 = Yes</td>
<td>5</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>9. Any other relevant factor specifically listed in the request for bids or proposals (9 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>1.8</td>
<td>4.95</td>
<td>5.85</td>
<td>4.05</td>
<td>6.75</td>
<td>5.40</td>
<td>4.05</td>
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<tr>
<td><strong>Total Points:</strong></td>
<td></td>
<td><strong>55.45</strong></td>
<td><strong>57.60</strong></td>
<td><strong>42.30</strong></td>
<td><strong>87.80</strong></td>
<td><strong>72.15</strong></td>
<td><strong>46.80</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Recommend award**

Scope of Work as per the Specifications in CSP #16-002 District-wide HVAC Equipment Maintenance and Repair Services

The District is requesting proposals from qualified contractors to provide turnkey services for District-wide HVAC Equipment Maintenance and Repair Services.
## CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of a grant award from the U.S. Department of Education.</th>
<th>Amount: $594,461</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Cynthia Velasco</td>
<td>Area Responsible: Office of Student Success</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Lucia Rodriguez, Cynthia Velasco, Al Lawrence</td>
<td></td>
</tr>
</tbody>
</table>

### Purpose:
The purpose of this grant is to provide support services to assist 600 low income, first generation, and disabled students to remain in college, make satisfactory progress toward their academic objectives, graduate and transfer to a four-year institution.

### Explanation:
The TRiO Program provides tutoring for students in developmental courses. Additional services include career development, cultural and academic enrichment, financial aid assistance, transfer advisement, workshops on personal growth, financial literacy, and study skills development. Current staff includes the Manager, three Program Student Advisors, four Student Assistants, and 18 tutors.

### Budget Account Number: 21381-F21381: Budget Summary $594,461
#### September 1, 2015 – August 31, 2016

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61305</td>
<td>Professional Support</td>
<td>$147,923</td>
</tr>
<tr>
<td>61605</td>
<td>Classified FT</td>
<td>158,691</td>
</tr>
<tr>
<td>61631</td>
<td>Tutor LA SSA PT</td>
<td>139,000</td>
</tr>
<tr>
<td>62000</td>
<td>Fringe</td>
<td>108,720</td>
</tr>
<tr>
<td>71120</td>
<td>Office Supplies</td>
<td>3,450</td>
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<td>71130</td>
<td>Instructional Supplies</td>
<td>2,180</td>
</tr>
<tr>
<td>71210</td>
<td>Postage</td>
<td>186</td>
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<tr>
<td>71313</td>
<td>Consultant</td>
<td>349</td>
</tr>
<tr>
<td>71330</td>
<td>Printing</td>
<td>284</td>
</tr>
<tr>
<td>71910</td>
<td>Indirect Cost</td>
<td>28,308</td>
</tr>
<tr>
<td>72100</td>
<td>In-Town Travel</td>
<td>400</td>
</tr>
<tr>
<td>73101</td>
<td>Equipment</td>
<td>4,400</td>
</tr>
<tr>
<td>74609</td>
<td>Student Services</td>
<td>570</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$594,461</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 an annual grant award from the Texas Mutual Insurance Company.</th>
<th>Amount: $100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Kathleen Lopez</td>
<td>Area Responsible: Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Kathleen Lopez, Barry Bogle</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** The Workforce and Continuing Education Department is in receipt of an additional $100,000 from Texas Mutual Insurance Company, the State’s leading provider of workers compensation insurance. This is a renewable annual grant intended to help EPCC develop courses and programs designed to reduce workplace injuries and deaths within our region of Texas.

**Explanation:** El Paso Community College is one of five community colleges in Texas selected to provide free safety classes through grants from Texas Mutual Insurance Company. Safety courses will focus on major industries in El Paso, such as construction, manufacturing and service industries.

**Budget Account Number:** 23673-P23673: Budget Summary $100,000

**October 1, 2015 –September 30, 2016**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61000</td>
<td>Instructor Pool PT</td>
<td>$46,500</td>
</tr>
<tr>
<td>61601</td>
<td>Classified Staff PT</td>
<td>12,000</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits Pool</td>
<td>9,880</td>
</tr>
<tr>
<td>71100</td>
<td>Supplies Pool</td>
<td>25,620</td>
</tr>
<tr>
<td>72099</td>
<td>Travel Pool</td>
<td>6,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$ 100,000</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><strong>Requestor:</strong></td>
<td>Kathleen Lopez</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Steven Smith, Kathleen Lopez</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>Approve tuition rates for new CE courses.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></td>
<td>As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></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><strong>Advanced Technology</strong></td>
<td></td>
</tr>
<tr>
<td>TDT 007</td>
<td>Commercial Driver License Exam Preparation</td>
</tr>
<tr>
<td>TDT 008</td>
<td>Commercial Driver License Driving Skills</td>
</tr>
<tr>
<td>TDT 009</td>
<td>Professional Truck Driver I</td>
</tr>
<tr>
<td><strong>CE Health</strong></td>
<td></td>
</tr>
<tr>
<td>AHP 407</td>
<td>Emergency Medical Responder</td>
</tr>
<tr>
<td>AHP 408</td>
<td>Advanced Clinical Practice I</td>
</tr>
<tr>
<td>AHP 409</td>
<td>Intraoral Radiographic Procedure Review</td>
</tr>
<tr>
<td>AHP 410</td>
<td>Certificate in Legal &amp; Ethical Issues in Healthcare</td>
</tr>
<tr>
<td><strong>Workforce Development</strong></td>
<td></td>
</tr>
<tr>
<td>WFD 614</td>
<td>Code Deployment Fundamentals</td>
</tr>
</tbody>
</table>
**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>PIE 679</td>
<td>Luscious Low Fat Light Quick Meals – Online</td>
</tr>
<tr>
<td>PIE 720</td>
<td>LSAT Preparation – Part I</td>
</tr>
<tr>
<td>PIE 761</td>
<td>Wow What a Great Event-Online</td>
</tr>
<tr>
<td>PIE 934</td>
<td>Fundamentals Technical Writing – Online</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><strong>Requestor:</strong></td>
<td>Lety Jones</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Marketing &amp; Community Relations</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Josette Shaughnessy, Joyce Cordell</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>To accept a donation of $15.00 from the Skertchly Family.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></td>
<td>The monetary donation will go towards the Mission del Paso Community Garden Club.</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></td>
<td>Approval by the Board of Trustees.</td>
</tr>
</tbody>
</table>