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: February 19, 2014
5:30 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

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

1.4 Welcome to Guests and Staff Members

1.5 Open Forum

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Dr. William Serrata (College President) will present the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2011/2012 to Dr. Ernst E. Roberts II (vice president, Administration and Financial Operations), Ms. Josette Shaughnessy, CPA (associate vice president, Budget and Financial Services), and Mr. Fernando Flores, CPA (comptroller).

1.6.2 Mr. Jeff Bridgens (senior manager, Moss Adams LLP, CPAs) will present the audit results of the fiscal year 2013 financial statements.

1.6.3 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.
1.7 Communications: None

1.8 Board of Trustees Business: None

1.9 Board Reports

1.9.1 Treasurer’s Report

- November 30, 2013
- December 31, 2013
- January 31, 2014

No action is necessary.

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Ms. Zaira Crissafuli (advisor, Phi Theta Kappa) will report on the Phi Theta Kappa Honor Society.

1.9.2.2 Dr. Serrata will provide an update on events taking place throughout the College District.

1.10 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 98-101

### 3.2 Full-Time Externally Funded Actions

- Motion
- Second
- Ayes
- Nays
- Abstain

[Exhibit 3.2](#)

Page 102

### 3.3 Information Items

- Motion
- Second
- Ayes
- Nays
- Abstain

(No action required)

[Exhibit 3.3](#)

Page 103
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a campus-wide annual support agreement with the Oracle Corporation in the amount of $518,792.

Note: To continue the technical support services provided by the Oracle Corporation for licensed software that is utilized by Ellucian Banner Administration and web self-service products for concurrent use by El Paso Community College 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 increase the existing purchase order for National CineMedia for fiscal year 2013-14 by an amount not to exceed $20,740.

Note: To increase cinema advertising on the existing purchase order by an amount not to exceed $20,740 in total for National CineMedia in order to utilize new theater screen locations. Funding is provided by the Marketing and Community Relations account.

Resource Person: Ernst Roberts
4.3 Consideration and deliberation on 1) extending the deadline to refund taxes provided by Section 31.11(c-1) of the Texas Property Tax Code, and 2) to make a refund payment of $302.71 to the City of El Paso Tax Collector.

*Note: To consider a request for a tax refund to a citizen.*

*Resource Person: Ernst Roberts*
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval to negotiate and enter into a contract with SmithGroupJJR + Mijares-Mora to provide architectural services related to a district-wide master plan and the design and construction of the Fort Bliss Campus.

Note: On October 8, 2013, the Board of Trustees authorized the Administration to enter into negotiations with SmithGroupJJR + Mijares-Mora for services related to a district-wide master plan and design of a campus on a 70-acre parcel of land at Fort Bliss, Texas. Funding is provided by 2007 Revenue Bond proceeds.

Resource Person: Ernst Roberts

5.2 Consideration and deliberation on the approval to award a contract to Alvidrez Architecture Inc. for the architectural services for the Valle Verde Architecture Discipline Building in an amount not to exceed $304,920.

Note: On October 21, 2013, the Board of Trustees authorized the Administration to enter into negotiations with Alvidrez Architecture, Inc. for complete architecture services for design and construction of the Architecture Building to be located at the Valle Verde Campus. Funding is provided by the HSI STEM Architecture Grant.

Resource Person: Ernst Roberts

6.0 CURRICULUM & INSTRUCTION - None
7.0 STUDENT SERVICES

7.1 Consideration and deliberation on the approval of a contract to provide charter bus services to the student athletes and others, on an as-needed basis, with El Paso-Los Angeles Limousine Express, Inc. in an amount not to exceed $150,000.

Note: To provide charter bus services to the student athletes and others as needed. Funding is provided by the Baseball and Softball accounts and the accounts of each individual department using the charter bus service.

Resource Person: Linda Gonzalez-Hensgen

7.2 Consideration and deliberation on the acceptance of a grant award from the Texas Guaranteed Student Loan Corporation Grant to fund the High School to College Completion Program in the amount of $300,000.

Note: To enable EPCC to broaden its college access, persistence, and completion efforts to area high school students.

Resource Person: Linda Gonzalez-Hensgen
7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

7.3 Consideration and deliberation on the approval to award a contract for photography services for students at the El Paso Community College commencement ceremonies to Flash Photography.

Note: To provide professional photography services at the student commencement ceremonies beginning in May 2014.

Resource Person: Linda Gonzalez-Hensgen

Exhibit 7.3
Pages 119-122

Motion
Second
Ayes
Nays
Abstain

7.4 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: Steve Smith

Exhibit 7.4
Pages 123-124
7.0 STUDENT SERVICES

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

Note: Workforce/Economic Development & Continuing Education Department is requesting approval for changes in tuition.

Resource Person:  Steve Smith
8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance of a grant award from the Defense Logistics Agency, Department of Defense for the Contract Opportunities Center in the amount of $292,946.

*Note: To provide continued operations of the Contract Opportunities Center for fiscal year 2014 under the Procurement Technical Assistance Cooperative Agreement Program.*

*Resource Person: Steve Smith*

8.2 Consideration and deliberation on the acceptance of a donation of cash and paint supplies.

*Note: To accept the cash donation from Cengage Learning that will be used by Information Technology faculty for workshops and training; and the paint equipment and supplies from Lowe’s Home Centers, Inc., to be used by the EPCC Art Students’ Society for the first of three community murals at the Villa Maria Women’s Homeless Shelter.*

*Resource Person: Ernst Roberts*

9.0 UNFINISHED BUSINESS

10.0 ADJOURNMENT
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 11, 2013
5:30 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:30 p.m. by Board of Trustees Chair Art Fierro.

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

Vice Chair Gracie Quintanilla arrived at 5:34 p.m. and Trustee Carmen Olivas Graham arrived at 5:46 p.m.

Trustee Brian Haggerty led the Trustees and audience in the Pledge of Allegiance.

1.3 Approval of Minutes:

October 18, 2013 – Workshop

October 19, 2013 – Workshop

October 21, 2013 – Regular

November 7, 2013 – 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 the minutes was made by Mr. Haggerty and seconded by Trustee Belen Robles. Motion to approve passed. (Note: Mrs. Quintanilla and Dr. Graham were not present for the vote.)

1.4 Welcome to Guests and Staff Members – Mr. Fierro welcomed the guests and staff to the meeting.

1.5 Open Forum - None
1.6 Presentations by Individuals, Groups, and Organizations:

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

Dr. Serrata recognized the following staff members on their retirement from the College District:

Mr. Verne Alkire-Instructor, 33 years of service

Dr. Jose Martinez–Instructor, 41 years of service (not present)

Mr. Daniel Romero-Maintenance Department, 28 years of service

Ms. Julie Trejo-Financial Aid Department, 38 years of service (includes work-study service)

Dr. Serrata recognized Ms. Yolanda Chavez-Ahner on her resignation from the College. Ms. Ahner served the College District for over 28 years, but officially retired in 1993 before returning to the College full-time in 2003.

1.6.2 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.

Mr. Daniel Gaytan (president, Professional Staff Association) addressed the Board of Trustees regarding the PSA End of Year Celebration. He discussed the PSA Student Scholarship and thanked State Farm and Al Trujillo for their support. He also discussed changes to the Staff
Scholarship and stated that he would bring the issues to Dr. Serrata’s attention.

Dr. Carina Ramirez (president, Faculty Association) congratulated Mr. Steve Smith on his selection as Vice President of Instruction. She commented on the work that had been accomplished on the Student Learning Outcomes (SLO’s).

She reminded the administration that issues of over-crowded classrooms and high student-professor ratios, would continue to affect completion and graduation rates. She also discussed the Student Concern form that had been in development and has been approved. She asked that everyone use this form to address student concerns. In addition, she discussed the Faculty Bullying form, which has been completed and approved by the Faculty Senate, has been forwarded to Student Services for their review and input. Dr. Ramirez provided information on the Early Alert Task Force developed to address identify first-year at-risk students.

Mr. Joshua Carter (senator, Student Government Association) addressed the Board of Trustees on projects that the Association is working on. He commented on designated smoking areas throughout the College District, the Transmountain Student Union, and that the Association will run for State President this year. Mr. Carter provided video clips of projects completed during the fall semester (Fall Fest, Adoption of a Senior Center, and Property Clean-up Project – Rise up and Make it Happen).
1.6.3 Mr. Andres Muro (director, Community Education Program) will make a presentation on the GED Program for Migrant Workers.

Mr. Muro presented information to the Board of Trustees on the GED program for Migrant Workers. He commented that the current grant period began in 2011 and goes through 2016, with funding of approximately $450,000 annually.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 The Board of Trustees will deliberate on the resolution adopted by the Board of Trustees on June 15, 2010 regarding Arizona SB 1070.

Mr. Fierro commented that he placed this item on the Agenda. He stated that a few years back, the Board authorized the President, at his discretion, to allow Athletics to compete in Arizona. He commented that the resolution not only affects Athletics, but that it also affects staff members who need to attend training events in Arizona, as well as affecting College business by omitting vendors based in Arizona.

A motion was made by Mr. Fierro and seconded by Mr. Haggerty to dissolve the resolution regarding Arizona SB 1050. Motion to approve dissolving the resolution passed. (Note: Dr. Graham voted against the motion and Mrs. Robles abstained.)
1.9 Board Reports

1.9.1 Treasurer’s Report

August 31, 2013
September 30, 2013
October 31, 2013

No action is necessary.

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Dr. Serrata will recognize outstanding achievements by students and staff.

Dr. Serrata informed the Board of Trustees that the prospectus on substantive change regarding dual credit submitted to the Southern Association of Colleges and Schools Commission on Colleges had been approved and notified that we would have a visiting team within six-eight months.

Dr. Serrata introduced Mr. Keith Townsend (professor, Speech and Theatre) who introduced members of the Speech and Debate team. He stated that over the past thirteen years they have been ranked nationally and in the last eight years they have been ranked in the top three in the Nation. He noted that last year, the team competed in three National tournaments and won all three tournaments, something no other college or university has ever done.
Mr. Townsend commented that the team had just recently returned from two tournaments, San Diego and New York and won both invitational tournaments by a large margin.

Mr. Townsend introduced Mr. Joel Anguiano as the Student Assistant Coach, as well as the rest of the team: Mr. Kevin Estrada, Ms. Mary Hetz, Ms. Veronica Romero, Ms. Carla Mesta, Ms. Megan McGill, Ms. Camille Acosta, Mr. Christian Apodaca, Mr. Christian Murphy, Ms. Marilyn Wallace and Mr. Juan Apodaca.

Dr. Serrata asked Mr. Felix Hinojosa (director, Athletics) to introduce members of the Women’s National Champion Half-Marathon team. Mr. Hinojosa introduced Ms. Andrea Maro, All-American (3.75 GPA) and Women’s Individual Half-Marathon Champion, Ms. Shannon Luevano, All-American (3.75 GPA), Ms. Brisha Del Rio (2.75 GPA), Ms. Daniela Rodriguez (3.85 GPA), and Ms. Monica Ruiz (3.58 GPA).

Dr. Serrata introduced Ms. Olga Chavez (director, Diversity Programs) and Ms. Elizabeth Ryan (executive director, Human Resources) to discuss the College being named a 2013 Higher Education in Excellence in Diversity (HEED) award.

Ms. Chavez distributed copies of the “Insight into Diversity” magazine naming EPCC as a 2013 HEED awardee. She noted that EPCC was one of only 7 colleges or Universities announced to receive the
award. In Texas, the only other institutions to receive the award were Texas Tech University and The University of Texas at Austin.

Ms. Chavez and Ms. Ryan presented Dr. Serrata with the 2013 HEED Award.

Dr. Serrata introduced Mr. Rupal Shaw (director, strategic partnerships, CIVITAS) to provide a presentation on the CIVITAS learning program. Dr. Serrata commented that EPCC was invited as one of only twenty institutions to participate in this initial program. Mr. Shaw stated that CIVITAS’ work is focused on student success and is data driven. He noted that a software platform had been developed to assist institutions in the areas of student success. Some of the applications of the software include degree mapping, faculty/student engagement, and early warning detections.

Mr. Edward Dunbar (legal counsel) commented that the Board was approving moving forward with CIVITAS, but the actual contract or agreement would need to be signed.

1.10 Consent Docket

Motion to approve was made by Mr. Haggerty and seconded by Secretary Selena Solis. Motion to approve passed. (Note: Items 3.2 and 8.2 were included on the consent docket.)
2.0 ADMINISTRATION

2.1.1 The following policy is presented for second reading:

3.03.01 Recruitment and Selection

No action is necessary.

Ms. Solis asked that qualifying language be addressed directing the President when he could appoint employees on a non-competitive basis.

2.1.2 The following policy is presented for first reading:

3.07.02 Faculty

No action is necessary.

Ms. Solis commented that the language needed to be refined.
### 3.0 PERSONNEL

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<td>3.1 Full-Time Institutionally-Funded Actions</td>
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Motion to approve was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed.

| Exhibit 3.1 | Pages 118-121 |

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Item adopted on the consent docket.

| Exhibit 3.2 | Page 122 |

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(No action required)

| Exhibit 3.3 | Page 123 |
### 4.0 FINANCIAL SERVICES

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

*Note: To subscribe to 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. Funding is provided by the Software Maintenance account.*

*Resource Persons: Steve Smith  
Jenny Girón*

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

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#### 5.0 PHYSICAL FACILITIES – NO ITEMS
6.0 CURRICULUM AND INSTRUCTION

Motion 6.1 Consideration and deliberation on the approval of a transition project and a five (5) year contract with Blackboard Inc. to host and support the EPCC Virtual College in the amount of $1,235,901.

Note: EPCC pays a vendor to host the EPCC Virtual College and provide services and support to students and faculty 24/7. The award is for six months of transition services from Ellucian to Blackboard and the following five-year contract. Funding is provided by the Distance Education and Software Maintenance/Distance Education account.

Resource Person:  Steve Smith
                Jenny Giron

Motion to approve items 6.1 and 6.2 was made by Mr. Haggerty and seconded by Mrs. Robles. Mr. Dunbar noted that a formal contract would need to be approved. Motion to approve passed. (Note: Dr. Graham voted against this item.)

Motion 6.2 Consideration and deliberation on the acceptance of a grant award from the United States Department of Agriculture National Institute of Food and Agriculture Hispanic-Serving Institutions Grant funding for the implementation of the GREEN Advantage Project for fiscal years 2013-2015 in the amount of $140,000.

Note: The project will be funded to implement and establish a working aquaponics and greenhouse system within the Culinary Arts and Related Sciences degree programs and curriculum.

Resource Person:  Steve Smith

Motion passed.
6.3 Consideration and deliberation on the approval of Sireesha Y. Reddy, M.D. as a new Medical Director volunteer for the Diagnostic Medical Sonography Program as required by the accrediting agency.

Note: To obtain formal Board of Trustees’ approval of a new volunteer medical director for the Diagnostic Medical Sonography Program as required by the accrediting agency.

Resource Person: Steve Smith

Motion to approve was made by Mr. Haggerty and seconded by Dr. Graham. Motion to approve passed.
Motion 7.1 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: Yolanda Chávez-Ahner*

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

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

*Note: Workforce/Economic Development & Continuing Education Department is requesting approval for changes in tuition.*

*Resource Person: Yolanda Chávez-Ahner*
### 8.0 COMMUNITY SERVICES

<table>
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#### 8.1 Consideration and deliberation on the acceptance of a cooperative agreement from The University of Texas at San Antonio and the U.S. Small Business Administration in the amount of $336,426.

*Note: To continue operations of the Small Business Development Center (SBDC) Program from October 1, 2013 through September 30, 2014 under a continuing resolution passed by the U.S. Congress and administered by the U.S. Small Business Administration.*

*Resource Person: Yolanda Chávez-Ahner*

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

#### 8.2 Consideration and deliberation on the acceptance of cash donations, radio production equipment and an electric utility cart.

*Note: To accept the cash donations from Wells Fargo Bank for the SEED Program and from Pamela J. Turley for the EPCC Dance Group, Suspended Motion; the radio production equipment from Lighthouse for the Blind for EPCC communication students and campus radio stations, and the electric utility card from Shoppa’s Material Handling for the Physical Plant Department.*

*Resource Person: Ernst Roberts*

Item adopted on the consent docket.
The Board of Trustees recessed into closed or Executive Session at 7:25 p.m. as authorized by the 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 was reconvened at 8:30 p.m.

9.0 UNFINISHED BUSINESS

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 8:30 p.m. (Note: Dr. Graham and Mrs. Quintanilla were not present when the meeting was adjourned.)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Apolinario-Ibay, Penelope**
Financial Aid Coordinator- Student Loans
Classified Staff
Financial Aid
02/24/14 – 08/31/14
Grade F
Competitive Appointment
(Replacement Action)

**Avila, Mike**
Procurement Specialist
Professional Support
Contract Opportunities Center
Temporary Status
01/01/14 – 08/31/14
Grade C
Extension of Appointment

**Bautista, Norma**
Classification & Compensation Specialist
Professional Support
Human Resources
02/24/14 – 08/31/14
Grade B
Competitive Appointment
(Replacement Action)

**Black, Aida**
Administrative Associate
Classified Staff
Diversity Programs
02/24/14 – 08/31/14
Grade E
Competitive Appointment
(Replacement Action)

**Canales, Arnoldo**
Instructor
Faculty
Automotive Technology
Temporary (Lecturer) Status
01/13/14 – 05/17/14
Grade A/5
Noncompetitive Appointment
(New Position)

**Carrizal-Dukes, Elvira**
Instructor
Faculty
Mass Communication
Temporary (Lecturer) Status
01/13/14 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

**Cordero, Arturo**
Senior Floor Layer
Classified Staff
Operations & Maintenance
02/19/14
Grade F
Termination of Employment

**Cordero, Mayra**
Environmental Specialist
Classified Staff
Physical Plant
02/24/14 – 08/31/14
Grade E
Noncompetitive Appointment
(New Position)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Cordisco, Teresa**  
Administrative Associate  
Classified Staff  
Foundation  
Temporary Status  
01/01/14 – 01/31/14  
Grade E  
Extension

**Lopez, Michelle**  
Lab Facilities Supervisor  
Professional Support  
Americana Language Programs  
02/24/14 – 08/31/14  
Grade B  
Competitive Appointment  
(Replacement Action)

**Cordisco, Teresa**  
Administrative Associate  
Classified Staff  
Vice President, Administration & Financial Operations  
Temporary Status  
02/01/14 – 04/30/14  
Grade E  
Extension of Appointment & Transfer

**Lucero, Analila**  
Instructor  
Faculty  
Engineering  
Temporary (Lecturer) Status  
01/13/14 – 05/17/14  
Grade G/4  
Noncompetitive Appointment  
(New Position)

**Gallardo, Ruben**  
Director, Purchasing & Contract Management  
Administrator  
Purchasing & Contract Management  
02/01/14 – 08/31/14  
Grade D  
Temporary Increase in Responsibilities (10%)  

**Monge, Thelma**  
Associate Comptroller, General Accounting  
Professional Support  
Accounting  
03/01/14 – 08/31/14  
Grade F  
Extension of Appointment

**Gutierrez, Keith**  
Program Assistant  
Classified Staff  
Contract Opportunities Center  
Temporary Status  
01/01/14 – 08/31/14  
Grade D  
Extension of Appointment

**Olan, Cecilia**  
Reading Lab Assistant  
Classified Staff  
Reading  
09/01/13 – 08/31/14  
Grade E  
Transfer
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Ortiz, Estela**  
Program Manager  
Professional Support  
Workforce Development  
Temporary Status  
01/01/14 – 03/31/14  
Grade D  
Extension of Appointment

**Rodriguez, Rosa**  
Interim Academic Computing Services Lab Supervisor  
Professional Support  
Academic Computing Services  
Temporary Status  
01/01/14 – 05/31/14  
Grade F  
Extension of Appointment

**Paz, Jenaro**  
Instructor  
Faculty  
Mathematics  
Temporary (Lecturer) Status  
01/13/14 – 05/17/14  
Grade H/5  
Noncompetitive Appointment  
(New Position)

**Rosser, Patrick**  
Instructor  
Faculty  
Culinary Arts  
Temporary (Lecturer) Status  
01/13/14 – 05/17/14  
Grade A/5  
Noncompetitive Appointment  
(New Position)

**Peralta, Azucena**  
Instructor  
Faculty  
Economics  
Temporary (Lecturer) Status  
01/13/14 – 05/17/14  
Grade D/3  
Noncompetitive Appointment  
(New Position)

**Salcedo, Alicia**  
Administrative Associate  
Classified Staff  
Contract Opportunities Center  
Temporary Status  
01/01/14 – 08/31/14  
Grade E  
Extension of Appointment

**Robert, Crystal**  
Instructor  
Faculty  
Speech  
Temporary (Lecturer) Status  
01/13/14 – 05/17/14  
Grade C/2  
Noncompetitive Appointment  
(New Position)

**Simien, Charles**  
Manager, Grants Management  
Professional Support  
Grants Management  
02/24/14 – 08/31/14  
Grade E  
Competitive Appointment  
(Replacement Action)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Terrones, Arlene**
Instructor
Faculty
Vocational Nursing
Temporary (Lecturer) Status
11/11/13 – 05/17/14
Grade A/5
Competitive Appointment
(New Position)

**Tinajero, Eloy**
Instructor
Faculty
Diagnostic Medical Sonography
Temporary (Lecturer) Status
01/20/14 – 05/17/14
Grade A/5
Competitive Appointment
(New Position)

**Torres, Armando**
Manager, Technical Support
Professional Support
Information Technology
02/27/14 – 03/19/15
Grade H
Leave of Absence
### Exhibit 3.2
Full-Time Externally-Funded Actions

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<td>Procurement Specialist</td>
<td>Professional Support</td>
<td>01/01/14 – 08/31/14</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>Conway, Joseph</strong></td>
<td>Manager, Contract Opportunities Center</td>
<td>Professional Support</td>
<td>01/01/14 – 08/31/14</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td><strong>Devora, Jose</strong></td>
<td>Driver II</td>
<td>Classified Staff</td>
<td>01/16/14 – 07/31/14</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>Lozoya, Raquel</strong></td>
<td>Administrative Assistant</td>
<td>Classified Staff</td>
<td>01/01/14 – 08/31/14</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td><strong>Martinelli, Lilia</strong></td>
<td>SEED Coordinator</td>
<td>Professional Support</td>
<td>01/16/14 – 07/31/14</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>Mason, Michael</strong></td>
<td>Procurement Specialist</td>
<td>Professional Support</td>
<td>01/01/14 – 08/31/14</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>Suarez, Julie</strong></td>
<td>Procurement Specialist</td>
<td>Professional Support</td>
<td>01/01/14 – 08/31/14</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Amaya, Maria**
Advertising Media Coordinator
Marketing & Community Relations
01/03/14

**Delgado, Ana**
Career Services Assistant I
Career Services Department
01/17/14

**Steele, Elizabeth**
Manager, Grants Management
Grants Management
01/06/14

Retirements:

**Shipley, Margaret**
Instructor
Economics
01/31/14

**Candelas, Gabriel**
Testing Services Systems Specialist
Testing Services
01/31/14
## 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 the Oracle Corporation.</th>
<th>Amount: $518,792</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Jenny Girón</td>
<td>Area Responsible: Information Technology</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Gary Chacon</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 Corporation for licensed software that is utilized by Ellucian Banner Administration and web self-service products for concurrent use by El Paso Community College 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 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: 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 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 and to ensure that online administrative and student systems are always up and running for the College’s students and staff. Oracle, in conjunction with our ERP, enables the College to most effectively serve our students, faculty, and staff.</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Accounting: 11000-75006</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Budget: $1,367,693</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Expenditures to date: $981,262</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Balance: $386,431</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Accounting: 91326-M91326</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Budget: $1,000,000</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Expenditures to date: $667,960</td>
<td></td>
</tr>
<tr>
<td>Date: 02/10/14</td>
<td>Balance: $332,040</td>
<td></td>
</tr>
<tr>
<td>Funding is provided by the Software Maintenance and Technology Fund Accounts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>Oracle Corporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P.O. Box 71028</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chicago, IL  60695-1028</td>
<td></td>
</tr>
</tbody>
</table>
## FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to increase the existing purchase order amount for National CineMedia for fiscal year 2013-14.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount:</strong></td>
<td><strong>(Not to Exceed)</strong> $60,000</td>
</tr>
<tr>
<td><strong>Requestor:</strong></td>
<td>Joyce Cordell</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Marketing &amp; Community Relations</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Ernst Roberts, Joyce Cordell</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>To increase cinema advertising on the existing purchase order by an amount not to exceed $20,740 for National CineMedia.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></td>
<td>National CineMedia is the sole provider of advertising services in the El Paso area for the following six theater locations.</td>
</tr>
<tr>
<td></td>
<td><strong>Theater</strong></td>
</tr>
<tr>
<td></td>
<td>Freedom Crossing Theater</td>
</tr>
<tr>
<td></td>
<td>Cinemark Cielo Vista Mall</td>
</tr>
<tr>
<td></td>
<td>Cinemark Tinseltown USA</td>
</tr>
<tr>
<td></td>
<td>Cinemark West and HDRemcon</td>
</tr>
<tr>
<td></td>
<td>Cinemark Movie Bistro</td>
</tr>
<tr>
<td></td>
<td>Cinemark East Montana</td>
</tr>
<tr>
<td>EPCC Marketing is currently advertising in movie theaters throughout El Paso. However, in recent months, two new Cinemark theaters opened in El Paso: Cinemark East Montana and Cinemark Movie Bistro. This added another 20 screens for the community to see what EPCC has to offer. This additional advertising will increase our purchase order to $60,000 and, therefore, we are asking for approval from the Board. With the addition of the two newest Cinemark locations, EPCC marketing will be covering a wider range of movie goers and our advertising will be seen on a total of 78 Cinemark screens in El Paso running approximately 8,736 times a month. This is important during spring break and summer months which are also peak registration times. Sole source letters follow this item.</td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>01/17/14</td>
</tr>
<tr>
<td><strong>Account:</strong></td>
<td>11000-14001</td>
</tr>
<tr>
<td><strong>Budget:</strong></td>
<td>$429,769</td>
</tr>
<tr>
<td><strong>Expenditures to date:</strong></td>
<td>$351,325</td>
</tr>
<tr>
<td><strong>Balance:</strong></td>
<td>$78,444</td>
</tr>
<tr>
<td><strong>Vendor:</strong></td>
<td>National CineMedia, LLC</td>
</tr>
<tr>
<td></td>
<td>9110 Nichols Ave, Suite 200</td>
</tr>
<tr>
<td></td>
<td>Centennial, CO 80112-3405</td>
</tr>
</tbody>
</table>

(Exhibit 4.2.1)
March 31, 2013

To Whom It May Concern:

Please be advised that National CineMedia is the single, exclusive sales and marketing representative for on-screen and lobby promotions to Regal Entertainment Group, AMC Entertainment, Inc. and Cinemark, Inc. for sales of on-screen and other in-theatre advertising and promotions.

Our current list of affiliates for which National CineMedia, LLC is the current exclusive sales representative includes Aurora Cinema Grill, Bainbridge Cinemas, CanAm Theatres (Mall of America), Cobb Theaters, Coming Attractions Theatres, Dickinson Theatres, Digital Cinema Destinations, Corp, Fairchild Cinemas, Galaxy Theatres, Georgia Theatre Company, Goodrich Theatres, Great Xscape Theatres, Kerasotes Theatres, King Theatres, LA Live, Loeks Theatre, Marquee Cinemas, Metropolitan Theatres, MJR Theatres, Odyssey Theatres, O’Neil Theatres, Picture Show Entertainment, RC Theatres, ShowBiz Cinemas, Star Cinema Grill, Solomon Southern Theatre, Southeast Cinemas, Starplex Theatres, Texas Cinemas, UEC Theatres, VSS Southern Theatres and WPA Theatres.

Best regards,

[Signature]
Cliff Marks
President, Sales & Marketing
National CineMedia
MEMORANDUM

TO: Ruben Gallardo

FROM: Joyce Cordell; Director, Marketing & Community Relations

THROUGH: Dr. Ernst E. Roberts; VP, Administration & Financial Operations

DATE: January 17, 2014

SUBJECT: National Cinemedia (NCM)/ Cinemark as a sole source

The purpose of this memo is to validate the reasons of using National Cinemedia (NCM)/ Cinemark movie theaters as a sole source.

Marketing & Community Relations Mission
To spread awareness in the community and promote all educational opportunities offered by El Paso Community College (EPCC) in El Paso County and surrounding areas in support of the college mission, vision, and student success.

Our Vision
For members of the community, business, and industry to see El Paso Community College as “The Best Place to Start!” their higher educational journey and realize the multitude of options available in obtaining a degree. EPCC will be a household name, the first place to stop to ask questions and get answers. The institute will gain national recognition through savvy public relations and targeted marketing strategies.

In supporting our mission and vision, advertising from the various media outlets must be purchased on an annual basis. In a very competitive market, it is critical that EPCC is recognized in the community as a top notch educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to cover the broad target audience we are trying to reach.

Movie theaters are a great venue for a variety of reasons: they reach a unique demographic via age, gender, ethnicity…and these can be reached through by the type of movie that is being played. In addition, a movie audience is a captive audience, they aren’t going anywhere for approximately 1 ½ to 2 hours with the exception for a short restroom break.
In recent months, two new theaters opened in El Paso. Cinemark East Montana and Cinemark Movie Bistro (see chart below). This added another 20 screens for the community to see what EPCC has to offer.

<table>
<thead>
<tr>
<th>National Cinemedia</th>
<th>Address</th>
<th># screens</th>
<th>Lobby Entertainment Network (LEN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom Crossing Theater</td>
<td>Fort Bliss</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Cinemark Cielo Vista Mall</td>
<td>8401 Gateway Blvd. W</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Cinemark Tinseltown USA</td>
<td>11855 Gateway Blvd W</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>Cinemark West and HDRemcon</td>
<td>7440 Remcon Cir</td>
<td>14</td>
<td>1</td>
</tr>
<tr>
<td>Cinemark Movie Bistro</td>
<td>Sunland Park Mall</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Cinemark East Montana</td>
<td>12704 Montana Ave.</td>
<td>14</td>
<td>1</td>
</tr>
</tbody>
</table>

With the addition of the two newest Cinemark locations, EPCC will be covering a wider range of movie goers and our advertising will be seen on a total of 78 Cinemark screens in El Paso, which runs approximately 8,736 times a month. This is important during spring break and summer months which are also peak registration times.

Please see attached letter from National Cinemedia (NCM). Thank you.
### FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on 1) extending the deadline to refund taxes provided by Section 31.11(c-1) of the Texas Property Tax Code, and 2) to make a refund payment of $302.71 to the City of El Paso Tax Collector.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Josette Shaughnessy</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Budget &amp; Financial Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Ernst Roberts, Josette Shaughnessy</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To consider a request for a tax refund to a citizen.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>The City of El Paso Tax Office sent a letter explaining that a citizen double paid his property taxes in 2009 (copy follows this item). Both the citizen and the citizen’s mortgage company paid the same property tax for that year. The College received its portion of the tax in the year 2012 in the sum of $302.71. Normally applications for refunds, according to the Tax Office, must be made within three (3) years from the date of payment. The application should have been made by 2012. The governing body of a taxing entity, however, may extend the deadline under Section 31.11(c-1) of the Texas Property Tax Code for a single period not to exceed two (2) years. Accordingly, the College may extend the deadline from 2012 to 2014. While the Tax Office does not identify the citizen, there appears to be no good reason to deny the request. The administration recommends extending the deadline and making this payment to the City of El Paso Tax Collector.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
</tbody>
</table>

(Exhibit 4.3.1)
Date: November 5, 2013

To: Josette Shaughnessy, CPA  
El Paso Community College

From: David Childs, Ph.D.  
Tax Assessor/Collector, City of El Paso

Topic: Citizen Request for a Refund

A citizen has recently become aware that on 12-30-08 their mortgage company paid their property taxes, then the citizen also paid their property taxes a week later on January 6, 2009. The citizen is now requesting a refund.

Since Texas Property Tax Code Section 31.11(c) states that “an application for a refund must be made within 3 years of the date of the payment”, the City of El Paso Tax Office annually distributes to the participating Taxing Entities their portion of refundable amounts that were not claimed within the 3-year deadline. Consequently, this citizen’s double payment in 2009 was distributed to your entity in 2012.

The Texas Property Tax Code also states in Section 31.11(c-1) that “The Governing Body of the taxing unit may extend the deadline provided by Subsection (c) for a single period not to exceed 2 years.” Therefore, your entity has the discretion under the Tax Code to consider granting this citizen their requested refund of the amount that they double-paid on January 6, 2009 and was distributed to you in 2012.

Should your Governing Body decide to grant this refund, please send a check for $302.71 to:

City of El Paso Tax Collector  
221 North Kansas, #300  
El Paso, Texas 79901  
Special Attention: David Childs

Upon receipt of your check, the Tax Office will process and account for the funds through our system, make proper notations on the Account, then issue a check to the citizen.

A request for a refund after 3 years is extremely rare. We appreciate your assistance in this process, and we appreciate your consideration of this citizen’s request.

David Childs  
915-541-4598  
childsdw@elpasotexas.gov

Tax Office  
Wells Fargo Plaza, 221 N. Kansas, Suite 300, El Paso, Texas 79901  
(915) 541-4054  
EL PASO. IT'S ALL GOOD.
PHYSICAL FACILITIES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to negotiate and enter into a contract with SmithGroupJJR + Mijares-Mora to provide architectural services related to a district-wide master plan and the design and construction of the Fort Bliss Campus.

Requestor: Rick Lobato  |  Area Responsible: Physical Plant

Resource Persons: Ernst Roberts, Ruben Gallardo, Rick Lobato

Purpose: Approval to negotiate and enter into a contract with SmithGroupJJR + Mijares-Mora for architectural services related to a district-wide master plan and the design and construction of the Fort Bliss Campus.

Explanation: On October 8, 2013, the Board of Trustees authorized the Administration to enter into negotiations with SmithGroupJJR + Mijares-Mora for services related to a district-wide master plan and design of a campus on a 70-acre parcel of land at Fort Bliss, Texas.

The result of the cost negotiations is an offer from SmithGroupJJR + Mijares-Mora to perform the work based on the following costs:

OFFER: - Master Plan: $824,510, and
-Architectural services for the design/construction of the Fort Bliss Campus: not to exceed 8% of construction cost, all inclusive.

It is anticipated that the master plan portion of the work will take approximately 10 months to complete. As the master plan begins to develop, information will be gleaned about the design needs of the Fort Bliss Campus. This information includes, among other things, the potential need for an increase in land, the number and size of the building(s) needed, and the type of instructional infrastructure needed.

The firm, working with the Administration, will then develop the second part of the contract: the actual design of the new campus. After the design of the campus is completed, the Administration, working with this firm, will go through a Request for Competitive Sealed Proposals process to identify the general contractor for the construction of the campus. The authority to award the contract to the general contractor rests with the Board. Such a contract will be presented to the Board for consideration at a later date.

As SmithGroupJJR + Mijares-Mora is not yet familiar in detail with the District and its many buildings and as it has been many years since the College District hired a firm to create a master plan, the Administration is recommending the Board approve a 10% cost contingency for the master plan portion of the work, for a potential maximum contract amount of $906,961.

Further, due to the uniqueness of the contractual relationship between the US Army and the College District to build a Texas community college campus on federal property, and also because neither party knows the condition of the land and surrounding infrastructure at the designated construction site, the Administration is recommending that the Board approve a 1% of construction cost contingency to the portion of the contract relating to the design/construction of the campus, for a potential maximum contract amount of 9% of construction cost, all inclusive, the final amount to be determined after the final construction cost is known.

Upon approval by the Board of this item, a contract will be negotiated for the amount of the offer which is identified above. If negotiations are successful, the Administration will enter into a contract with SmithGroupJJR + Mijares-Mora on behalf of the Board for the aforesaid offered amount for the work as described in the College District’s Request for Qualifications RFQ#13-001. The aforementioned contingencies will only be exercised if needed, and then only upon approval by the President of the College.

Funding is provided by 2007 Revenue Bond proceeds.

Recommendation: Approval by the Board of Trustees

Vendor: SmithGroupJJR+ Mijares-Mora
455 North Third Street, Suite 250
Phoenix, AZ 85004

Date: 02/12/14
Account: 91357-M91357
Budget: $10,571,653
Expenditures to date: -0-
Balance: $10,571,653

(Exhibit 5.1.1) 02/19/14
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 Alvidrez Architecture Inc. for architectural services for the Valle Verde Architecture Discipline Building.</th>
<th>Amount: (Not to Exceed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$304,920</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Resource Persons:</th>
<th>Ernst Roberts, Rick Lobato, Rick Torres</th>
</tr>
</thead>
</table>

**Purpose:** Approval to award a contract to Alvidrez Architecture Inc. for architectural services for the Valle Verde Architecture Discipline Building.

**Explanation:** On October 21, 2013, the Board of Trustees authorized the Administration to enter into negotiations with Alvidrez Architecture Inc. to provide architectural services for the design and construction of the Architecture Building to be located at the Valle Verde Campus. Services are to include, but not be limited to, schematic design, design development, construction documents, providing a full bid package and contract administration. Additionally, the architect will include space programming services, printing costs, a technology consultant and the required TAS consultant as part of the services. The stated fee includes architectural services; civil, structural, mechanical and electrical engineering; and landscaping.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contract</td>
<td>$277,200</td>
</tr>
<tr>
<td>Contingency</td>
<td>27,720</td>
</tr>
<tr>
<td>Total (not to exceed)</td>
<td>$304,920</td>
</tr>
</tbody>
</table>

Funding is provided by HSI STEM Architecture Grant.

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

**Vendor:** Alvidrez Architecture Inc.
1414 North Oregon
El Paso, Texas 79902

<table>
<thead>
<tr>
<th>Date:</th>
<th>02/01/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>21129-F21129</td>
</tr>
<tr>
<td>Budget:</td>
<td>$1,623,353</td>
</tr>
<tr>
<td>Expenditures to date:</td>
<td>0</td>
</tr>
<tr>
<td>Balance:</td>
<td>$1,623,353</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 a contract to provide charter bus services to the student athletes and others on an as-needed basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount:</strong></td>
<td>(Not to Exceed) $150,000 per year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Felix Hinojosa</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Athletic Department</td>
</tr>
</tbody>
</table>

| Resource Persons:        | Linda Gonzalez-Hensgen, Felix Hinojosa |

| **Purpose:**             | To provide charter bus services to the student athletes and other departments as needed. |

| **Explanation:**         | The initial term of the contract will be for a one (1) year term with an option to renew annually four (4) times, for a maximum contract term of five (5) total years at the District’s discretion contingent upon satisfactory vendor performance, administrative approval, and subject to availability of funds. The charter bus service will be utilized to transport student athletes to out-of-town games. Other College departments may also utilize the charter bus service at the expense of the respective department. During the first year of the contract, it is estimated that the cost of charter bus services should not exceed $44,835 for the men’s baseball team, $55,375 for the women’s softball team, and $17,100 for other College departments. However, since the cost of fuel and the College’s overall requirements cannot always be accurately predicted, the Administration is asking for a maximum annual amount of $150,000. El Paso Los Angeles Limousine’s proposal was in response to the College’s Request for Competitive Sealed Proposals (CSP) #14-004. Insurance information on file with the U.S. Department of Transportation is as depicted on the following page. Funding is provided by the Baseball and Softball budgets, and the budgets of each individual department using the charter bus service. |

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

| **Vendor:**              | El Paso-Los Angeles Limousine Express, Inc. 203 S. Chelsea El Paso, TX 79905 |

**Date:** 01/28/14

<table>
<thead>
<tr>
<th><strong>Account:</strong></th>
<th>32006-A32006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget:</strong></td>
<td>$278,083</td>
</tr>
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</table>

**Expenditures**

<table>
<thead>
<tr>
<th><strong>Date:</strong> 01/28/14</th>
<th><strong>Account:</strong> 32006-A32006</th>
<th><strong>Budget:</strong> $278,083</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures to date:</strong> 151,892</td>
<td><strong>Balance:</strong> $126,191</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Date:</strong> 01/28/14</th>
<th><strong>Account:</strong> 32007-A32007</th>
<th><strong>Budget:</strong> $278,083</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures to date:</strong> 155,955</td>
<td><strong>Balance:</strong> $122,128</td>
<td></td>
</tr>
</tbody>
</table>

(Exhibit 7.1.1) 02/19/14
## Motor Carrier Details

**US DOT:**  74898  
**Docket Number:**  MC125115

**Legal Name:** EL PASO-LOS ANGELES LIMOUSINE EXPRESS, INC.

<table>
<thead>
<tr>
<th>Business Address</th>
<th>Business Telephone and Fax</th>
<th>Mail Address</th>
<th>Mail Telephone and Fax</th>
<th>Undeliverable Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>203 CHELSEA</td>
<td>(915) 532-4061</td>
<td>P O BOX 1183</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>EL PASO TX 79905</td>
<td></td>
<td>EL PASO TX 79947</td>
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</table>

<table>
<thead>
<tr>
<th>Authority Type</th>
<th>Authority Status</th>
<th>Application Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common</td>
<td>ACTIVE</td>
<td>NO</td>
</tr>
<tr>
<td>Contract</td>
<td>NONE</td>
<td>NO</td>
</tr>
<tr>
<td>Broker</td>
<td>NONE</td>
<td>NO</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Property</th>
<th>Passenger</th>
<th>Household Goods</th>
<th>Private</th>
<th>Enterprise</th>
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</thead>
<tbody>
<tr>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
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<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Insurance Required</th>
<th>Insurance on File</th>
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</thead>
<tbody>
<tr>
<td>BIPD</td>
<td>$5,000,000</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>Cargo</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Bond</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

**BOC-3:** YES  
**Blanket Company:** UNITED MOTORCOACH ASSOCIATION  
**Web Site Content and BOC-3 Information Clarification**

December 6, 2013
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

CHARTER BUS SERVICES

CSP #14-004

ANALYSIS

The services described in this request for Competitive Sealed Proposals ("CSP") will be utilized by El Paso County Community College District on behalf of the Board of Trustees. The request for CSPs was issued for the purpose of obtaining a qualified contractor to provide charter bus services for the students’ and student athletes’ transportation needs in and out of town, as well as the needs of other College departments.

Requests for CSPs were advertised for two (2) consecutive weeks in the local newspaper, El Paso Times and the College’s website. Interested vendors had up to twenty-five (25) days to respond. Additionally, the Purchasing & Contract Management Department contacted or attempted to contact several vendors who might be interested in providing these services. Proposal packets were picked up by to two (2) vendors. Proposals received are indicated on the CSP tabulation.

It is the recommendation of the “CSP Analysis Committee” (Felix Hinojosa, Claudia del Hierro, and Mari Reyes) that a contract be awarded to:

El Paso-Los Angeles Limousine Express, Inc.
203 S. Chelsea
El Paso, TX 79905

The initial contract award shall be for one (1) year with an option to renew, on an annual basis with administrative approval, for an additional four (4) years for a potential maximum contract term of five (5) years. Renewals will be based upon satisfactory vendor performance and administrative approval.
## Charter Bus Services - CSP #14-004

### Cost Proposal for Charter Bus Services for Sports Related Trips

<table>
<thead>
<tr>
<th>Total for charter bus services for ladies’ softball games:</th>
<th>$49,700*</th>
<th>$55,375**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for charter bus services for men’s baseball games:</td>
<td>$39,610*</td>
<td>$44,835**</td>
</tr>
<tr>
<td>Grand total for all proposed trips:</td>
<td><strong>$89,310</strong> *(47 passenger bus)</td>
<td><strong>$100,210</strong> <em>(55 passenger bus)</em></td>
</tr>
</tbody>
</table>

### Cost Proposal for Charter Bus Services for Other than Sports Related Trips

<table>
<thead>
<tr>
<th>96&quot; Wide body design motor coach, minimum 47 passengers, price per hour, price per mile, and maximum daily rate:</th>
<th>$65.00 per hr.</th>
<th>$2.80 per mile; $715.00 if overnight and out of town.</th>
</tr>
</thead>
<tbody>
<tr>
<td>102&quot; Wide body design motor coach, minimum 55 passengers, price per hour, price per mile, and maximum daily rate:</td>
<td>$75.00 per hr.</td>
<td>$3.10 per mile; $825.00 if overnight and out of town.</td>
</tr>
<tr>
<td>30-passenger motor coach price per hour, price per mile, maximum daily rate:</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Show up charge for trips ordered but not taken:</td>
<td>$320.00 - 47 passenger bus</td>
<td>$355.00 - 55 passenger bus</td>
</tr>
<tr>
<td>Overnight charges away from station:</td>
<td>No Additional overnight charges if group stays longer than contracted, however daily/mileage rates would apply.</td>
<td></td>
</tr>
<tr>
<td>Up-charge per day away from station:</td>
<td><strong>$670.00 per day - 47 passenger bus</strong></td>
<td><strong>$825.00 per day - 55 passenger bus</strong></td>
</tr>
<tr>
<td>Second driver rate:</td>
<td><strong>$260.00 per day</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Required Information

**Vendor must submit Proposal Attachments A, B, C, & D:**

- Provided all attachments

**Respondents should submit with their proposal evidence of current, applicable permits, licenses and certifications required for this type of business function to comply with city, state and federal regulations.**

- Provided

**Respondents are required to show evidence that it is an established, licensed commercial contractor with at least three (3) years’ related experience.**

- Provided

**Respondents should provide contact name(s) and telephone number(s) for customer service representative(s) for the coordination of services as needed by the District.**

- Provided

**Respondents should state past and present litigation and lawsuits in which the company is a defendant in the last three (3) years and describe the circumstances surrounding same; or if no such litigation existed or exists, state “none.” If applicable, describe how the litigation was settled.**

- Not Provided

**Respondents should provide the total number of years it has been in business under its current name, providing the services requested herein.**

- Provided

**Respondents are required to provide the names of (3) three references where contractor has provided commercial services as requested in this solicitation.**

- Provided

**Submit HUB certification, if applicable, with proposal response.**

- Not Provided

**Proposal Notes:**


**Felony Conviction, Family Code & Conflict of Interest Forms submitted:**

- Submitted all forms
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Ratings Key</th>
<th>Factor</th>
<th>El Paso - Los Angeles Limousine Express, Inc.</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purchase price (45 pts.)</td>
<td>1 = Unsatisfactory: Pricing appears too high 2 = Acceptable: Pricing is moderate 3 = Superior: Pricing is appropriate, within market values</td>
<td>15.0</td>
<td>30.00</td>
<td>45</td>
</tr>
<tr>
<td>The reputation of the vendor and of the vendor's goods or services (10 pts.)</td>
<td>1 = Unsatisfactory: Unable to evaluate due to inadequate or missing information 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>2.0</td>
<td>7.33</td>
<td>10</td>
</tr>
<tr>
<td>The quality of the vendor's goods or services (15 pts.)</td>
<td>1 = Unsatisfactory: Unable to evaluate due to inadequate or missing information 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>3.0</td>
<td>11.00</td>
<td>15</td>
</tr>
<tr>
<td>The extent to which the vendor's goods or services meet the District's needs (15 pts.)</td>
<td>1 = Unsatisfactory: Unacceptable; proposal lacks sufficient detail for proper evaluation 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>3.0</td>
<td>12.00</td>
<td>15</td>
</tr>
<tr>
<td>The vendor's past relationship with the District (4 pts.)</td>
<td>1 = Unsatisfactory: Unable to evaluate due to inadequate or missing information 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>0.8</td>
<td>3.20</td>
<td>4</td>
</tr>
<tr>
<td>The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Businesses (1 pt.)</td>
<td>1 = No 2 = Yes</td>
<td>1.0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>The total long term cost to the District to acquire the vendor's goods or services (5 pts.)</td>
<td>1 = Unsatisfactory: Unable to evaluate due to inadequate or missing information 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>1.0</td>
<td>3.33</td>
<td>5</td>
</tr>
<tr>
<td>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, (2 pts.)</td>
<td>1 = No 2 = Yes</td>
<td>2.0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Any other relevant factor specifically listed in the request for bids or proposals (3 pts.)</td>
<td>1 = Unacceptable: proposal lacks sufficient detail for proper evaluation 2 = Below average: 3 = Average: 4 = Above average: 5 = Superior</td>
<td>0.6</td>
<td>2.00</td>
<td>3</td>
</tr>
<tr>
<td>Total Points:</td>
<td></td>
<td>70.87</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Recommend award**

**Scope of Work as per the Specifications in CSP#14-004 Charter Bus Services**

The El Paso County Community College District ("District") is requesting proposals from qualified contractors to provide Charter Bus Services. The awarded contractor is required to possess current, applicable permits, licenses and certifications required for this type of business function to comply with local, state and federal regulations.
## STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a grant from the Texas Guaranteed Student Loan Corporation to fund the High School to College Completion Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

### Requestor: Nita Corral-Nava  
**Area Responsible:** Recruitment and School Relations  
**Resource Persons:** Linda Gonzalez-Hensgen, Nita Corral-Nava

### Purpose:

The purpose of this High School to College Completion Program Grant is to enable EPCC to broaden its college access, persistence and completion efforts to area high school students.

### Explanation:

The College will create a wraparound student services model coordinating and implementing with partner districts to successfully impact college enrollment, persistence and completion in postsecondary education. EPCC plans to partner with EPISD, YISD, and SISD to expand our pre-college outreach efforts and student enrollment services and provide a strong college presence. College transition specialists will provide college resources academic enrollment support and college readiness efforts to make certain that all students know they have an opportunity to complete a postsecondary education.

**Budget Account Number: 23625-P23625: Budget Summary $300,000**  
**September 1, 2013 – August 31, 2016**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>60000</th>
<th>Salaries and Fringe Benefits</th>
<th>$300,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td>$300,000</td>
</tr>
</tbody>
</table>

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

Item(s) to be Considered: Consideration and deliberation on the approval to award a contract for photography services for students at the El Paso Community College commencement ceremonies.

Requestor: Daryle Hendry
Area Responsible: Admissions and Registration/Graduations

Resource Persons: Linda Gonzalez-Hensgen, Daryle Hendry

Purpose: To provide professional photography services in support of EPCC student graduation commencement ceremonies beginning in May 2014.

Explanation: The awarded contractor will provide professional photography services and will offer student graduates a wide range of photography packages consisting of varying quality, photo sizes, number of prints and finishes. Contractor shall furnish all photography equipment and resources to provide the services and may be required to provide services for multiple graduation ceremonies on the same day. Contractor shall provide photo package options to the graduating student by email, post-ceremony. By awarding this contract, the District is not making a guarantee of any minimum level of business to any party. Students will purchase the products, should they choose to do so, and will pay the awarded vendor directly. The District shall pay no monies to the awarded vendor as a result of this contract.

Contract will be for an initial period of one (1) year, with an option to renew for an additional three (3) years for the potential maximum term of four (4) years. Contract renewals will be based on satisfactory performance and administrative approval.

The administration went through a request for Competitive Sealed Proposals process, CSP #14-006, to determine the best-value proposal.

Recommendation: Approval by the Board of Trustees.

Vendor: Flash Photography
8150 N. Central Espy, Ste. 1514
Dallas, TX  75360

(Exhibit 7.3.1) 02/19/14
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

GRADUATION COMMENCEMENT CEREMONY PHOTOGRAPHY SERVICES

RFP #14-006

ANALYSIS

The services described in this Request for Proposals ("RFP") will be utilized by El Paso County Community College District on behalf of the Board of Trustees. The RFP was issued for the purpose of obtaining a qualified independent contractor to provide photography services in support of the College District’s student graduation commencement ceremonies.

The RFP was advertised for two (2) consecutive weeks in the local newspaper The El Paso Times. Normally the District will keep solicitations open for approximately three (3) weeks; however, this solicitation was kept open for over five (5) weeks. The District made courtesy calls to seven (7) local photography contractors to encourage local participation. Eight (8) proposal packets were picked up by contractors. Proposals received are indicated on the RFP tabulation.

It is the recommendation of the “RFP Analysis Committee” (Daryle Hendry, Daniel Vasquez, and Fernando Garcia) that a contract be awarded to:

Flash Photography
8150 N. Central Expy, Ste. 1514
Dallas, TX 75360

The contract award will be for an initial period of one (1) year, with an option to renew for an additional three (3) years for a potential maximum term of four (4) years. Contract renewals will be based on satisfactory performance and administrative approval.
**Vendor Requirements**

Respondent shall provide evidence with proposal submission that it possesses current applicable permits, licenses and certifications required for this type of business function to comply with city, state and federal regulations.  
Provided  Provided  Provided

Respondent are required to submit samples of photography package offerings and proposal offerings for evaluation purposes.  
Provided  Not provided  Provided

Respondent shall submit a minimum of three (3) references for recent relevant projects with contact names, email addresses, and telephone numbers. It is the District’s intent to contact references.  
Provided  Provided  Provided

Respondent shall submit the appropriate proof of insurance, as set forth in Section 13 of the General Conditions, with its proposal submission. Successful respondent will be required to maintain current proof of insurance during the term of the contract.  
Provided  Not provided  Not provided

Respondents are required to complete and submit Proposal Form Attachment A with their proposal response.  
Provided  Provided  Provided

Respondent shall state whether the contractor operates in El Paso, Texas only or is a regional or national company. If contractor vendor is a regional or national company, describe what resources are available locally to handle administrative issues. State the city & state where your company’s headquarters is located on the Proposal form, page 21.  
Provided  Provided  Provided

Respondent must include detailed information on any pending litigation it is a party to and any litigation that it was a party to in the last five (5) years or state “none” if none.  
Information could not be found on proposal response.  Information could not be found on proposal response.  Information could not be found on proposal response.

Proposals shall be submitted on the forms provided herein and in the format provided. Proposals not submitted in the District’s format, without all required documents, attachments, responses, and/or without required signatures are subject to disqualification. Supplemental information and/or pages may be attached where necessary for clarification.  
Provided  Provided  Provided

Provided evidence as being a Historically Underutilized Business (HUB).  
Information could not be found on proposal response.  Information could not be found on proposal response.  Information could not be found on proposal response.

Vendor has its principal place of business in this state (Texas).  
TX  TX  TX

Family code form, felony conviction form, and conflict of interest from provided.  
Provided  Provided  Provided

**Cost Proposal**

Respondent agrees to hold the prices, if awarded, through the duration of the initial contract term (one (1) year):  
Agrees  Not indicated  Agrees

Proposers should use this space to clearly describe and list photography package offerings, special orders, and related services per specification requirements contained herein for RFP#14-006 (Samples are required to be submitted with proposal response). The District will not absorb any part of the graduates’ cost or pay the awarded contractor any monies.  
See proposal  See proposal  See proposal
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Ratings Key</th>
<th>Factor</th>
<th>Flash Photography</th>
<th>GS Photography of El Paso</th>
<th>Photos Pronto</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
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<td>28.00</td>
<td>16.00</td>
<td>14.00</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>1 = Unsatisfactory</td>
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<td>2 = Below average</td>
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<td></td>
<td>5 = Superior</td>
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<tr>
<td>The reputation of the vendor and of the vendor's good or services. (10 pts.)</td>
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<td>10.00</td>
<td>5.33</td>
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<td>5 = Superior</td>
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<tr>
<td>The quality of the vendor's goods or services (15 pts.)</td>
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<td>15.00</td>
<td>7.00</td>
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<td>5 = Superior</td>
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<tr>
<td>The extent to which the vendor's goods or services meet the District's needs (22 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for proper evaluation</td>
<td>4.4</td>
<td>20.53</td>
<td>11.73</td>
<td>11.73</td>
<td>22</td>
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<td>2 = Below average</td>
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<td>5 = Superior</td>
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<tr>
<td>The vendor's past relationship with the District (5 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information</td>
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<td>4.67</td>
<td>0.00</td>
<td>0.00</td>
<td>5</td>
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<td></td>
<td>1 = Yes</td>
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</tr>
<tr>
<td>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</td>
<td>1.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
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<tr>
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<td>1 = Yes</td>
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<tr>
<td>The total long term cost to the District to acquire the vendor's goods or services (1 pt.)</td>
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<td>0.2</td>
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<td>2 = Below average</td>
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<td>5 = Superior</td>
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<tr>
<td>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. (1 pt.)</td>
<td>0 = No</td>
<td>1.0</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td></td>
<td>1 = Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other relevant factor specifically listed in the request for bids or proposals (15 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for proper evaluation</td>
<td>3.0</td>
<td>15.00</td>
<td>6.00</td>
<td>9.00</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>1 = Unsatisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = Below average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = Average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 = Above average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 = Superior</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 95.20 47.40 50.27 100

Recommend award

Scope of Work as per the Specifications in RFP #14-006 Graduation Commencement Ceremony Photography Services

The El Paso County Community College District ("District") is seeking proposals for Graduation Commencement Ceremony Photography Services. Specifically, the District is seeking qualified contractors to provide professional photography services in support of its May and December student graduation commencement ceremonies beginning in May 2014.
### 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>Steve Smith</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steve Smith</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>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>CE Health</strong></td>
<td></td>
</tr>
<tr>
<td>AHP 330</td>
<td>EMT – P to Paramedic Transition Course</td>
</tr>
<tr>
<td>AHP 331</td>
<td>Certificate in Healthy Aging</td>
</tr>
<tr>
<td>AHP 333</td>
<td>Dementia and Alzheimer’s Disease</td>
</tr>
<tr>
<td>AHP 334</td>
<td>Safety for Older Adults</td>
</tr>
<tr>
<td>AHP 335</td>
<td>Certificate in Meditation On line – Ed 2 Go</td>
</tr>
<tr>
<td><strong>Business/Industry Training &amp; Personal Enrichment</strong></td>
<td></td>
</tr>
<tr>
<td>PIE 651</td>
<td>Introduction to Microsoft Excel 2013 – Online</td>
</tr>
<tr>
<td><strong>Workplace Literacy</strong></td>
<td></td>
</tr>
<tr>
<td>WPL 0234</td>
<td>Reading II for Emergency Medical Technician for Project Grow and Accelerate Texas Grants</td>
</tr>
<tr>
<td>WPL 0579</td>
<td>Reading for Emergency Medical Technician for Project Grow and Accelerate Texas Grants</td>
</tr>
<tr>
<td>WPL 0947</td>
<td>College and Career Exploration Workshop for the General Adult Population</td>
</tr>
</tbody>
</table>
### STUDENT SERVICES ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses.

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Steve Smith</th>
<th>Area Responsible:</th>
<th>Workforce/Economic Development and Continuing Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Persons</td>
<td>Steve Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** Approve tuition rates for revised CE courses.

**Explanation:** Workforce/Economic Development & Continuing Education Department is requesting approval for changes in tuition. Comments column describes reasons for each course.

**Recommendation:** Approval by the Board of Trustees.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>OLD HOURS</th>
<th>OLD TUITION</th>
<th>NEW HOURS</th>
<th>NEW TUITION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE Health</td>
<td>SDH 368 Dosimetry II</td>
<td>64</td>
<td>$150</td>
<td>64</td>
<td>$258</td>
<td>Concurrent course. Tuition increased to match that of credit.</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICE ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a grant from the Defense Logistics Agency, Department of Defense for the Contract Opportunities Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$292,946</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Joseph Conway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Contract Opportunities Center</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steve Smith, Christina Ponce, Al Lawrence, Joseph Conway</td>
</tr>
</tbody>
</table>

### Purpose:

El Paso Community College (EPCC) received Notice of Award in the amount of $292,946 from the Defense Logistics Agency (DLA) Department of Defense (DoD) Procurement Technical Assistance Cooperative Agreement Program (PTAP) for continued operations of the Contract Opportunities Center for fiscal year 2014 (cooperative agreement number SP4800-12-2-1288).

### Explanation:

The Contract Opportunities Center promotes business and economic development throughout the County of El Paso, Texas by providing procurement technical assistance and bidding and contracting opportunities to interested businesses. The Center motivates and assists businesses with expansion and job creation through the active pursuit of federal, state, county and municipal government contracting opportunities as well as opportunities with educational institutions and the commercial sector. Services provided include outreach counseling, assistance and guidance with marketing, bid matching and assistance with electronic commerce.

**Budget Account Number: 21315-F21315:** Budget Summary $292,946

January 1, 2014 – December 31, 2014

**Detailed Budget Summary:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61305</td>
<td>Professional Support FT</td>
<td>$177,661</td>
</tr>
<tr>
<td>61605</td>
<td>Classified Staff F/T</td>
<td>26,036</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits Pool</td>
<td>63,143</td>
</tr>
<tr>
<td>71120</td>
<td>Office Supplies</td>
<td>3,168</td>
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<tr>
<td>71330</td>
<td>Print/Dup-Internal</td>
<td>700</td>
</tr>
<tr>
<td>71420</td>
<td>Subscriptions</td>
<td>5,967</td>
</tr>
<tr>
<td>71860</td>
<td>Other</td>
<td>8,000</td>
</tr>
<tr>
<td>72200</td>
<td>Out-of-Town Travel</td>
<td>8,271</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$ 292,946</strong></td>
</tr>
</tbody>
</table>

### Recommendation:

Approval by the Board of Trustees.

(Exhibit 8.1.1)
## COMMUNITY SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of cash and paint supplies.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor:</strong></td>
<td>Maria Amaya</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Marketing &amp; Community Relations</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Ernst Roberts, Joyce Cordell</td>
</tr>
</tbody>
</table>

**Purpose:**
- To accept the donation of $5,196.92 from Cengage Learning.
- To accept the donation of paint equipment and supplies from Lowe’s Home Centers, Inc.

**Explanation:**
- The cash donation will be used by Information Technology faculty for workshops and training.
- The paint equipment and supplies will be used by the EPCC Art Students’ Society for the first of three community murals at the Villa Maria Women’s Homeless Shelter.

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