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

REGULAR

NORTHWEST CAMPUS
6701 South Desert Blvd.
Jenna Welch and Laura Bush Community Library
Multi-Purpose Room, #L100
El Paso, Texas

DATE: May 09, 2012
4:00 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

   April 4, 2012 – Special
   April 18, 2012 – Regular
   April 25, 2012 – Special

   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 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

   1.8.1 The Board of Trustees will deliberate on entering into a written contract with Dr. William Serrata for services as President of the College.
1.9 Board Reports

1.9.1 Treasurer’s Report

April 30, 2012

No action is necessary.

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Ms. Josette Shaughnessy (interim vice president, Administration & Financial Operations) will present preliminary information regarding the 2012-2013 Budget.

1.9.2.2 Dr. Roberts will update the Board of Trustees and audience on recent activities at the College

1.10 Consent Docket

2.0 ADMINISTRATION – No Items
3.0 PERSONNEL

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
<th>Nays</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
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3.1 Full-Time Institutionally-Funded Actions

<table>
<thead>
<tr>
<th>□</th>
<th>Exhibit 3.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages 45-46</td>
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3.2 Full-Time Externally Funded Actions

<table>
<thead>
<tr>
<th>☑</th>
<th>Exhibit 3.2</th>
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</thead>
<tbody>
<tr>
<td>Page 47</td>
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</tr>
</tbody>
</table>

3.3 Information Items

(No action required)

<table>
<thead>
<tr>
<th>□</th>
<th>Exhibit 3.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 48</td>
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</tbody>
</table>
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a contract award for automobile, liability, crime and property commercial insurance to Wells Fargo Insurance Services in an amount not to exceed $398,209.

Note: To approve a one-year contract award for district-wide automobile, general liability, educator’s legal liability, crime and property commercial insurance for the period of September 1, 2012 through August 31, 2013. Funding is provided by the Insurance Property Budget.

Resource Person: Josette Shaughnessy

4.2 Consideration and deliberation on the approval to increase tuition rates for resident and non-resident students, as well as increasing the Three-Peat fee, Lab fee, and initiating a Distance Education fee effective Fall 2012.

Note: To adopt a tuition rate schedule that includes a tuition rate increase for all resident and non-resident credit students of 9% and 25% respectively, effective Fall 2012. Concurrently, increase the Three-Peat fee to $45, Lab fee to $20, and establish a $40 per course Distance Education fee.

Resource Person: Josette Shaughnessy
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval to award a contract for District-wide annual maintenance and repair of fire protection equipment, as well as replacement equipment as needed, to Simplex Grinnell LLC in the amount of $69,000.

*Note:* To approve a three-year contract award for annual maintenance services effective September 1, 2012 for fire protection equipment throughout the District including annual inspections, trouble shooting and repair services as needed to keep the College in compliance with city, state, and federal code regulations. Funding is provided by Physical Plant funds.

*Resource Person:* Josette Shaughnessy

5.2 Consideration and deliberation on the approval of the selection of engineering firms for engineering services on upcoming College-wide projects on an as-needed basis.

*Note:* To approve entering into negotiations and a contract at a fair and reasonable price, on an as-needed basis, for engineering services on upcoming District-wide projects with firms that have been equally pre-qualified through the Request for Qualifications process (RFQ #12-008). Funding is provided by the budget for each construction project and Plant funds.

*Resource Person:* Josette Shaughnessy

Exhibit 5.1
Pages 52-55

Exhibit 5.2
Pages 56-59
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of additional monies to purchase eBooks for the College libraries throughout the District with EBSCO in an amount not to exceed $10,000.

Note: To approve an increase to the current contract to allow the purchase of eBooks for student use available 24/7. Funding is provided by the Instructional Equipment account.

Resource Person: Steve Smith

6.2 Consideration and deliberation on the approval of a correction to the amounts awarded for the purchase of laptop computers to Decision Tree and Checkpoint Services, Inc.

Note: The Board of Trustees approved the purchase of laptop computers at the April 18, 2012 meeting. An error in the calculation was noticed, which means the dollar amounts awarded to the vendors need to be revised.

Resource Person: Steve Smith
### 7.0 STUDENT SERVICES

#### 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*
## 8.0 COMMUNITY SERVICES – NO ITEMS

### 9.0 UNFINISHED BUSINESS

- **Ayes**
- **Nays**
- **Abstain**

### 10.0 ADJOURNMENT

- **Ayes**
- **Nays**
- **Abstain**
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 2:14 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All members of the Board of Trustees were present with the exception of Vice Chair Gracie Quintanilla.

1.3 The Board of Trustees will deliberate on the hiring of the President of the College and will hear report from Goldhill Associates, College staff members, and other persons involved in the search process.

Mr. Fierro commented that the meeting was being held to discuss background information on the remaining candidate (Dr. William Serrata) for the position of President of the College.

The Board of Trustees went into closed or Executive Session at 2:15 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by 551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting was reconvened at 3:07 p.m. No action was taken and the meeting was adjourned at 3:07 p.m. by unanimous consent.
MINUTES
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

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

DATE: April 18, 2012

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:12 p.m.
by Board of Trustees Chair Art Fierro.

1.2 Roll Call - All members of the Trustees were present with
the exception of Vice Chair Gracie Quintanilla.

Trustee Brian Haggerty arrived late at 5:43 p.m.

Mr. Fierro asked Dr. Christy Ponce (executive director,
Foundation) to lead the Trustees and audience in the
Pledge of Allegiance.

1.3 Approval of Minutes:

March 21, 2012

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
passed. (Note: Mr. Haggerty was not present for the vote.)

1.4 Welcome to Guests and Staff Members – Mr. Fierro
welcomed the guests and staff members and thanked
everyone for attending the meeting.

1.5 Open Forum - None

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Dr. Ernst E. Roberts, II (Interim President of the
College) will introduce individuals retiring from
the College District.

Dr. Roberts recognized Ms. Sonia Aragon and
thanked her for her years of dedicated service to
the College District.
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.

Ms. Consuelo Gonzales (president, Student Government Association) addressed the Board of Trustees regarding recent activities. She commented that members traveled to the State Convention and brought home numerous awards and recognitions. She commented that the SGA will be hosting the Texas Regional Conference at EPCC on October 19-20, 2012. Ms. Gonzales also spoke about the recent opening of the new Student Union at the Valle Verde campus.

Ms. Gonzales introduced Ms. Crystal Ontiveros who thanked the Trustees for the vote on the inclusion of sexual orientation into College policy.

Ms. Gonzales introduced Ms. Darcy Traffansted who addressed the Trustees regarding the naming of the Student Union. She informed the Trustees that the students would like to place a plaque in the Student Union dedicating it to Ms. Arvis Jones for her outstanding leadership and service to Student Government. Mr. Fierro thanked Ms. Traffansted and stated that the Board would move forward and place this item on the agenda for next month.

1.7 Communications: None

1.8 Board of Trustees Business: None
1.9 Board Reports

1.9.1 Treasurer’s Report

March 31, 2012

No action is necessary.

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Jose Ramirez (chief, Police Department) will present information on the current status of the El Paso Community College Police Department.

Chief Ramirez provided an update to the Board of Trustees. He reported on changes and improvements that have been made throughout the department. He also provided information on new equipment that has been purchased. Chief Ramirez discussed the new alert system that is being put in place.

(Note: Mr. Haggerty arrived at 5:43 p.m. during this report.)

1.9.2.2 Dr. Roberts will provide an update on recent activities within the College District including scholarships, facilities, and a Master Plan for Athletics.

Dr. Roberts provided information to the Trustees regarding recent events including the Wolslager Transfer Scholarship Reception, the Student Government Association annual awards banquet, the Faculty/Staff awards dinner,
Dr. Roberts congratulated Gail Meagher (dean, Nursing) and Pauline Ballesteros (coordinator, Nursing) on their recent publication in the *Journal of Professional Nursing*. Dr. Roberts also congratulated members of the Math Faculty for their work with early college high school students and their recognition in the *Society of Hispanic Professional Engineers* magazine.

1.10 Consent Docket

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

2.0 ADMINISTRATION - None
## 3.0 PERSONNEL

### 3.1 Full-Time Institutionally-Funded Actions

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

### 3.2 Full-Time Externally Funded Actions – No Items

### 3.3 Information Items

(No action required)
### 4.0 Financial Services – No Items

- **4.0 Financial Services – No Items**

### 5.0 Physical Facilities – No Items

- **5.0 Physical Facilities – No Items**
6.1 Consideration and deliberation on the approval to purchase laptop computers for student use in classrooms and the science labs from Decision Tree, Inc., and Checkpoint Services, Inc., in amounts not to exceed $177,973 in total.

Note: To purchase 65 Dell laptops and 120 HP laptops for student use in classrooms and in the science labs throughout the District. Funding is provided by the Integrated Technology Committee Fund budget.

Resource Person: Steve Smith

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

6.2 Consideration and deliberation on the acceptance of an additional grant award from the Texas Workforce Commission in the amount $102,955.

Note: To increase the workforce capacity in the El Paso area by offering training opportunities to local apprenticeship sponsors.

Resource Person: Yolanda Chávez Ahner

Item passed.
### 7.0 STUDENT SERVICES

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<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
<th>Nays</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>7.1</td>
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<td>7.2</td>
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#### 7.1 Consideration and deliberation on the approval to award a contract to upgrade the surveillance system District-wide to S D Technologies in the amount of $360,537.

*Note: To implement a comprehensive District-wide plan to fully integrate all existing surveillance and access control security systems. Funding is provided by the Vehicle Registration Fund.*

**Resource Person:** Linda Gonzalez-Hensgen

Motion to approve items 7.1 and 7.2 was made by Mr. Haggerty and seconded by Mrs. Robles. Motion to approve passed.

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

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

**Resource Person:** Yolanda Chávez Ahner

Item passed.
7.0 STUDENT SERVICES

7.3 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

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

8.1 Consideration and deliberation on the acceptance of two vehicle charging stations, respiratory equipment, and medical equipment and supplies.

Note: To accept the donation of two “Ecotality” brand pedestal electric vehicle charging stations from the City of El Paso. To accept the donation of the Vest System devices from Advanced Respiratory Inc., a Hill-Ron Company. To accept the donation of medical equipment and supplies from the City of El Paso Department of Public Health.

Resource Person: Josette Shaughnessy

Item adopted on the consent docket.

The Board of Trustees went into closed or Executive Session at 6:05 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1); or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting was reconvened at 6:43 p.m.
Motion was made by Trustee Nicolás Domínguez and seconded by Mrs. Robles that El Paso County Community College District authorize special counsel, Brown McCarroll, LLP, to file pleadings in the proceeding now before the State Office of Administrative Hearings entitled “Application of El Paso Electric Company To Change Rates and to Reconcile Fuel Costs,” Docket No. 40094 and SOAH Docket No. 473-12-4275, stating that the College does not oppose entry of orders consistent with the settlement in the above styled and numbered proceeding, and to take all further actions consistent with the College’s interest in such proceeding.

9.0 UNFINISHED BUSINESS

Mr. Fierro commented that a Special Meeting of the Board of Trustees will be held on Wednesday, April 25, 2012 at 5:00 p.m. and that the next Regular meeting of the Board of Trustees will be held on Wednesday, May 9, 2012 at 4:00 p.m. at the Northwest Campus.

10.0 ADJOURNMENT

Meeting was adjourned by unanimous consent at 6:45 p.m.
MINUTES
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

SPECIAL
ADMINISTRATIVE SERVICE CENTER
9050 Viscount
President’s Office Conference Room - #A137
El Paso, Texas 79925

DATE: April 25, 2012

1.0 GENERAL FUNCTIONS

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

1.2 Roll Call – All members of the Board of Trustees were present. Dr. Carmen Olivas Graham arrived late at 5:18 p.m.

Mr. Fierro asked Secretary John Uxer to lead the Trustees and audience in the Pledge of Allegiance.

1.3 The Board of Trustees will deliberate on the hiring of the President of the College.

Mr. Fierro commented that one of the most important duties of the Board of Trustees is the hiring of the College President. He reviewed the process that had taken place since the first meeting in September 2011.

Mr. Fierro asked if there was any public comment. No one addressed the Board of Trustees.

Mr. Fierro asked Dr. Carina Ramirez (president, Faculty Association) to address the Trustees. She thanked the Trustees for allowing the faculty to participate in the search process. She stated that most of the faculty was impressed with Dr. William Serrata. She did comment that there were some concerns regarding Dr. Serrata’s youth and inexperience in serving as a College President and jokingly added that everyone at one time or another is young and inexperienced. She reported that she met with numerous individuals on the site visit to South Texas College and felt that it was a productive visit and came away feeling that Dr. Serrata would be good for El Paso Community College.

Mr. Fierro commented on the Trustees visit to South Texas College. He stated that they met with numerous individuals during the visit to include the Board Chair, administrators, local superintendents, a council representative, and four students. He noted that the four students were very impressive.
Trustee Carmen Olivas Graham stated that she was very impressed with the meetings that were attended and the responses that were received. She spoke very highly of the comments that were made regarding Dr. Serrata and his problem solving abilities and service leadership qualities.

Trustee Brian Haggerty commented on the visit and individuals that the Trustees met with during the visit. He stated that he was impressed with his work with Pre-K – 12 and initiatives that they were doing at South Texas. He noted that he was happy that Dr. Serrata’s family was supportive of the possible move to El Paso. Mr. Haggerty was impressed with the responses from everyone regarding Dr. Serrata’s candidacy.

Trustee Belen Robles thanked everyone for the reports provided on the site visit. She recognized Mr. Ruben Gallardo (director, Purchasing and Contract Management) for his outstanding leadership in serving as the project director for the Presidential Search. She also commended the members of the Advisory Committee for their hard work, as well as commending the three Trustees for their service and diligence throughout the process.

Motion was made by Mrs. Robles and seconded by Trustee Nicolás Domínguez to extend an offer of employment to Dr. William Serrata as President of El Paso Community College. This offer is conditioned upon the Board of Trustees entering into an employment contract with Dr. Serrata. Motion passed.

The Board of Trustees went into closed or Executive Session at 5:38 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to
deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting was reconvened at 6:05 p.m. Note: Mr. Haggerty did not return from the Executive Session.

Motion was made by Mr. Domínguez and seconded by Vice Chair Gracie Quintanilla to confirm and ratify the April 19, 2012 “Statement of Non-Opposition by the College to Entry of Orders Consistent With the Settlement” filed in SOAH Docket No. 473-12-4275 and PUC Docket No. 40094 before the State Office of Administrative Hearings and the Public Utility Commission. Motion to approve passed. (Note: Mr. Haggerty was not present for the vote.)

Mr. Fierro announced that the next meeting of the Board of Trustees will be held at 4:00 p.m. at the Northwest Campus.

The meeting was adjourned by unanimous consent at 6:07 p.m.
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Alarcon, Julio**
Campus Maintenance Technician  
Classified Staff  
Physical Plant  
05/14/12 – 08/31/12  
Grade E  
Competitive Appointment  
(Replacement Action)

**Bautista, Barry**
Campus Maintenance Technician  
Classified Staff  
Physical Plant  
05/14/12 – 08/31/12  
Grade E  
Competitive Appointment  
(Replacement Action)

**Galaviz, Cynthia**
Administrative Office Assistant  
Classified Staff  
Small Business Development Center  
Temporary Status  
04/24/12 – 08/31/12  
Grade C  
Competitive Appointment  
(Replacement Action)

**Pierce, Marisa**
Director, Testing Services  
Administrator  
Testing Services  
05/14/12 – 08/31/12  
Grade C  
Competitive Appointment  
(Replacement Action)

**Powell, Manuelita**
Program Assistant  
Classified Staff  
Workplace Literacy Programs  
Temporary Status  
04/01/12 – 08/31/12  
Grade D  
Extension of Appointment

**Herr, Alberto**
Campus Maintenance Technician  
Classified Staff  
Physical Plant  
05/14/12 – 08/31/12  
Grade E  
Competitive Appointment  
(Replacement Action)

**Servin, Christian**
Instructor  
Faculty  
Computer Science  
Tenure Track*  
08/20/12 – 05/11/13  
Grade F/5  
Competitive Appointment  
(New Position)

**Shuya, Sandra**
Instructor  
Faculty  
Nursing  
04/09/12 – 04/08/13  
Grade D/11  
Leave of Absence
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Valles, Shanan**
Instructor
Faculty
Psychology
Tenure Track*
08/20/12 – 05/11/13
Grade C/2
Competitive Appointment
(New Position)

*Tenure Track faculty members serve a period of five years in a faculty probationary status prior to being granted tenure status by the Board of Trustees.
Exhibit 3.2
Full-Time Externally-Funded Actions

**Ruiz, Elsa**
Administrative Office Assistant  
Classified Staff  
Small Business Development Center  
UTSA SBDC TX 2012  
Temporary Status  
04/23/12 – 08/31/12  
Grade C  
Competitive Appointment  
(Replacement Action)
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Aguilar, Reymundo**
TV Production Technician
EPCC- TV
04/18/12

**Benitez, Camille**
Administrative Office Assistant
Upward Bound
03/31/12
### FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of a contract award for automobile, liability, crime and property commercial insurance.</th>
<th>Amount:</th>
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<tr>
<td></td>
<td></td>
<td>(Not to Exceed)</td>
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<td></td>
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<thead>
<tr>
<th>Requestor:</th>
<th>Ruben Gallardo</th>
<th>Area Responsible:</th>
<th>Purchasing &amp; Contract Management</th>
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<tbody>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Ruben Gallardo</td>
<td></td>
<td></td>
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</tbody>
</table>

#### Purpose:
Approval of a one-year contract award for district-wide automobile, general liability, educator’s legal liability, crime and property commercial insurance for the period of September 1, 2012 through August 31, 2013.

#### Explanation:
Approval of this contract award will continue to provide insurance coverage district-wide for automobile, general liability, educator’s legal liability, crime and property loss claims for one year.

Chapter 791 of the Texas Government Code allows for certain Interlocal agreements, including those for certain insurance coverage and reinsurance of such coverage. The District signed an Interlocal agreement with the Texas Association of Public Schools Property and Liability Fund on September 1, 2005. Texas Association of Public Schools would cover the District’s liability claims. The District similarly signed an Interlocal agreement with the Texas Public Entity Group, which was Board approved on September 9, 2009. Travelers Insurance, who would cover the District for property and crime losses, was awarded through this Group. These two agreements allow for the procurement of insurance services through the stated entities, pursuant to Chapter 791 of the Texas Government Code, Interlocal Cooperation Contracts.

- Travelers Insurance (property and crime): $176,396
- Texas Association of Public Schools (liability): $216,813
- Contingency: Not to exceed $5,000 *

Total: $398,209

*The contingency amount will cover additional premiums associated with the potential purchase of up to four vehicles before September 1, 2012 and also the completion of the Enrollment Services Building in late December 2012.

The increase premium is due to the acquisition of the Stanton Building, three buses, and increased crime insurance to better protect the District in case of a loss, as well as past and current liability claims.

Funding is provided by the Insurance Property Budget.

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

#### Vendor:
Wells Fargo Insurance Services
2505 E Missouri
El Paso, TX 79903
**FINANCIAL SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to increase tuition rates for resident and non-resident students, as well as increasing the Three-Peat fee, Lab fee, and initiating a Distance Education fee effective Fall 2012.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Fernando Flores</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Budget and Financial Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Fernando Flores</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To adopt a tuition rate schedule that includes a tuition rate increase for all resident and non-resident credit students of 9% and 25% respectively, effective Fall 2012. Concurrently, increase the Three-Peat fee to $45, Lab fee to $20, and establish a $40 per course Distance Education fee.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>The Board of Trustees is responsible for setting the tuition rate for the El Paso County Community College District. Currently, resident and non-resident credit students are assessed a per credit hour tuition charge of $67.00 and $94.00 respectively. If applicable, a Three-Peat fee is currently assessed students repeating a credit class more than two times since the State does not appropriate funds for hours associated with these repeat classes. The current Lab fee of $12 per lab has been at this rate for over 20 years. The new proposed Distance Education fee will only be assessed to courses that utilize additional resources acquired to deliver on-line instruction. The District had to overcome significant challenges in order to balance the District’s 2011/2012 budget. These challenges were caused primarily by appropriation cuts to the Formula, Heath, and Retirement appropriations totaling $6.9 million. Various budgetary measures had to be taken to include placing a freeze on vacant positions, and to temporarily postpone the annual allocation to the technology, and instructional equipment funds in order to produce a balanced budget. With these appropriations reductions continuing into the 2012/2013 budget year, the challenge to overcome these cuts as well as new budgetary factors to fund other necessary needs is considerable. Additionally, the discontinuance of a separate summer PELL award is expected to result in decreased summer enrollments affecting tuition revenue for Fiscal Year 12/13. In an effort to offset some of the fiscal constraints implemented to balance the 2011/2012 budget, the administration is recommending a tuition increase of $6.00 (9%) and $24.00 (25%) per credit hour for resident and non-resident students respectively per attached schedule. The Lab fee would increase $8 per lab, the Three-Peat fee would increase $3 per credit hour, and the new Distance Education fee would be $40 per online class. These increases in tuition and fee revenue would significantly contribute to maintaining and re-establishing previous service levels to students. The Tuition &amp; Fees Committee, comprised of students, faculty and staff, considered and voted on increases to tuition rates and the various fees as originally proposed by the administration during the meeting convened on April 30, 2012; however, additional feedback from the Student Government Association has prompted the administration to make the current recommendation as presented in this abstract.</td>
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<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
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(Exhibit 4.2.1)
El Paso County Community College District
Proposed Tuition Rate Schedule
Effective Fall 2012

<table>
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<tr>
<th>Credit Hour</th>
<th>Resident Tuition 9% Increase per CR</th>
<th>Non-Resident Tuition 25% Increase per CR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Rate</td>
<td>Proposed Rate</td>
</tr>
<tr>
<td>1</td>
<td>$ 67.00</td>
<td>$ 73.00</td>
</tr>
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<td>2</td>
<td>134.00</td>
<td>146.00</td>
</tr>
<tr>
<td>3</td>
<td>201.00</td>
<td>219.00</td>
</tr>
<tr>
<td>4</td>
<td>268.00</td>
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<td>8</td>
<td>536.00</td>
<td>584.00</td>
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<td>9</td>
<td>603.00</td>
<td>657.00</td>
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<tr>
<td>10</td>
<td>670.00</td>
<td>730.00</td>
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<tr>
<td>11</td>
<td>737.00</td>
<td>803.00</td>
</tr>
<tr>
<td>12</td>
<td>804.00</td>
<td>876.00</td>
</tr>
</tbody>
</table>
# Physical Facilities Abstract

**Item(s) to be Considered:** Consideration and deliberation on the approval to award a contract for District-wide annual maintenance and repair of fire protection equipment, as well as replacement equipment as needed, to Simplex Grinnell LLC.

| Amount: | $69,000 |

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

**Resource Persons:** Josette Shaughnessy, Rick Lobato

**Purpose:** Approval to award a contract to Simplex Grinnell LLC through the Request for Proposal process (RFP #12-007) for annual maintenance and repair of fire protection equipment, as well as replacement equipment as needed, throughout the District.

**Explanation:** Simplex Grinnell LLC will provide annual maintenance and repair services, as well as replacement equipment as needed, effective September 1, 2012 for fire protection systems throughout the District to include annual inspections, trouble shooting and repairs to keep the College in compliance with city, state and federal code regulations. Initial award shall be for three (3) years with an option to renew on an annual basis, for an additional two (2) years for a potential maximum contract term of five (5) years. Renewals will be based upon satisfactory vendor performance and administrative approval.

Funding will be provided by Physical Plant Funds.

| Date: | 09/01/12 |
| Account: | 13000-76007 |
| Budget: | $263,603 |
| Expenditures to date: | -0- |
| Balance: | $263,603 |

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

**Vendor:** Simplex Grinnell LLC  
5500 Midway Park Place NE  
Albuquerque, NM 87109
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE FIRE PROTECTION EQUIPMENT AND MAINTENANCE SERVICES

RFP #12-007

ANALYSIS

The services and equipment outlined in this RFP will be purchased on an as-needed basis by the District on behalf of the Board of Trustees to acquire replacement fire equipment and also to maintain service on new as well as existing fire equipment, for the benefit the students, public, and College personnel.

A Request for Proposals was advertised for two (2) consecutive weeks in the local newspaper, The El Paso Times. RFP packets were issued to ten (10) vendors: Bath Group, Virtual Builders Exchange, e.Republic, MM Structural Engineers, Simplex Grinnell LLC, The Planit Room, Source Management, Matrix Special Systems, EP Integrated Fire Systems and Concepts, and Southwest Sonitrol. Responses received are indicated on the attached RFP tabulation.

It is the recommendation of the “RFP Analysis Committee” (Rick Lobato, Javier Cisneros, and Saul Sanchez) that a contract be awarded to:

Simplex Grinnell LLC
5500 Midway Park Place NE
Albuquerque NM 87109
### Vendor Requirements

Respondents are required to 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.

Respondents should state in proposal on which system and manufacturer it has working experience from list: “Exhibit A, Existing Fire Protection Systems and Locations”.

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

Contractor should submit with their proposal the appropriate insurance as set forth in Section 13 of the General Conditions (attached), at the time of proposal submission. Awarded contractor will be required to maintain current proof of insurance during the term of the contract.

Contractor should describe general financial stability and viability. Contractor should supply an annual report and/or financial statements attesting to the fiscal viability of the company. Further documentation attesting to corporate growth, market share, reputation, experience, quality of service, quality of support personnel, etc. should also be supplied.

Contractor should state past and present litigation and lawsuits in which the company is a defendant in the last five (5) years and describe the circumstances surrounding same; or if not applicable state “none”. If applicable, describe how the litigation was settled.

Contractor is required to indicate in their proposal (p.22) if its employees are bonded.

The awarded contractor shall bill the District in monthly installments and will be required to provide evidence showing that specific services were rendered to the District along with the submitted invoice documents to the District. A sample of the intended invoice document(s) should be included in the 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.

Vendor employs at least 500 persons in the state of Texas.

Vendor acknowledged receipt of Addendum 1.

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

### Cost Proposal

<table>
<thead>
<tr>
<th>Fire Protection Equipment</th>
<th>SimplexGrinnell LLC</th>
<th>Southwest Sonitrol, Inc. dba Sonitrol of El Paso</th>
</tr>
</thead>
<tbody>
<tr>
<td>New fire protection equipment per requirements in RFP#12-007 contained herein and as proposed by contractor: (including all installation costs) $</td>
<td>5 % Discount on new equipment</td>
<td>Quote to menu-pricing provided.</td>
</tr>
<tr>
<td>Zero new equipment critical at this time.</td>
<td>Quote to menu-pricing provided.</td>
<td></td>
</tr>
<tr>
<td>Describe warranty term and specify coverage description (i.e. parts and labor, next day on-site, etc.).</td>
<td>Provided</td>
<td>Not provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance Services</th>
<th>SimplexGrinnell LLC</th>
<th>Southwest Sonitrol, Inc. dba Sonitrol of El Paso</th>
</tr>
</thead>
<tbody>
<tr>
<td>Servicing costs per requirements for fire protection equipment as detailed in RFP contained herein (Any part which costs $2,000 or less and other required supplies, equipment, and materials to complete repairs shall be furnished by the Contractor).</td>
<td>$69,000 annually / &quot;covered&quot;</td>
<td>Quote to menu-pricing provided.</td>
</tr>
<tr>
<td>Normal Business Hours</td>
<td>Outside Normal Business Hours</td>
<td>$69,000 annually / &quot;covered&quot;</td>
</tr>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe any offerings of no cost value-added services, any additional business features, including any alternate pricing proposal, pricing arrangements, discounts, or other value-added services that could be provided under an agreement resulting from this RFP:</td>
<td>See Section 1, &quot;Introduction&quot;.</td>
<td>Not indicated</td>
</tr>
<tr>
<td>Evaluation Criteria</td>
<td>Ratings Key</td>
<td>Factor</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>The purchase price. (30 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1 = Un satisfactory- Pricing appears too high</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = Acceptable- Pricing is moderate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = Superior- Pricing is appropriate, within market values</td>
<td></td>
</tr>
<tr>
<td>The reputation of the vendor and of the vendor's goods or services (20 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information</td>
<td>4</td>
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<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
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<td></td>
<td>2 = Below average</td>
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<tr>
<td></td>
<td>3 = Average</td>
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<td></td>
<td>4 = Above average</td>
<td></td>
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<tr>
<td></td>
<td>5 = Superior</td>
<td></td>
</tr>
<tr>
<td>The quality of the vendor's goods or services (15 pts.)</td>
<td>0 = Unable to evaluate due to inadequate or missing information</td>
<td>3</td>
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<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
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<td></td>
<td>2 = Below average</td>
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<td>3 = Average</td>
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<td></td>
<td>4 = Above average</td>
<td></td>
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<td></td>
<td>5 = Superior</td>
<td></td>
</tr>
<tr>
<td>The extent to which the vendor's goods or services meet the District's needs (10 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for proper evaluation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
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<tr>
<td></td>
<td>2 = Below average</td>
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<td></td>
<td>3 = Average</td>
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<td></td>
<td>4 = Above average</td>
<td></td>
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<tr>
<td></td>
<td>5 = Superior</td>
<td></td>
</tr>
<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>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
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<tr>
<td></td>
<td>2 = Below average</td>
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<td></td>
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<td></td>
<td>4 = Above average</td>
<td></td>
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<td></td>
<td>5 = Superior</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
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<td></td>
<td>2 = Below average</td>
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<td></td>
<td>4 = Above average</td>
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<tr>
<td></td>
<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. (5 pt.)</td>
<td>0 = No</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1 = Yes</td>
<td></td>
</tr>
<tr>
<td>Any other relevant factor specifically listed in the request for bids or proposals (5 pts.)</td>
<td>0 = Unacceptable; proposal lacks sufficient detail for</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>1 = Un satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = Below average</td>
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<tr>
<td></td>
<td>3 = Average</td>
<td></td>
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<tr>
<td></td>
<td>4 = Above average</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 = Superior</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points:** 69.33

**Recommend Award:** No

**Comments:**

The El Paso County Community College District (“District”) requests proposals (“RFP’s”) from qualified contractors for fire protection equipment and maintenance/repair services for existing and newly purchased equipment at all District locations. The objective is to acquire replacement equipment, on an as-needed basis, and to assist the District in achieving its equipment standardization goals as well as to procure equipment upgrades. It is the intent of the District to purchase new fire protection equipment that will be compatible with its existing equipment.
# PHYSICAL FACILITIES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the selection of engineering firms for services on upcoming College-wide projects on an as-needed basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Rick Lobato</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Rick Lobato</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approval of the selection of engineering firms that have been pre-qualified through the Request for Qualification (RFQ #12-008) process.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>RFQ #12-008 was issued for the purpose of contracting with engineering firms for each area of technical specialty to meet anticipated College requirements. The Physical Plant will utilize these vendors on an as-needed basis to provide engineering services. The selection of equally pre-qualified firms was done as per the requirements of Texas Government Code 2254 (Professional and Consulting Services), and was based on demonstrated competence and qualifications. Approval by the Board of Trustees will be required prior to negotiations and award of a contract(s) of $50,000 or more. Any engineering costs of $100,000 or more will be competitively awarded through a separate RFQ process and taken to the Board for approval. The initial contract award shall be for one (1) year with an option to renew, on an annual basis, for an additional two (2) years for a potential maximum contract term of three (3) years upon satisfactory vendor performance and administrative approval. Funding for projects will be provided by each individual budget for each construction project and Plant funds.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
</tbody>
</table>
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

ENGINEERING SERVICES

REQUEST FOR QUALIFICATIONS #12-008

ANALYSIS

The services secured through this Request for Qualifications process will be utilized by El Paso County Community College District on behalf of the Board of Trustees. The Request for Qualifications was issued for the purpose of qualifying engineering firms for services, to be provided as required, for upcoming District-wide projects.

Request for Qualifications Statements were advertised in the *El Paso Times* for two consecutive weeks. Proposal packets were issued to thirty-seven (37) firms. A total of fourteen (14) responses were received, though one was disqualified as indicated in the analysis spreadsheet. The evaluation of proposals was done based on the qualifications of the firm for the specific areas requested and the evaluation criteria, project history and the firm’s references, as per the information provided in the proposal packets.

The evaluation committee (Rick Lobato, Marco Fernandez and Luz Terrones) recommend selected firms for contract negotiations and award of a contract, based on specific areas of expertise for engineering services, on an as-needed basis. The initial contract award shall be for one (1) year with an option to renew, on an annual basis, for an additional two (2) years for a potential maximum contract term of three (3) years upon satisfactory vendor performance and administrative approval.

<table>
<thead>
<tr>
<th>Selected Firms:</th>
<th>Engineering Services to be provided:</th>
<th>Selected Firms:</th>
<th>Engineering Services to be provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Engineering Inc.</td>
<td>Electrical</td>
<td>ECM International, Inc.</td>
<td>Civil</td>
</tr>
<tr>
<td>1818 E. Rio Grande</td>
<td></td>
<td>404 Executive Center Blvd.</td>
<td>El Paso, TX 79902</td>
</tr>
<tr>
<td>El Paso, TX 79902</td>
<td></td>
<td>El Paso, TX 79902</td>
<td></td>
</tr>
<tr>
<td>Bath Engineering Corporation</td>
<td>MEP</td>
<td>MM Structural Engineering Inc.</td>
<td>Structural</td>
</tr>
<tr>
<td>4110 Rio Bravo, Suite 102</td>
<td></td>
<td>2718 Wyoming Avenue</td>
<td>El Paso, TX 79903</td>
</tr>
<tr>
<td>El Paso, TX 79902</td>
<td></td>
<td>El Paso, TX 79903</td>
<td></td>
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<tr>
<td>CEA Group</td>
<td>Civil</td>
<td>Moreno Cardenas, Inc.</td>
<td>Structural</td>
</tr>
<tr>
<td>4712 Woodrow Bean, Ste. F</td>
<td></td>
<td>2505 E. Missouri Ave., Suite 100</td>
<td>El Paso, TX 79903</td>
</tr>
<tr>
<td>El Paso, TX 79924</td>
<td></td>
<td>El Paso, TX 79903</td>
<td></td>
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<tr>
<td>Conde, Inc.</td>
<td>Surveying</td>
<td>Raba-Kistner, Inc.</td>
<td>Geo-technical</td>
</tr>
<tr>
<td>6080 Surety Dr., Suite 100</td>
<td></td>
<td>7002 Commerce</td>
<td>El Paso, TX 79915</td>
</tr>
<tr>
<td>El Paso, TX 79905</td>
<td></td>
<td>El Paso, TX 79915</td>
<td></td>
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<tr>
<td>CQC Testing and Engineering</td>
<td>Geo-technical</td>
<td>Sandoval Engineering</td>
<td>MEP</td>
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<td>6802 Commerce, Unit A</td>
<td></td>
<td>7069 Alameda Ave.</td>
<td>El Paso, TX 79915</td>
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(Exhibit 5.2.2)
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</thead>
<tbody>
<tr>
<td>The letter of transmittal will fairly and briefly depict the respondent's proficiency, experience and capability to serve the District and offers an opportunity to set forth the reasons the respondent believes he, she or it should be selected by the District.</td>
<td>Provided</td>
<td>Provided</td>
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<td>Provided</td>
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<tr>
<td>Name, address, telephone, fax, e-mail, federal ID, website address.</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
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<td>Provided</td>
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</tr>
<tr>
<td>General Information- Firm's history, legal names, organizational structure, litigation history, and proof of required licensing.</td>
<td>Provided</td>
<td>Provided</td>
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<td>Provided</td>
</tr>
<tr>
<td>Firm Overview- firm history, primary contact point and title, list of all professional services and expertise, firm's commitment to green initiatives, firm's tools for energy management, firm's recent recognition awards, firm's project management plan, and Personnel and Experience- résumés for all key personnel including education and professional licensing/credentials of each person. Include previous projects and whether each team member(s) are LEED accredited. List total number of personnel in the firm and consultants to be used in</td>
<td>Provided</td>
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<tr>
<td>Project History – firms must submit information regarding recent relevant project experience, especially those associated with educational projects, and/or work specific to the ones listed herein. Information must include: quality control measures used, energy saving measures provided, principal's involvement throughout project, and follow-up procedures used to ensure completion of</td>
<td>Provided</td>
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<tr>
<td>Prospective firm must submit evidence that they possess all trade, professional, and business licenses as may be required by the work contemplated in this RFQ.</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
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<td>Provided</td>
<td>Provided</td>
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<td>Provided</td>
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<td>Provided</td>
</tr>
<tr>
<td>List of References- Minimum of three local references where your firm has provided services, preferably in an educational setting of equal or similar nature as the ones requested herein within the past three years.</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
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</tr>
<tr>
<td>Mandatory District Forms – Firm shall also submit with the statement of qualifications the following required forms with each form bearing an authorized representative’s signature: Family Code Form, Felony Conviction Form and Conflict of Interest Questionnaire.</td>
<td>Provided</td>
<td>Provided</td>
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<td>------------------------</td>
</tr>
<tr>
<td>Energy saving design</td>
<td>0 = Non Responsive</td>
<td>1 = Unsatisfactory</td>
<td>2 = Below Average</td>
<td>3 = Average</td>
<td>4 = Above Average</td>
<td>5 = Superior</td>
<td>6</td>
<td>30</td>
<td>22.00</td>
<td>20.00</td>
<td>22.00</td>
<td>24.00</td>
<td>26.00</td>
</tr>
<tr>
<td>project capabilities with recent</td>
<td>73.67</td>
<td>65.00</td>
<td>81.67</td>
<td>70.67</td>
<td>78.67</td>
<td>80.33</td>
<td>69.67</td>
<td>62.33</td>
<td>83.67</td>
<td>79.00</td>
<td>66.67</td>
<td>79.00</td>
<td>62.33</td>
</tr>
<tr>
<td>Capacity and capability</td>
<td>0 = Non Responsive</td>
<td>1 = Unsatisfactory</td>
<td>2 = Below Average</td>
<td>3 = Average</td>
<td>4 = Above Average</td>
<td>5 = Superior</td>
<td>5</td>
<td>25</td>
<td>18.33</td>
<td>13.33</td>
<td>21.67</td>
<td>18.33</td>
<td>20.00</td>
</tr>
<tr>
<td>Evidence of follow-up engineering services</td>
<td>0 = Non Responsive</td>
<td>1 = Unsatisfactory</td>
<td>2 = Below Average</td>
<td>3 = Average</td>
<td>4 = Above Average</td>
<td>5 = Superior</td>
<td>2</td>
<td>10</td>
<td>8.67</td>
<td>7.33</td>
<td>7.33</td>
<td>6.00</td>
<td>6.67</td>
</tr>
<tr>
<td>References (10 points)</td>
<td>0 = Non Responsive</td>
<td>1 = Unsatisfactory</td>
<td>2 = Below Average</td>
<td>3 = Average</td>
<td>4 = Above Average</td>
<td>5 = Superior</td>
<td>2</td>
<td>10</td>
<td>8.00</td>
<td>6.00</td>
<td>6.67</td>
<td>6.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Total Points</td>
<td>73.67</td>
<td>65.00</td>
<td>81.67</td>
<td>70.67</td>
<td>78.67</td>
<td>80.33</td>
<td>69.67</td>
<td>62.33</td>
<td>83.67</td>
<td>79.00</td>
<td>66.67</td>
<td>79.00</td>
<td>62.33</td>
</tr>
</tbody>
</table>

El Paso County Community College District ("District") is seeking qualification statements from engineering firms to provide services to the District. The selected firms will be responsible for providing complete engineering plans and complete specifications for purposes of bidding the District's projects on an as needed basis. Engineering firm must be an established, licensed firm with at least five (5) years' experience to be considered for award.
## CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of additional monies to purchase eBooks for the College libraries throughout the District.</th>
<th>Additional Amount: (Not to Exceed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$10,000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Charlotte Hollis</th>
<th>Area Responsible:</th>
<th>Instruction</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resource Persons:</th>
<th>Steve Smith, Paula Mitchell, Charlotte Hollis</th>
</tr>
</thead>
</table>

**Purpose:** To approve an additional $10,000 to purchase eBooks from EBSCO host (netLibrary), the eBook provider used by El Paso Community College and the Texas State Library System (TexShare).

**Explanation:** The purchase of eBooks requires an increase of up to $10,000 to the contract with EBSCO in the amount of $64,150 which was approved by the Board of Trustees on August 10, 2011. The current netLibrary eBooks were purchased in 2000 and are outdated; newer materials need to be acquired. The District-wide Libraries identified eBooks as an effective delivery tool for students’ use of library materials making them available 24/7 at both on and off-campus locations.

This purchase is based on competitive sealed proposal process (CSP) #09-030 per Texas Education Code 44.031.

Funding will be provided by the Instructional Equipment Account.

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

**Vendor:** EBSCO  
P.O. Box 2543  
Birmingham, AL 35202-2543

**Date:** 04/18/12  
**Account:** 91271-M91271  
**Budget:** $300,000  
**Expenditures to date:** $232,708  
**Balance:** $67,291

(Exhibit 6.1.1)
### CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the correction of the amounts awarded for the purchase of laptop computers for student use in classroom and science labs.</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Not to Exceed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$143,543</td>
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<tr>
<td></td>
<td></td>
<td>In Total</td>
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</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Tonie Badillo</th>
<th>Area Responsible:</th>
<th>Architecture, Arts, Drafting, Math &amp; Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Persons:</td>
<td>Steve Smith, Tonie Badillo, Dell Najera</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** To correct the awarded amounts approved by the Board in April 2012 for the purchase of 65 Dell laptop computers and 120 HP laptop computers.

**Explanation:** The administration recommended the award of $115,442.01 to Decision Tree, Inc., for the purchase of the 120 HP laptops and $62,530.99 to Checkpoint Services, Inc., for the purchase of the 65 Dell laptop computers.

The correct amounts should have been as follows:

- **Decision Tree, Inc. (HP)**: $73,280.00
- **Checkpoint Services, Inc. (Dell)**: $70,262.80

Each item would carry a three (3) year on-site warranty.

This purchase will be conducted through the State of Texas Department of Information Resources, contracts SDD-890 and SDD-1364, as allowed by the Information Resources Act, Texas Government Code, Section 2054.0565(b).

Funding is provided by the Integrated Technology Committee Fund budget.

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

**Vendors:**
- **Decision Tree, Inc.**
  - 306 Thunderbird Street
  - El Paso, Texas 79912

- **Checkpoint Services, Inc.**
  - 1790 Commerce Park, Suite A-1
  - El Paso, Texas 79912

**Date:** 03/23/12
**Account:** 91265-M91265
**Budget:** $3,197,133
**Expenditures to date:** $821,224
**Balance:** $2,375,909

(Exhibit 6.2.1)
## STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th><strong>Item(s) to be Considered:</strong></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>Yolanda Chávez Ahner</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Yolanda Chávez Ahner</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>Business/Industry Training and Personal Enrichment</strong></td>
<td></td>
</tr>
<tr>
<td>PIE 696</td>
<td>Introduction to Networking – Online</td>
</tr>
<tr>
<td><strong>Workforce Development</strong></td>
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</tr>
<tr>
<td>WIP 104</td>
<td>Customer Service</td>
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</tbody>
</table>

(Exhibit 7.1.2)