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: June 24, 2014
5:30 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

May 14, 2014 (Special)
May 21, 2014 (Regular)
June 4, 2014 (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 Dr. William Serrata (President) will recognize individuals retiring from 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.

1.7 Communications: None
1.8 Board of Trustees Business

1.8.1 The Board will hear a grievance presentation by Israel McMullen.

1.9 Board Reports

1.9.1 Treasurer’s Report

May 31, 2014

No action is necessary.

1.9.2 President’s Report

1.9.2.1 Dr. Serrata will update the Board of Trustees and audience on recent events at the College.

1.10 Consent Docket

2.0 ADMINISTRATION - None
### 3.0 PERSONNEL

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

- **Exhibit 3.1**
  - Pages 49-52

#### 3.2 Full-Time Externally Funded Actions - None

- **Exhibit 3.3**
  - Page 53

#### 3.3 Information Items

- (No action required)

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**Agenda**

Regular

June 24, 2014

Page 3
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a contract extension with TouchNet Information Systems, Inc., for the period of August 1, 2014 through July 31, 2019 in the amount of $635,586.

Note: To approve a contract extension with TouchNet Information Systems, Inc., to provide a payment application/cashiering software system to include annual maintenance for the period of August 1, 2014 – July 31, 2019. Funding is provided by the Software Maintenance account.

Resource Person: Ernst Roberts

4.2 Consideration and deliberation on the approval to renew a campus agreement for Microsoft Academic Licensing with Software House International in the amount of $201,444.

Note: The Microsoft Campus Agreement is a subscription licensing program specifically created to address the unique needs of a higher education institution. Funding is provided by the Integrated Technology Committee and Technology Funds.

Resource Person: Jenny Girón
4.0 FINANCIAL SERVICES

4.3 Consideration and deliberation on the approval to extend the term of the contract for collection agency services to Collecto Inc., d/b/a EOS CCA and S & S Recovery, Inc., through August 31, 2014.

Note: To approve the extension of the contract terms of two collection agencies to coincide with the District’s fiscal year. Funding is provided by the Receivables Collections budget.

Resource Person: Ernst Roberts

5.0 PHYSICAL FACILITIES – None
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of the Burges Early College High School Interlocal Agreement.

Note: To obtain the Board of Trustees’ approval for the Burges Early College High School Interlocal Agreement between the El Paso County Community College District and the El Paso Independent School District.

Resource Person: Steve Smith
7.0 STUDENT SERVICES

7.1 Consideration and deliberation on the approval of lease contracts with The Phoenix of El Paso for rental of apartments for the SEED Program participants in an amount not to exceed $51,552.

Note: To provide housing for participants in the SEED program from July 2014 – July 2015. Funding is provided by the SEED Program Grant.

Resource Person: Ernst Roberts

7.2 Consideration and deliberation on the approval of lease contracts with The Phoenix of El Paso for rental of apartments for the Intercollegiate Athletics Department in an amount not to exceed $48,952.

Note: To provide housing for baseball, softball and cross country student-athletes for the 2014–15 fiscal year. Funding is provided by the Baseball, Softball and Cross country accounts.

Resource Person: Linda Gonzalez-Hensgen
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8.0 COMMUNITY SERVICES

### 8.1 Consideration and deliberation on the acceptance of a monetary donation.

Note: To accept the donation of $1,000 from Wells Fargo Bank, N.A., to support the SEED Program.

Resource Person: Ernst Roberts

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### 9.0 UNFINISHED BUSINESS

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### 10.0 ADJOURNMENT

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Exhibit 8.1

Page 60
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 1:00 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – All Trustees were present.

1.3 The Board of Trustees shall conduct a Budget Workshop concerning the 2014-2015 budget of the El Paso County Community College District.

Ms. Josette Shaughnessy introduced the agenda for the budget workshop that included a budgetary overview of the 2013-2014 biennium with the outcome of the 83rd Legislature and the steps taken by the Board of Trustees to fund the 2013-14 operating budget. She explained in detail the various sources of revenue that fund the operating budget along with providing growth trends for each source of revenue for the last 13 years. Tuition rates were discussed as compared to other institutions in the region. Ms. Shaughnessy then focused on the current expenditure budget by explaining the allocation of the $129.1 million to the different elements of costs and various funds that support student programs. She also explained how 77% of the budget funds salaries and benefits with the remainder allocated to supplies, services, equipment and transfers to other funds. She also provided a detail of the benefits paid by the College, focusing mostly on the funding history by the State for group health insurance and retirement benefits. After reviewing with the Board the composition of budgeted supplies and services, Ms. Shaughnessy introduced the plan forward for FY 2014-15 with a discussion of the budget development process for FY 2014-15 along with its budgetary challenges. The recommendation by the administration to increase tuition
and general use fee was presented to the Board. Ms. Shaughnessy reviewed the current tuition and fee structure and explained the purpose of the General Use Fee and the reasons why it should be increased.

She also presented the proposed tuition rate and general use fee schedule for discussion by the Board.

In conclusion, Ms. Shaughnessy emphasized that the current revenue projections are still preliminary and subject to change depending on summer and fall enrollments that really drive revenue trends for the next budget year. In addition, the administration is still reviewing the budget for potential savings. There was also a discussion about planning ahead for the funding of future projects identified during the district-wide master planning process and for funding the Fort Bliss campus operations.

At the end of Ms. Shaughnessy’s presentation, the Board of Trustees requested a follow-up budget workshop in June and adjourned the meeting at approximately 5:30 PM.
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: May 21, 2014
5:30 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order by Board of Trustees Chair Art Fierro at 5:35 p.m.

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

Mr. Fierro asked Mr. Steve Smith (vice president, Instruction) to lead the Trustees and audience in the Pledge of Allegiance.

1.3 Approval of Minutes:

April 24, 2014

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

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

1.5 Open Forum - None

1.6 Presentations by Individuals, Groups, and Organizations:

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

Dr. Serrata recognized Ms. Cecilia Olan (Reading Lab Assistant – 26 years), Ms. Elaine Olsakovsky (Medical Discipline Coordinator – 25 years) and Lieutenant Stella Williams (Police Department – 40 years) and thanked them for their 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. Lori Hoefner (vice president, Professional Staff Association) addressed the Board of Trustees commenting that the Association had requested a copy of the Sick Leave Pool Report, as well as the SecureWorks-Dell Security Report and had yet to receive them. She stated that the members were anxiously waiting for the College to receive the SACS report. Ms. Hoefner congratulated the recent graduates who participated in commencement as well as the staff, faculty and Trustees who facilitated the event. She stated that the Association appreciates the efforts of the administration and the Board of Trustees to preserve the Lincoln Center.

1.7 Communications: None

1.8 Board of Trustees Business: None

1.9 Board Reports

1.9.1 Treasurer’s Report

April 30, 2014

No action is necessary.

1.9.2 President’s Report
1.9.2.1 As part of the President’s Report, Ms. Arvis Jones (director, Student Leadership and Campus Life) and representatives from the Student Government Association (SGA) will provide information on the recognitions awarded to the SGA at the recent convention.

Dr. Serrata requested that he be allowed to present on the FAFSA (Free Application for Student Aid) night awards at this time to allow a student to attend another event.

Dr. Serrata recognized Mr. Carlos Martinez. He commented that Mr. Martinez was one of over 4,000 students/parents that attended FAFSA nights. He stated that the FAFSA nights are a community effort involving the Greater El Paso Chamber of Commerce, EPCC, UTEP, area schools and business partners to assist students and their families in completing the FAFSA application. Dr. Serrata commented that over 40 area high schools were visited in February and March. He stated that all students that expressed an interest in attending EPCC had an opportunity to win an iPad mini and Carlos was selected as the winner of the drawing. Dr. Serrata stated that Carlos is currently a senior at Radford School and will graduate with 9 hours of Dual Credit from EPCC. He is also the Valedictorian of his senior class and student council president.
Dr. Serrata called upon Ms. Jones and the Student Government Association to present on their recent activities.

Mr. Aaron Montes (president, SGA) addressed the Board of Trustees. He introduced Mr. Ignacio Saucedo (senator, Valle Verde) and stated that Mr. Salcido would be representing EPCC as the Region I Secretary. Mr. Montes reported that SGA had worked with the Facilities department in designating 11 locations to have bike racks placed throughout the District, they assisted in the resurfacing of 2 tennis courts at Valle Verde, organized a club fair for all of the College’s clubs, and they are diligently working on the planning of the Student Union at the Transmountain campus.

Mr. Montes reported on the State convention that was held in Austin, where the College District’s SGA placed in 6 out of 7 competitions, and won the Sweepstakes award. They played their first place award winning video for the Trustees and audience.

1.9.2.2 As part of the President’s Report, Mr. Joe Conway (manager, Contract Opportunities Center) will provide an update to the Board of Trustees on the Contract Opportunities Center.

Dr. Serrata discussed the relationship the Contract Opportunities Center has with the El Paso Small Business Consortium. He noted that the Center has done a great job of reaching the
community through its outreach activities, testimonials and word of mouth by satisfied clients.

Dr. Serrata introduced Mr. Conway to provide more information on the Center. Mr. Conway commented that the Contract Opportunities Center had been a member of the College for over 20 years and is consistently recognized as the place to go for assistance if you want to do business with the Government. He noted that it is commonly known as a PTAC (Procurement Technical Assistance Center). He stated that there are currently 94 centers in the United States that serve as a resource for businesses interested in doing business with governments (federal, state, or local). These businesses receive assistance on training in contracting with governments, identification of opportunities, assistance with marketing strategies, bid preparation, development of proposals and post award issues. Texas has 9 of these centers. He noted that the EPCC COC is a regional PTAC and received federal funding of approximately $300,000.

Mr. Conway reported that they provided services to 597 clients and 248 contracts were awarded with a combined value of $838,875,335.

1.9.2.3 Dr. Serrata will update the Board of Trustees and audience on recent events at the College.
Dr. Serrata announced that Project ARRIBA was celebrating their 1,000th graduate in the ASC auditorium. He commented that it was unfortunate that it was being held at the same time as the Board Meeting. He noted that over 90% of their graduates will attend EPCC.

Dr. Serrata thanked the Trustees for attending the EPCC graduation on May 16. He commented on the outstanding job of the guest speaker, Mr. Renard Johnson. Dr. Serrata thanked Ms. Linda Gonzalez-Hensgen (vice president, Student Services) and her team for two very successful ceremonies. Dr. Serrata reported that there were 2,191 graduates from the Spring semester (1,095 Associate of Arts, 478 Associate of Applied Science, 185 Associate of Science, 62 Certificates and 371 with the UTEP Reverse Transfer Degree).

Dr. Serrata noted that EPCC had been ranked the top Community College in the nation for the 7th year in a row by the Hispanic Outlook in Higher Education magazine in the number of associate degrees granted to Hispanic students, the number of Hispanic student enrollment, and the number of Hispanic faculty.

Dr. Serrata reported that for the 2nd year in a row, the EPCC Intercollegiate Forensics Team won the 1st place title in the Community College National Champion Sweepstakes at the American Forensic Association National Individual Events Tournament in Phoenix, Arizona. In addition, for the second year in a row,
they won 1st place title winners in the Individual Events National Champion Sweepstakes as well as Overall Team National Champion Sweepstakes at the Phi Rho Pi National Tournament in Denver, Colorado.

Dr. Serrata announced that EPCC has been identified as one of the top 150 institutions in the nation to be eligible for the Aspen Prize for Community College Excellence. He noted that a team from the College participated in a telephone conference to determine if the College will be named a top 10 finalist.

Dr. Serrata shared that the College had sponsored campus tours with our adopted school, Campestre Elementary from the Socorro Independent School District the week of April 25 – May 2 for Kindergarten through 5th grade.

Dr. Serrata commented that ten EPCC Dual Credit students from Cathedral High School were named 2014 Gates Millennium scholars.

Dr. Serrata announced that EPCC student Fernando Rodriguez was selected as a National Distinguished Chapter Member by the Phi Theta Kappa Honor Society. Dr. Serrata noted that only 30 students were chosen out of 150 nationwide.

Dr. Serrata stated that the EPCC Tejanos baseball and Tejanas softball teams have recently received regional and national awards from the National
Junior College Athletic Association. They are being nominated as the NJCAA Academic Team of the Year.

Dr. Serrata recognized Dr. Ron Stroud (director, Institutional Effectiveness) as the recipient of the 2014 Donor Recruiter Volunteer Coordinator of the Year. He commented that Dr. Stroud was recognized at the American Donor Recruitment Professionals Conference held in Columbus, Ohio. He won the Best School Blood Drive Award for his effectiveness in spearheading the blood drives at EPCC.

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1.10 Consent Docket

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

2.0 ADMINISTRATION – None
3.0 PERSONNEL

3.1 Full-Time Institutionally-Funded Actions

Motion to postpone until after Executive Session was made by Mr. Fierro and seconded by Secretary Selena Solis. Motion to postpone passed.

This item was addressed upon reconvening from Executive Session.

3.2 Full-Time Externally Funded Actions

Item adopted on the consent docket.

3.3 Information Items

(No action required)

4.0 FINANCIAL SERVICES - None

5.0 PHYSICAL FACILITIES - None
6.1 Consideration and deliberation on the acceptance of a grant award from the Texas Workforce Commission to conduct Science, Technology, Engineering and Math (STEM) summer camps in the amount of $100,000.

Note: To approve funding to conduct STEM summer camps to middle school and high school students in the Canutillo Independent School District.

Resource Person: Steven Smith

Motion to approve was made by Ms. Solis and seconded by Trustee Belen Robles. Motion to approve passed.
### 7.0 STUDENT SERVICES

#### 7.1 Consideration and deliberation on the approval to purchase two (2) 2014 Ford Interceptor cars for the El Paso Community College Police Department from Silsbee Ford in the amount of $56,992.

*Note: To provide transportation for College Peace Officers patrolling the District. Funding is provided by the Vehicle Registration Fund.*

**Resource Person:**  
*Linda Gonzalez Hensgen*

Motion to approve was made by Mr. Haggerty and seconded by Mr. Fierro. 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:**  
*Steven Smith*

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

8.1 Consideration and deliberation on the acceptance of a cash donation and USB flash drives.

Note: To accept the cash donation from Ms. Kesha Bailey and USB flash drives from Office Depot.

Resource Person: Ernst Roberts

Item adopted on the consent docket.

The Board of Trustees recessed into closed or Executive Session at 6:25 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 7:27 p.m. Item 3.1 was the first item addressed.

9.0 UNFINISHED BUSINESS

Mr. Fierro announced that the next meeting of the Board of Trustees would be held on Tuesday, June 24, 2014.
10.0 ADJOURNMENT

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

The meeting was adjourned at 7:29 p.m.
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 4:39 p.m. by Board of Trustees Chair Art Fierro.

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

(Note: Trustee Carmen Olivas Graham and Secretary Selena Solis arrived during the Executive Session)

Mr. Fierro asked that the Board of Trustees recess into Executive Session to address item 1.4.1.

The Board of Trustees recessed into closed or Executive Session at 4:40 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 4:55 p.m. Item 1.4 was the first item addressed.
1.3 The Board of Trustees shall conduct a Budget Workshop concerning the 2014-2015 budget of the El Paso County Community College District. Deliberations by the Board of Trustees shall occur, although the budget shall not be adopted during this meeting.

Item 1.3 was addressed after item 1.4 upon reconvening from Executive Session.

Ms. Josette Shaughnessy (associate vice president, Budget and Financial Services) updated the Board of Trustees on the FY 2014-15 Budget. She provided updated revenue projections, an updated preliminary budget as well as the plan on moving forward with the budget. Ms. Shaughnessy presented preliminary handouts on budget comparisons by executive level, projected budgeted expenditures by expense category, projected benefits, projected budgeted expenditures by supplies and services detail, a 3-year comparison on other overhead, and preliminary software and hardware maintenance budgets. Ms. Shaughnessy presented information on the history of transfers to the Intercollegiate Athletics Fund and information on enrollment history and transfers to Athletics, Student Activities, and the Technology Fund.

Ms. Shaughnessy discussed different budget scenarios for the 2014-15 Budget. She also provided a history of resident tuition, and a tuition and fees comparison with area institutions.

Dr. Serrata thanked Ms. Shaughnessy for her informative presentation. The Board of Trustees asked for the timeline for the final budget figures. Ms. Shaughnessy commented that the budget would continue to be analyzed and that more information can be provided at the July Board Meeting.
The Trustees discussed meeting at 3:30 p.m. on July 16 to receive updated information on the 2014-15 Budget. This meeting will take place prior to the regular Board Meeting that begins at 5:30 p.m.

1.4 Full-Time Institutionally Funded Actions:

Michael Timmons
Lieutenant
Professional Support
Police Department
06/05/14 – 08/31/14
Grade G
Competitive Appointment
(Replacement Action)

The Board of Trustees reconvened the meeting at 4:55 p.m.

Motion was made by Trustee Brian Haggerty and seconded by Mr. Fierro to approve item 1.4. Motion to approve passed.

Item 1.3 was the next item addressed.

1.5 Adjournment

No action was taken during the Budget Workshop. The Trustees announced that they would meet again on July 16 beginning at 3:30 p.m. for a brief update on the status of the budget before the regular meeting beginning at 5:30 p.m.

Motion to adjourn was made by Mr. Haggerty. Motion approved by unanimous consent. The meeting was adjourned at 7:42 p.m.
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Exhibit 3.1
Full-Time Institutionally-Funded Actions

**De La O Fernandez, Olienka**
Instructor
Faculty
Physics
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade G/4
Competitive Appointment
(Replacement Action)

**Gonzalez, Ruben**
Property Control Assistant
Classified Staff
Property Management Control
06/30/14 – 08/31/14
Grade D
Competitive Appointment
(Replacement Action)

**Dominguez, Cristina**
Instructor
Faculty
Nursing
Tenure Track*
08/18/14 – 05/16/15
Grade C/3
Competitive Appointment
(Replacement Action)

**Hernandez, Andres**
Peace Officer I
Classified Staff
Police Department
06/30/14 – 08/31/14
Grade D
Competitive Appointment
(Replacement Action)

**Escalante Ruiz, Rafael**
Instructor
Faculty
Computer Science
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade C/6
Extension of Appointment

**Lechuga, Fernando**
Instructor
Faculty
Music
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade C/5
Competitive Appointment
(Replacement Action)

**Gamez, Manuel**
Student Services Assistant II
Classified Staff
Counseling
07/01/14 – 08/31/14
Grade C
(Noncompetitive Appointment)

**Leslie, David**
Lieutenant
Professional Support
Police Department
06/30/14 – 08/31/14
Grade G
Competitive Appointment
(Replacement Action)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Loya, Rosa**
Instructor
Faculty
Medical Laboratory Technology
Tenure Track*
08/18/14 – 05/16/15
Grade B/5
Competitive Appointment
(New Position)

**Perez, Sandra**
Instructor
Faculty
Biology
08/18/14 – 08/17/15
Grade H/9
Educational Leave of Absence

**Monzon, Pablo**
Manager, Career Services
Professional Support
Career Services
06/30/14 – 08/31/14
Grade E
Competitive Appointment
(Replacement Action)

**Ramirez, Sandra**
Administrative Office Assistant
Classified Staff
Student Leadership & Campus Life
Temporary Status
06/02/14 – 08/31/14
Grade C
Competitive Appointment
(New Position)

**Nunez, Irene**
Associate Comptroller- Financial Operations
Professional Support
Accounting Services
06/30/14 – 08/31/14
Grade F
Competitive Appointment
(Replacement Action)

**Rioux, Gail**
Instructor
Faculty
Criminal Justice
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade H/7
Extension of Appointment

**Rimbach, Frank**
Instructor
Faculty
Art
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade C/5
Competitive Appointment
(New Position)

**Ortiz, Estela**
Program Manager
Professional Support
Workforce Development
Temporary Status
06/01/14 – 06/30/14
Grade D
Extension of Appointment

(Exhibit 3.1.3) 06/24/14
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Rodriguez, Jose**
Peace Officer I
Classified Staff
Police Department
06/30/14 – 08/31/14
Grade D
Competitive Appointment
(Replacement Action)

**Villanueva, Lizette**
Instructor
Faculty
Nursing
Tenure Track*
08/18/14 – 05/16/15
Grade C/5
Competitive Appointment
(Replacement Action)

**Rodriguez, Rosa**
Interim Academic Computing Services Supervisor
Professional Support
Academic Computing Services
Temporary Status
06/01/14 – 08/31/14
Grade F
Extension of Appointment

**Stowe, Isadora**
Instructor
Faculty
Art
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade C/5
Competitive Appointment
(New Position)

**Thornton, Michael**
Instructor
Faculty
Art
Temporary (Lecturer) Status
08/18/14 – 05/16/15
Grade C/5
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 3.3
Information Items
(No Action Required)

Resignations:

**Hassell, Daniel**
Instructor
Sociology
05/16/14

**Loya, Lori**
Bid Specialist
Purchasing & Contract Management
06/09/14

**Nelson, Johanna**
Business Development Advisor
Small Business Development Center
05/16/14

**Rodriguez, Gilbert**
Peace Officer I
Police Department
05/31/14

**Taylor, Hilda**
Instructor
Biology
05/17/14

Retirements:

**Bocanegra, Luis**
Senior Programmer Analyst
Information Technology
06/30/14

**Hobbs, Timothy**
Instructor
Dental Hygiene
06/30/14
FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a contract extension with TouchNet Information Systems, Inc., for the period of August 1, 2014 through July 31, 2019.

Requestor: Fernando Flores
Area Responsible: Comptroller

Resource Persons: Ernst Roberts, Josette Shaughnessy, Fernando Flores

Purpose: Approval of a contract extension with TouchNet Information Systems, Inc., to provide a payment application/cashiering software system to include annual maintenance for the period of August 1, 2014 – July 31, 2019.

Explanation: The credit card industry has dictated to merchants very stringent credit card compliance standards (PCI compliance) which must be adhered to. Since EPCC students currently make on-line payments to the College for tuition and fees, it is imperative that our point of credit card acceptance be PCI compliant. In response to this requirement, the Board of Trustees approved TouchNet in July 2009 as a result of RFP #09-023 with an option to renew the contract for up to another five (5) years based on satisfactory vendor performance. The Payment Application/Cashiering software system will continue to provide the following functionalities:

- Allow students to continue making secure on-line payments to the College without disruption of service.
- Allow students to select and complete the tuition installment plan, which reduces the lines at the cashiers’ offices during payment deadline.
- Facilitate departmental deposits to the Cashier’s office which allows for better tracking and safeguarding of funds not directly collected by the Cashiers.
- Provide a web based store front capability to sell services and receive payments over the web.

This recommendation is to approve TouchNet for a term of five (5) years at the rate of $127,117.19 per year. TouchNet reserves the right to increase the fee by not more than 10% per year over the applicable amount for the immediately preceding year. TouchNet has provided the service level needed by the College for PCI compliance, as well as providing our students the range of services needed for various payment options.

Funding is provided by the Software Maintenance account.

Recommendation: Approval by the Board of Trustees.

Vendor: TouchNet Information Systems, Inc.
15520 College Boulevard
Lenexa, KS 66219

Date: 06/13/14
Account: 11000-75006
Budget: $1,367,693
Expenditures to date: 809,769
Balance: $557,924
FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to renew an annual campus agreement with Microsoft Academic Licensing.</th>
<th>Amount: $201,444</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Marco Fernandez</td>
<td>Area Responsible: Information Technology</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Marco Fernandez</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>The Microsoft Campus Agreement is a subscription licensing program specifically created to address the unique needs of a higher education institution and take advantage of the discounted pricing available. Software Assurance Membership is included in the agreement, which provides product updates and upgrades; support resources and tools; E-learning courses; and more. This license also supports the EPCC curriculum. Products covered under this agreement include: Windows Operating System, Office Suite Professional, Visio Professional, Visual Studio Professional, Office Project Professional, SharePoint Portal Server, System Center Management Suite, SQL Server and more.</td>
<td></td>
</tr>
</tbody>
</table>
| Explanation:            | El Paso Community College District has moved to license current and future Microsoft Products under the Microsoft Campus Agreement. This license provides the following advantages to El Paso Community College:  
1. Easy Compliance – All our institution’s computers and users are covered throughout the subscription term. EPCC uses Microsoft products for both instructional and administrative use.  
2. Low Administration – Subscription licensing eliminates the need to track licenses for individual campus agreement products on every computer.  
3. Current Technology – With subscription Licensing programs, users are licensed to run the most current version of Microsoft Software Products. |
| Date:                   | 06/18/14                                                                                       |
| Account:                | M91265-91265                                                                                   |
| Budget:                 | $885,000                                                                                       |
| Expenditures to date:   | $270,174                                                                                       |
| Balance:                | $614,826                                                                                       |
| Date:                   | 06/18/14                                                                                       |
| Account:                | M91326-91326                                                                                   |
| Budget:                 | $1,355,527                                                                                     |
| Expenditures to date:   | $1,234,660                                                                                     |
| Balance:                | $120,867                                                                                        |
| Recommendation:         | Approval by the Board of Trustees                                                               |
| Vendor:                 | Software House International                                                                    |
|                         | 727 Del Mar                                                                                     |
|                         | El Paso, TX 79932                                                                               |
FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to extend the term of the contract for collection agency services for Collecto Inc., d/b/a EOS CCA and S &amp; S Recovery, Inc., through August 31, 2014.</th>
<th>Amount: Based on a percentage of collected accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Fernando Flores</td>
<td>Area Responsible: Budget &amp; Financial Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Ernst Roberts, Josette Shaughnessy, Fernando Flores</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>To approve the extension of the contract terms of two collection agencies to coincide with the College District’s fiscal year.</td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>Collecto Inc., d/b/a EOS CCA and S &amp; S Recovery, Inc., were each awarded contracts by the Board of Trustees in June 2010 through Request for Proposals RFP #10-015. Those awards were for one (1) year with the option to renew for an additional three (3) years with Administrative approval. Both these awards currently expire June 21, 2014. These companies provide the College District with collection services for primary and reassigned (secondary) placements on emergency loans, tuition installment loans, financial aid overpayments, and a small number of other accounts. To coincide with the College District’s fiscal year, the administration is recommending the extension of each of the two contracts’ terms through August 31, 2014. In May, the Administration began working on a new Request for Proposals process and will have a recommendation for the Board of Trustees for new contracts to replace the current contracts no later than the August 2014 Board meeting. Funding is provided by the Receivables Collections budget.</td>
<td></td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
<td></td>
</tr>
</tbody>
</table>
| Vendors:                | Collecto Inc, d/b/a/ EOS CCA  
700 Longwater Drive  
Norwell, MA 02061  
S & S Recovery, Inc.  
4210 Altruria Road #131  
Memphis, TN 38135 |
| Date:                   | 05/30/14                                                                                                                                                    |
| Account:                | 11000-73209                                                                                                                                               |
| Budget:                 | $80,000                                                                                                                                                   |
| Expenditures to date:   | $ 0                                                                                                                                                       |
| Balance:                | $80,000                                                                                                                                                   |

(Exhibit 4.3.1)
**CURRICULUM AND INSTRUCTION ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the Burges Early College High School Interlocal Agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Steven Smith</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Vice President of Instruction</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Claude Mathis, Margie Nelson-Rodriguez</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To obtain El Paso Community College Board of Trustees’ approval for the Burges Early College High School Interlocal Agreement between the El Paso County Community College District and the El Paso Independent School District.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>With the guidance of legal counsel and respective stakeholders, a steering committee comprised of representatives from El Paso County Community College District and the El Paso Independent School District have drafted an Interlocal Agreement for the Burges Early College High School. The agreement establishes the responsibilities of each entity in implementing and sustaining the school. The agreement is also a requirement from the Texas Education Agency (TEA) in order to gain Early College High School designation. El Paso County Community College District has an established and respected Early College High School Program, and the Burges Early College High School will be the seventh school in this program and the second Early College with the El Paso Independent School District. The steering committee seeks Board approval to move forward on this collaborative effort.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</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 lease contracts with The Phoenix of El Paso for the rental of apartments for the SEED Program participants.</th>
<th>Amount: (Not to exceed) $51,552</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Miguel Martinez-Lasso</td>
<td>Area Responsible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International Program</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Ernst Roberts, Miguel Martinez-Lasso</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>To provide housing for participants in the SEED Program.</td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>Monthly rate amount at $721.00 per apartment.</td>
<td></td>
</tr>
</tbody>
</table>

The SEED Program will need five (5) two-bedroom apartments for a thirteen-month period (July 2014 – July 2015) that will be utilized by the international students during their stay. The amount requested ($51,552) includes a contingency of 10% for unexpected circumstances.

The Phoenix of El Paso, adjacent to the Valle Verde Campus, provides the international students with a convenient walking distance to their classes.

Funding is provided by the SEED Program Grant.

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

**Vendor:** The Phoenix of El Paso
7401 Phoenix Ave.
El Paso, TX 79915
STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of lease contracts with The Phoenix of El Paso for the rental of apartments for the Intercollegiate Athletics Department.

Amount: (Not to exceed) $48,952

Requestor: Felix Hinojosa

Area Responsible: Intercollegiate Athletics Department

Resource Persons: Linda Gonzalez-Hensgen, Felix Hinojosa

Purpose: To provide housing for baseball, softball and cross country student athletes for the 2014-2015 fiscal year.

Explanation: The Intercollegiate Athletics Department will need two (2) three-bedroom apartments that will be utilized by EPCC baseball student-athletes, two (2) three-bedroom apartments that will be utilized by EPCC softball student-athletes, and one (1) two-bedroom apartment that will be utilized by EPCC cross country student-athletes.

The Phoenix of El Paso, adjacent to the Valle Verde campus, was selected to house the students in close proximity to each other, and to provide the students with a convenient walking distance to their classes as well as easy access to EPCC athletic facilities.

Funding is provided by the Baseball, Softball and Cross Country accounts.

Recommendation: Approval by the Board of Trustees.

Vendor: The Phoenix of El Paso
7401 Phoenix Ave.
El Paso, TX 79915
COMMUNITY SERVICES ABSTRACT

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

**Purpose:**
To accept the donation of $1,000 from Wells Fargo Bank, N.A., Edgar Flores, Store Manager.

**Explanation:**
The $1,000 cash donation will be used to support the SEED Program.

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