## 1.0 GENERAL FUNCTIONS

### 1.1 Call to Order

Present

Not Present

### 1.2 Roll Call

#### Motion

Ayes

Nays

Abstain

### 1.3 Approval of Minutes:

#### August 15, 2012 (Regular)

Exhibit 1.3

Pages 1-29

#### August 6, 2012 (Workshop)

Exhibit 1.3

Pages 29a-c

### 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 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 Board Policy 4.10.06 – Board Member Training: Expense and Compensation.

1.8.2 The Board of Trustees will deliberate on Board of Trustees expenditures for Board Member Training: Expense and Compensation for fiscal year 2011-12.
1.9 Board Reports

1.9.1 Treasurer’s Report - None

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Ms. Joyce Cordell (director, Marketing and Community Relations) will present a report on the College District’s marketing efforts.

1.9.2.2 Dr. William Serrata (President) will update the Board of Trustees and audience on recent activities at the College.

1.10 Consent Docket

2.0 ADMINISTRATION

2.1.1 The following policy is presented for second reading and/or final approval:

6.03.03 Semester Credit Hour

Resource Person: Steve Smith

2.1.2 The following policy is presented for second reading and/or final approval:

6.05.01 Alternative Instructional Delivery

Resource Person: Steve Smith
Motion 2.1.3 The following policy is presented for second reading and/or final approval:

7.01.01 Open Door Admission Policy

**Resource Person: Steve Smith**

No action is necessary.

Motion 2.1.4 The following policy is presented for first reading:

7.04.05 Course Pursuit

**Resource Person: Linda Gonzalez-Hensgen**

No action is necessary.
<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
<th>Nays</th>
<th>Abstain</th>
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<tbody>
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<td>3.1</td>
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<td>3.2</td>
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<td>3.3</td>
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### 3.0 PERSONNEL

<table>
<thead>
<tr>
<th>Motion</th>
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<th>Nays</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>3.1 Full-Time Institutionally-Funded Actions</td>
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<tr>
<td>3.2 Full-Time Externally Funded Actions</td>
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<tr>
<td>3.3 Information Items</td>
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</table>

(No action required)

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Agenda
Regular
September 12, 2012
Page 4
4.0 FINANCIAL SERVICES

### Motion 4.1

**Consideration and deliberation on the approval of a sixty (60) month lease agreement for digital imaging production copiers/printers for El Paso County Community College District Instructional Service Centers under a cooperative contract with Xerox Corporation in an amount not to exceed $413,041.**

*Note: Approval to lease ten (10) digital imaging production copiers/printers for District Instructional Service Centers for sixty (60) months beginning October 2012. Funding is provided by the operating budgets for the Instructional Service Centers.*

*Resource Person: Ernst Roberts*

### Motion 4.2

**Consideration and deliberation on the approval to accept a donation of PILOT funds from the El Paso Housing Authority in the amount of $38,690.**

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

*Resource Person: Ernst Roberts*
4.3 Consideration and deliberation on the adoption of the Certificate of Order Setting Tax Rate of $0.114086 per $100 valuation for 2012-2013.

Note: The Board of Trustees is required to adopt a tax rate for the 2012-13 fiscal year. To adopt a tax rate, the order must be read and approved.

Resource Person: Ernst Roberts
5.1 Consideration and deliberation on the approval of expenditures with various vendors to purchase building materials/supplies and/or services as needed for the District for fiscal year 2012-2013.

Note: To authorize expenditures from September 1, 2012 to August 31, 2013. Funding is provided by the approved budgets for each construction project from the unexpended plant funds.

Resource Person: Ernst Roberts
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the acceptance of a grant award from the Texas Workforce Commission in the amount of $137,547.

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

Resource Person: Yolanda Chávez-Ahner
7.0 STUDENT SERVICES

7.1 Consideration and deliberation on the approval of three (3) open service orders to support the GED Testing Center for fiscal year 2012-2013 with the American Council on Education, Texas Education Agency, and The University of Texas at Austin in an amount not to exceed $177,000 in the aggregate.

Note: To approve expenditures to support GED testing operations from September 13, 2012 – August 31, 2013. Funding is provided by the GED Testing budget.

Resource Person: Linda Gonzalez-Hensgen

7.2 Consideration and deliberation on the approval of an open purchase order to support required academic assessment testing of students with The College Board in an amount not to exceed $110,000.

Note: To approve expenditures for ACCUPLACER test materials/units used for academic assessment of students. Funding is provided by the ACCUPLACER Testing budget.

Resource Person: Linda Gonzalez-Hensgen
7.0 STUDENT SERVICES

7.3 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

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

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

Resource Person: Yolanda Chávez-Ahner
8.0 COMMUNITY SERVICES

Motion 8.1 Consideration and deliberation on the acceptance of the donations of cash, office supplies, biology lab furniture and equipment.

Note: To accept the cash donations from State Farm Bank; Castro Enterprises; Basil Glass, Inc.; METI, Inc.; Alonzo Yepez; Enrique Moreno; Southwest ENT Consultants, PA; Moreno Cardenas, Inc.; Carino’s-Airway; Eastside Medical Care Center; Robbie "Love”T.21; United Photography, Larry Tremper, D.O., P.L.L.C.; and Veterans of Foreign Wars Post 8919. To accept item donations from Pencil Cup Office Products, Inc., and the Boeing Company.

Resource Person: Ernst Roberts

Motion 9.0 UNFINISHED BUSINESS

Motion 10.0 ADJOURNMENT
8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance of the donations of cash, office supplies, biology lab furniture and equipment.

Note: To accept the cash donations from State Farm Bank; Castro Enterprises; Basil Glass, Inc.; METI, Inc.; Alonzo Yepez; Enrique Moreno; Southwest ENT Consultants, PA; Moreno Cardenas, Inc.; Carino’s-Airway; Eastside Medical Care Center; Robbie “Love” T.21; United Photography, Larry Tremper, D.O., P.L.L.C.; and Veterans of Foreign Wars Post 8919. To accept item donations from Pencil Cup Office Products, Inc., and the Boeing Company.

Resource Person: Ernst Roberts

9.0 UNFINISHED BUSINESS

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

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

DATE: August 15, 2012

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:03 p.m. by Board of Trustees Chair Art Fierro.

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

(Note: Trustee Brian Haggerty arrived at 5:10 p.m. during the presentations.)

Mr. Fierro asked Mr. Ruben Gallardo (director, Purchasing and Contract Management) to lead the Trustees and audience in the Pledge of Allegiance.

Mr. Fierro thanked Dr. Ernst E. Roberts, II for his hard work and dedication in serving as Interim President. Mr. Fierro welcomed Dr. William Serrata (President of the College) to the College family.

Dr. Serrata thanked Mr. Fierro and the Board of Trustees, stating that it was his honor and privilege to be at El Paso Community College.

1.3 Approval of Minutes:

July 11, 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 item 1.3 was made by Trustee Carmen Olivas Graham and seconded by Trustee Belen Robles. Motion to approve 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 in the audience to the meeting.
1.5 Open Forum - None

1.6 Presentations by Individuals, Groups, and Organizations:

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

Dr. Serrata recognized Mr. Abel Uranga, Mr. Bobby Medley and Mr. Jerry Fulton and thanked them for their dedicated years of 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) welcomed Dr. Serrata to the College on behalf of the members of the Professional Staff Association.

Dr. Carina Ramirez (president, Faculty Association) welcomed Dr. Serrata to the EPCC family on behalf of the faculty. She addressed the Board of Trustees regarding salary enhancement and hoped that the Trustees are proud of the faculty and will recognize the worth of the faculty.

1.6.3 Ms. Olga Chavez (Director, Diversity Programs) will provide information on Hispanic Heritage Month activities that will take place throughout the College District.

Ms. Chavez and Mr. Doroteo Franco presented information to the Trustees on the activities taking place during Hispanic Heritage Month.
### 1.7 Communications: None

### 1.8 Board of Trustees Business

<table>
<thead>
<tr>
<th>Motion</th>
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The Board of Trustees will deliberate on Board of Trustees travel for the 2011-2012 and 2012-13 fiscal years.

Motion was made by Mr. Fierro and seconded by Trustee Nicolás Domínguez to remove item 1.8.1 from the table. Motion to remove from the table passed.

Motion was made by Mr. Haggerty and seconded by Vice Chair Gracie Quintanilla that the amount for Board Travel remains at $4,000. He further amended that each Trustee be listed individually with a line item in the budget, with an allotment of $4,000 each.

Mr. Fierro requested that Mrs. Robles be allowed to provide recommendations that he had requested regarding travel. He also commented that it would be appropriate to discuss item 1.8.2 prior to making a decision on item 1.8.1.

Mr. Haggerty removed his motion for item 1.8.1 and item 1.8.2 was discussed next.

After discussion on item 1.8.2, item 1.8.1 was re-addressed.

Motion was made by Mr. Haggerty and seconded by Mr. Fierro that each Trustee is listed individually with a line item in the budget, with an allotment of $4,000 per Trustee.

Motion failed.

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<th>Motion</th>
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No Exhibit
Motion was made by Mrs. Robles and seconded by Mr. Domínguez that a total budget of $28,000 be allocated for Board Training and follow the policy that is being established by the Trustees regarding the travel.

The motion was amended by Mrs. Robles, restating that a total budget of $28,000 ($4,000 per trustee) be allocated for Board Training and follow the policy on Board Member Training Expense and Compensation Policy. The amended motion was seconded by Mr. Domínguez.

Discussion followed. Mr. Fierro questioned how this was different from Mr. Haggerty’s motion. Mrs. Robles stated that this motion allowed for Trustees to come before the Board to amend or modify for additional expenses above the $4,000.

Secretary John Uxer asked to postpone 1.8.1 and 1.8.2 and have the chair appoint a sub-committee to develop specific policy statements and present at the next meeting. Mrs. Quintanilla agreed with Dr. Uxer.

The vote was taken on the amended motion. The motion failed.

Motion was made by Mr. Fierro and was seconded by Mrs. Quintanilla to establish a sub-committee composed of Dr. Uxer (Chair), Mrs. Robles, and Mr. Domínguez. Motion to approve passed.
### Minutes

#### Consent Docket

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<th>Motion</th>
<th>Second</th>
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#### Regular

August 15, 2012

Page 5

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1.8.2 The Board of Trustees will deliberate on policies and procedures for Board of Trustees travel.

Motion to adopt the policy was made by Mrs. Robles and seconded by Mr. Domínguez. The following policy was read into the record:

*Policy: Board Member Training Expense and Compensation:*

The State of Texas mandates attendance by newly elected or appointed college and university Board of Trustees (or Regents) at a training session developed by the Texas Higher Education Coordinating Board during their first year of service. The Board of Trustees of the El Paso Community College District recognizes the importance of this orientation session provided by the state agency and also acknowledges the need for continuous training regarding Board members roles and responsibilities.

The Board also believes that learning about innovative and current community colleges practices is critical to provide leadership for future direction of the College. The Board encourages participation of members at national, international, regional, state, and/or local conferences and workshops. Allocation of funds to support training will be determined during the annual budget workshop to be held in July of each year. Revisions and/or modification to the approved budget for trustee training will require action by the Board.

With this Policy, the Board directs the President of El Paso Community College to develop a procedure for the allowable expenditures and compensation associated with such training.

**NOTE:** The Board recommends that the
Mr. Nicolás Domínguez
Mr. Art Fierro
Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Mrs. Gracie Quintanilla
Mrs. Belen B. Robles
Dr. John E. Uxer

procedures provide a list of conferences, not limited to but include the following:

a. Association of Community College Trustees (ACCT)
b. National Legislative Seminar of ACCT
c. Regional Conference of ACCT
d. Texas Association of Community College Trustees
e. National Association of Community College Trustees
f. Congressional Hispanic Caucus Institute Conference
g. Association of Governing Boards
h. American Council on Education
i. National Association of Latino Elected Officials

Discussion followed by the Trustees. Dr. Uxer commented that he would like to see a policy laid out in clear language. Mr. Fierro stated that he would like to see a concise policy, that the Trustees follow the budget, that Board Travel be placed on the agenda for approval, and any overages need to be approved by the Board of Trustees.

Motion passed. *Note: there will need to be an additional reading of item 1.8.2 since it did not pass unanimously.*

Item 1.8.1 was addressed.
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<tr>
<th>Motion</th>
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<th>Nays</th>
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<tbody>
<tr>
<td>1.8.3</td>
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<td>The Board of Trustees will deliberate on approval of table sponsorships. Motion was made by Mr. Fierro and seconded by Dr. Graham to cut the budget by 20% on table sponsorships and that all sponsorships come before the Board of Trustees for approval. Motion failed.</td>
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<td>1.8.4</td>
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<td>The Board of Trustees will deliberate on travel for College employees for 2012-2013. Motion was made by Mrs. Robles and seconded by Mrs. Quintanilla to approve the amount that has been designated by the Budget ($782,777). Motion to approve passed.</td>
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<td>No Exhibit</td>
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<tr>
<td>1.8.5</td>
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<td>The Board of Trustees will deliberate on a PA system for the portables for the Early College High School at the Valle Verde Campus. (Note: This item appeared on the public posting, but was added after the agenda had been printed.) Item 1.8.6 was addressed prior to this item. Motion to approve was made by Dr. Graham and seconded by Mrs. Quintanilla. Mr. Haggerty stated that he would like to amend the motion to allow for the President and legal counsel to negotiate with the Ysleta Independent</td>
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</table>
School District to agree on an amount to be paid by the College and the amount to be paid by the School District.

Mr. Domínguez asked what the other Early College High Schools had in the way of this type of equipment. Mr. Steve Smith (interim vice president, Instruction) responded that at the Transmountain Early College High School, a PA system was installed by the El Paso Independent School District and he would have to see what equipment the schools had and how it had been handled by the other schools districts.

Dr. Graham asked if the motion could be amended to let this be handled by the President. Mr. Rick Lobato (executive director, Physical Plant) commented that in the Memorandum of Understanding (MOU) with the school districts, this issue fell under the fire alarm system and it was the responsibility of the school district to address. Mr. Fierro asked Mr. Edward Dunbar (legal counsel) to review the MOU and determine who is financially responsible. He asked to vote to proceed since this is a safety issue and if YISD is responsible, they will need to pay for the system.

The motion was amended by Mr. Fierro to include that Mr. Dunbar will review the MOU to determine if YISD is financially responsible for the PA system.

Motion as amended passed.

Mr. Fierro asked Dr. Serrata to set up a Board Workshop in September to review requirements for the upcoming visit by the Southern Association of Colleges and Schools.
Item 1.9 was the next item addressed.

1.8.6 The Board of Trustees will receive an update regarding the redistricting of single member trustee districts.

Mr. Dunbar presented information on the redistricting of single member trustee districts. Mr. Dunbar commented that the next election of the Board of Trustees will be held on May 11, 2013. Mr. Dunbar asked the public to present any plans, any ideas, or criticisms on the information being presented on redistricting to the Board of Trustees. Mr. Dunbar reviewed the dates by which the redistricting plan adopted by the Trustees may be submitted to the Department of Justice, and the dates related to the candidacy and conduct of the 2013 election. He commented that according to census figures, 114,378 is the ideal district population. He presented scenarios that could accommodate balancing out the seven districts. He stated that a public hearing shall be conducted on a date in September to allow for public comment.

1.9 Board Reports

1.9.1 Treasurer’s Report

July 31, 2012

No action is necessary.
1.9.2 President’s Report – Dr. Serrata will update the Board of Trustees and audience on recent activities at the College.

Dr. Serrata thanked the Board of Trustees for the opportunity to be part of such an outstanding institution of higher education and that he looked forward to working with the Trustees and the Administration.

Dr. Serrata invited the Trustees and audience to attend the Fall Semester kick-off event for faculty and staff, on Monday, August 20. The General Session will begin at 1:00 p.m. at the Centennial Club.

He commented that enrollment was improving at a very steady rate. Dr. Serrata also discussed a new initiative on High School recovery that was being led by members of the Board of Trustees, college administrators, and community members. He also noted that an item has been included in the budget on student success initiatives, specifically targeted to graduation rates.

1.10 Consent Docket

Motion to approve item 1.10 was made by Mrs. Robles and seconded by Mr. Fierro. Motion passed.
## 2.0 ADMINISTRATION

### 2.1.1 The following policy is presented for second reading and/or final approval:

<table>
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<th>Policy</th>
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<tbody>
<tr>
<td>7.01.03 Immunizations</td>
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</tbody>
</table>

**Resource Person:** Linda Gonzalez-Hensgen

Motion was made by Dr. Graham and seconded by Mrs. Robles to approve items 2.1.1, 2.1.2, and 2.1.3. Motion to approve passed.

### 2.1.2 The following policy is presented for second reading and/or final approval:

<table>
<thead>
<tr>
<th>Policy</th>
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<tbody>
<tr>
<td>7.01.04 Residency</td>
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</table>

**Resource Person:** Linda Gonzalez-Hensgen

Item passed.

### 2.1.3 The following policy is presented for second reading and/or final approval:

<table>
<thead>
<tr>
<th>Policy</th>
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<tr>
<td>7.05.01 Student Code of Conduct</td>
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</table>

**Resource Person:** Linda Gonzalez-Hensgen

Item passed.

### 2.1.4 The following policy is presented for first reading:

<table>
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<tr>
<th>Policy</th>
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<tbody>
<tr>
<td>6.03.03 Semester Credit Hour</td>
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**Resource Person:** Steve Smith

No action is necessary.
<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
<th>Nays</th>
<th>Abstain</th>
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2.1.5 The following policy is presented for first reading:

6.05.01 *Alternative Instructional Delivery*

*Resource Person: Steve Smith*

No action is necessary.

<table>
<thead>
<tr>
<th>Exhibit 2.1.5</th>
<th>Pages 58-59</th>
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2.1.6 The following policy is presented for first reading:

7.01.01 *Open Door Admission Policy*

*Resource Person: Steve Smith*

No action is necessary.

<table>
<thead>
<tr>
<th>Exhibit 2.1.6</th>
<th>Pages 60-62</th>
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</table>
### 3.0 PERSONNEL

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

Motion was made by Mrs. Robles and seconded by Mr. Domínguez to discuss item 3.1 in Executive Session. Motion passed.

- **Ayes:** 6
- **Nays:** 0
- **Abstain:** 0

Item 3.1 was the first item addressed upon reconvening from Executive Session.

Motion to approve item 3.1 was made by Dr. Graham and seconded by Mr. Fierro with the stipulation that Dr. Serrata be allowed to modify employment dates. Motion to approve passed. *(Note: Dr. Uxer was not present for the vote.)*

#### 3.2 Full-Time Externally Funded Actions

- **Ayes:** 6
- **Nays:** 0
- **Abstain:** 0

Item adopted on the consent docket.

- **Exhibit 3.2**
- Pages 68-70

#### 3.3 Deliberation and adoption of salary increases for College employees for the 2012 –2013 fiscal year.

- **Ayes:** 6
- **Nays:** 0
- **Abstain:** 0

Dr. Roberts informed the Trustees that the Administration’s recommendation is a 3% salary increase across the Board for College Employees.

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

- **Exhibit 3.1**
- Pages 63-67

- **No Exhibit**
### 3.0 PERSONNEL

<table>
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<tr>
<th>Motion</th>
<th>Second</th>
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<th>Nays</th>
<th>Abstain</th>
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<tr>
<td>3.4</td>
<td>Appointment of new Tenured Faculty, reappointment of continuing Probationary Faculty and authorization for the President to enter into written contract addenda or contracts of employment for the 2012-2013 academic year with Tenured and Probationary Faculty members. &lt;br&gt; &lt;br&gt; Motion to approve was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed.</td>
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<td>3.5</td>
<td>Reappointment of continuing regular Classified Staff, Professional Support, and Administrative Staff and authorization for the President to enter into written employment contracts and contract addenda of employment effective September 1, 2012, with the employees listed. &lt;br&gt; &lt;br&gt; Motion to approve items 3.5 and 3.6 was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed.</td>
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<td>3.6</td>
<td>Authorization for the President to employ part-time faculty and staff for the 2012-2013 fiscal year. &lt;br&gt; &lt;br&gt; Item passed.</td>
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<td>3.7</td>
<td>Information Items &lt;br&gt; &lt;br&gt; (No action required)</td>
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- Exhibit 3.4 <br> Pages 71-72
- Exhibit 3.5 <br> Pages 73-81
- No Exhibit
- Exhibit 3.7 <br> Pages 82-83
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval to renew contracts with the awarded Purchasing Cooperative vendors for the district-wide purchase of office products in an amount not to exceed $900,000 in the aggregate.

Note: Approval of a contract renewal with various vendors as district-wide suppliers of office products for the period of September 1, 2012 – August 31, 2013. Funding is provided by each individual College department’s budget.

Resource Persons: Ernst Roberts

Motion to approve was made by Mrs. Robles and seconded by Mr. Domínguez. Motion to approve passed.

4.2 Consideration and deliberation on the renewal of a software maintenance contract with Ellucian, formerly known as SunGard Higher Education in the amount of $276,568.

Note: To approve the renewal of a maintenance software contract for the 2012-2013 fiscal year with Ellucian. Funding is provided by the Software Maintenance account.

Resource Person: Jenny Girón

Motion to approve was made by Mr. Fierro and seconded by Mrs. Quintanilla. Motion to approve passed. (Note: Mrs. Quintanilla stepped out of the room at 7:23 p.m. and returned at 7:26 p.m. and was not present for the vote.)
4.0 FINANCIAL SERVICES

4.3 Consideration and deliberation on the approval to purchase copy paper from OK Paper Centers, for the Instructional Services Centers and Academic Computing Service Labs for fiscal year 2012-2013 in an amount not to exceed $155,000.

Note: To purchase copy paper for five Instructional Service Centers (ISCs) and six Academic Computing Services (ACS) Labs for fiscal year 2012-13. Funding is provided by the Instructional Service Centers and Academic Computing Services Labs budgets.

Resource Persons: Ernst Roberts

Jenny Girón

Motion to approve items 4.3 and 4.4 was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed. (Note: Dr. Uxer stepped out of the room at 7:26 and was not present for the vote. He returned at 7:27 p.m.)

4.4 Consideration and deliberation on the approval to purchase a Storage Area Network (SAN) from Dell in the amount of $126,816.

Note: To approve the purchase of a Dell Compellent storage area solution to store shared, multi-departmental files and folders. Funding is provided by the Hardware Maintenance account.

Resource Person: Jenny Girón

Item passed.
4.0 FINANCIAL SERVICES

4.5 Consideration and deliberation on the approval to award contracts for advertising to various television media companies for fiscal year 2012-2013 in an amount not to exceed $95,000 in the aggregate.

Note: To award contracts for College advertising to various television media companies for fiscal year 2012-2013. Funding is provided by the Marketing & Community Relations account

Resource Person: Ernst Roberts

Motion to approve items 4.5 and 4.6 was made by Mr. Haggerty and seconded by Mrs. Robles. Motion to approve passed.

Mr. Domínguez requested a presentation from the Marketing Department for the next Board of Trustees meeting.

4.6 Consideration and deliberation on the approval to award contracts for advertising to various radio broadcasters for fiscal year 2012-2013 in an amount not to exceed $85,000 in the aggregate.

Note: To award contracts for College advertising to various radio broadcasters for fiscal year 2012-2013. Funding is provided by the Marketing & Community Relations account.

Resource Person: Ernst Roberts

Item passed.
### 4.0 FINANCIAL SERVICES

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<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
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<th>Abstain</th>
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<tr>
<td>4.7 Consideration and deliberation on the approval of a contract renewal with Innovative Interfaces, Inc. for annual maintenance of the College’s library systems in the amount of $70,574.</td>
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*Note: To approve the annual maintenance with Millennium, the existing integrated library automation system, for external hosting services, and the Encore catalog interface. Funding is provided by the Software Maintenance account.*

*Resource Person: Jenny Girón*

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

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<tr>
<th>Motion</th>
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<th>Ayes</th>
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<th>Abstain</th>
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<tr>
<td>4.8 Consideration and deliberation on the approval of expenditures for advertising services with the <em>El Paso Times</em> in an amount not to exceed $69,000 in the aggregate.</td>
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</table>

*Note: To approve expenditures for advertising services with the El Paso Times for the period of September 1, 2012 – August 31, 2013. Funding is provided by each individual departmental budget.*

*Resource Person: Ernst Roberts*

Motion to approve was made by Mr. Fierro and seconded by Mr. Haggerty. Motion to approve passed. *(Note: Mr. Haggerty stepped out of the room at 7:30 p.m. and returned at 7:37 p.m. He was not present for the vote.)*

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Minutes  
Regular  
August 15, 2012  
Page 18
### 4.0 FINANCIAL SERVICES

#### 4.9 Consideration and deliberation on the acceptance of the 2012 Certified Appraisal Roll of $37,278,985,235 prepared by the Central Appraisal District.

*Note: To accept the Certified Appraisal Roll for El Paso County Community College District as prepared by the Central Appraisal District for the 2012 tax year.*

**Resource Person:** Ernst Roberts

Motion to approve items 4.9 and 4.10 was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed. *(Note: Mr. Haggerty was not present for the vote.)*

#### 4.10 Consideration and deliberation on the adoption of the 2012-2013 Operating Budget.

*Note: To adopt the 2012-2013 fiscal year Operating Budget for the El Paso County Community College District.*

**Resource Person:** Ernst Roberts

Item passed. The adopted budget approved by the Board of Trustees is $122,872,679. *(Note: Mr. Haggerty was not present for the vote.)*
4.11 Consideration and deliberation on the adoption of the 2012-2013 Auxiliary Fund Budget.

Note: To approve the adoption of the Auxiliary Fund Budget for 2012-2013 fiscal year.

Resource Person: Ernst Roberts

Motion to approve was made by Dr. Graham and seconded by Mrs. Quintanilla. (Note: Mr. Haggerty was not present for the vote.)
## 5.0 PHYSICAL FACILITIES

<table>
<thead>
<tr>
<th>Motion</th>
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</table>

### 5.1 Consideration and deliberation on the approval of expenditures with various vendors to purchase building materials/supplies and/or services as needed for the District for fiscal year 2012-2013.

*Note: To approve expenditures, in an amount not to exceed as indicated on the attached list, for September 1, 2012 to August 31, 2013. Funding is provided by the approved budgets for each construction project from Unexpended Plant funds.*

*Resource Person: Ernst Roberts*

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

### 5.2 Consideration and deliberation on the approval to increase GCA Services Group of Texas, L.P.’s contract for additional janitorial support district-wide by the amount of $250,000.

*Note: To increase the contract to provide additional janitorial support district-wide. Funding is provided by the Custodial account.*

*Resource Person: Ernst Roberts*

Motion to approve items 5.2, 5.3, and 5.4 was made by Dr. Graham and seconded by Mrs. Quintanilla. Motion to approve passed.
5.0 PHYSICAL FACILITIES

<table>
<thead>
<tr>
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<tr>
<td>5.3</td>
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</table>

**Consideration and deliberation on the approval to award a contract to Tri-State Electric, Ltd., for installing conduit and fiber optic cable between the Rio Grande Campus and the Stanton Building in an amount not to exceed $245,992.**

Note: To install fiber optic cable required to provide the Stanton Building with access to the EPCC network. Funding is provided by the Stanton Building-IT Fiber Installation account.

**Resource Person:** Ernst Roberts

Item passed.

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<thead>
<tr>
<th>Motion</th>
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<th>Nays</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>5.4</td>
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</table>

**Consideration and deliberation on the approval to award a contract to CF Jordan Construction to install a new sewer line at the Administrative Service Center “B” Building in an amount not to exceed $75,896.**

Note: To install a new sewer line at the ASC “B” Building. Funding is provided by the Administrative Service Center “B” Building Sewer Repairs budget.

**Resource Person:** Ernst Roberts

Item passed.
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of contract renewals for the purchase of library materials from various vendors in an amount not to exceed $406,402.

Note: To approve contracts with the library vendors that provide books, eBooks and periodicals for the El Paso Community College libraries for the 2012-2013 fiscal year. Funding is provided by each campus library and the Library Replacement fund.

Resource Person:  Steve Smith

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

6.2 Consideration and deliberation on the approval of contract renewals for online database services used in the El Paso Community College libraries in an amount not to exceed $170,100.

Note: To approve contract renewals with online database providers for the El Paso Community College libraries for the 2012-2013 fiscal year. Funding is provided by the District-wide Library Databases budget.

Resource Person:  Steve Smith

Item passed.
6.0 CURRICULUM AND INSTRUCTION

<table>
<thead>
<tr>
<th>Motion</th>
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<th>Nays</th>
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</table>

6.3 Consideration and deliberation on the acceptance of a High School Equivalency Grant from the United States Department of Education in the amount of $446,105.

Note: To develop and implement a comprehensive Adult Education Program that will provide GED preparation to qualifying migrant workers and family members ages 16 and above.

Resource Person: Steve Smith

Motion to approve items 6.3, 6.4, and 6.5 was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed.

6.4 Consideration and deliberation on the acceptance of the SEED grant and approval of Sub-agreement No. EP-RX2050-705-12-E with Georgetown University in the amount of $330,563.

Note: To provide training to youth and community leaders from economically disadvantaged and historically underserved populations to become key protagonists in their countries’ development.

Resource Person: Ernst Roberts

Item passed.

Exhibit 6.3 Page 140
Exhibit 6.4 Page 141
6.0 CURRICULUM AND INSTRUCTION

6.5 Consideration and deliberation on the acceptance of a grant award from the National Science Foundation in the amount of $199,187.

Note: To develop a program in renewable energy including an Associate’s Degree in Applied Science and a one-year Certificate of Completion.

Resource Person: Yolanda Chávez Ahner

Item passed.
### 7.0 STUDENT SERVICES

#### 7.1 Consideration and deliberation on the approval of Continuing Education tuition rates for new course.

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

**Resource Person:** Yolanda Chávez Ahner

Motion to approve items 7.1, 7.2, and 7.3 was made by Dr. Graham and seconded by Mrs. Robles. Motion to approve passed.

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

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

**Resource Person:** Yolanda Chávez Ahner

Item passed.

#### 7.3 Consideration and deliberation on the acceptance of a grant donation from The Kresge Foundation in the amount of $645,000.

*Note: To support El Paso Community College’s efforts in Degree Completion and added support structures for the Military population and their dependents. Funding is provided by the Kresge Foundation.*

**Resource Persons:** William Serrata  
Christy Ponce

Item passed.
8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance of a Rehab 2000 press and rowing machine.

Note: To accept a Rehab 2000 press and rowing machine equipment that will be used by the Physical Therapist Assistant program.

Resource Person: Ernst Roberts

Item adopted on the consent docket.

9.0 UNFINISHED BUSINESS

The Board of Trustees recessed into closed or Executive Session at 7:47 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The Board of Trustees reconvened the meeting at 8:40 p.m. Item 3.1 was the first item addressed. (Note: Dr. Uxer did not return from Executive Session.)

After Item 3.1 was addressed, Mr. Fierro stated that the next meeting of the Board of Trustees would be held on Wednesday, September 12 at 5:00 p.m. He also noted that a Public Hearing on Redistricting would be held on Thursday, September 13 at 5:00 p.m.
8.0 COMMUNITY SERVICES

<table>
<thead>
<tr>
<th>Motion</th>
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<th>Abstain</th>
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10.0 ADJOURNMENT

The meeting was adjourned by acclamation at 8:42 p.m.
(Note: Dr. Uxer did not return after Executive Session and was not present at the end of the meeting.)
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:00 p.m. by Board of Trustees Chair Art Fierro.

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

Trustee Brian Haggerty arrived at 5:04 p.m.

1.3 Budget Workshop:

Ms. Josette Shaughnessy (associate vice president, Budget and Financial Services) updated the Board of Trustees with the latest information available regarding the budget development for the 2012/2013 fiscal year. She reviewed the revenue projections for the upcoming year. She noted that the Trustees had approved tuition and fee increases in May which is reflected in the revenue projections. She reported that the projections were also based on 2011/2012 enrollment and that due to a sharp decline in summer enrollment, revenue projections were altered. She reported that currently, enrollment for fall has risen, but the administration has factored in a 5% decrease for revenue projections for precautionary reasons. She also reported that State funding reallocation is still pending, but regardless of which process is used for the reallocation, the College District will see an increase of funding from the State due to enrollment growth.

Ms. Shaughnessy reviewed the 2012/2013 baseline budget of $117,297,245 that is based on the roll-over of the current budget and it is lower due to salary savings. She stated there were additional requests, including top funding priorities of a proposed 3% salary increase for all employees and $1.9 million in necessary funding needs.

Ms. Shaughnessy reported that the overall operating revenue for the next fiscal year is $122,872,679 or an increase of $5.3 million over the 2011/2012 fiscal year. She stated that there will be a budget surplus of $5,575,434 before additional funding requests. The breakdown for additional funding needs include: $2,400,000 for a proposed 3% salary increase for employees, “must be” funded needs of $1,857,990,
restoring a partial amount to the technology fund of $997,444 and instructional equipment needs of $320,000. The breakdown of “must be” funded needs include $470,000 for health insurance, $367,500 for seven new faculty positions, $250,000 for custodial, $206,000 for nursing instructor supplements, $110,000 for plant funds, $271,190 for SACS/QEP, $80,000 for Culinary Arts, $70,800 for distance education software maintenance, $25,500 for bad debt, $4,000 for tax collection fees, and $3,000 for hazardous waste disposal.

At the conclusion of the budget presentation, items that were postponed from the previous board meeting were discussed. These items included: prior Board of Trustees travel, policies and procedures regarding prior travel, table sponsorships, and employee travel. The items were on the public posting so that they could be discussed. Mr. Fierro asked Mrs. Robles and Dr. Graham to review the Board policy and to give recommendations on any training sessions that the Trustees could consider attending and a budget amount to be reviewed at the next meeting. Mr. Fierro requested that Dr. Serrata provide a copy of the policy that was used at South Texas College.

Mrs. Robles commented that she felt it was very important that the Trustees support activities at the local level. She noted that if a table was purchased, it needed to be filled and if the trustees are not able to attend, then the administrators should be encouraged to attend. Mr. Haggerty noted that a budget needs to be set on what was going to be spent on table sponsorships. Mr. Fierro commented that communication needs to be better on informing the Trustees about any upcoming events.

Mr. Fierro commented on Board Training. He stated that he felt that all requests to attend training sessions be brought before the Board for information. He noted that if someone had already spent their allocation, approval by the Trustees would be required to go over their amount.
The Trustees took a break at 6:10 p.m. and reconvened at 6:20 p.m.

Mr. Edward Dunbar (legal counsel) presented information to the Board of Trustees on Redistricting. He commented that the ideal district size is a population of 114,378. He reviewed each district, commenting that District 1 is over approximately 6,400, District 2 is under 2,800, District 3 is under 17,200, District 4 is under 25,843, District 5 is over 19,600, District 6 is over 1,300 and District 7 is over 21,250. Different scenarios were presented to include a proposal presented by Mr. George Ibarra.

Mr. Dunbar reviewed the steps that need to be taken before the election takes place on May 11, 2013. He commented that the election needs to be announced in late January and applications can be made in February. He stated that the Texas Secretary of State suggests that new redistricting plans should be submitted to the Department of Justice ninety days in advance for pre-clearance.

1.4 Adjournment

Meeting was adjourned by unanimous consent at 6:59 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.10.06

BOARD MEMBER TRAINING: EXPENSE AND COMPENSATION

The Board of Trustees believes that learning about innovative as well as current practices in community colleges is particularly relevant in its role in providing leadership for the future direction of the College District. The Board encourages the participation of its members at national, international, regional, state or local conferences and workshops.

Accordingly, the Board of Trustees will approve the budget for Board Member Training during the annual budget development process. Once the budget has been determined, the Board of Trustees will inform the public during the Board of Trustees Business section at monthly Board Meetings of training sessions they have chosen to participate in. Once a Trustee has spent the allocated amount on travel and wishes to attend an additional training session, the Trustee will bring the request to the Board of Trustees for consideration at a regularly scheduled meeting of the Board of Trustees. In addition, all requests for attendance at training events will be directed to the President of the College for processing.

With this Policy statement, the Board of Trustees directs the President of the College District to develop a procedure for the allowable expenditures and compensation associated with such training.
**BOARD POLICY ABSTRACT**

<table>
<thead>
<tr>
<th>Policy to be Considered: Semester Credit Hour</th>
<th>Policy #: 6.03.03</th>
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</thead>
<tbody>
<tr>
<td>Policy Section: Academic Affairs and Instruction</td>
<td>X New Revision</td>
</tr>
<tr>
<td>Action:</td>
<td>For information only (1st reading)</td>
</tr>
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<td></td>
<td>X For Adoption (2nd Reading and/or Approval)</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Yolanda Ahner</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To provide second reading of proposed new board policy.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>Approval to develop procedures regarding the standard measure of the semester credit hour.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
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EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

6.03.03

SEMESTER CREDIT HOUR

The Board of Trustees directs the President to develop procedures regarding the standard measure of the semester credit hour.

Adopted: Amended: 6.03.03 - 1 of 1
Year of Last Review: 2011

Designated Contact: Vice President of Instruction, Vice President of Workforce/Economic Development and Continuing Education
### BOARD POLICY ABSTRACT

<table>
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<th>Policy to be Considered: Alternative Instructional Delivery</th>
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<td>_____ Revision</td>
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<td><strong><strong>X</strong> For Adoption (</strong>__ X 2nd Reading and/or Approval)</td>
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<tr>
<td>Resource Persons:</td>
<td>Steven Smith</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To provide second reading of proposed new board policy.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>Approval to develop procedures regarding alternative instructional delivery methods, including distance education and related issues, in order to ensure access to quality education and protection of students’ rights, responsibilities and privacy.</td>
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<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
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</table>
The Board of Trustees directs the President of the College to develop procedures regarding alternative instructional delivery methods including distance education and related issues in order to ensure access to quality education and protection of students’ rights, responsibilities, and privacy.

Adopted: Amended: 6.05.01 - 1 of 1
Year of Last Review: 2012

Designated Contact: Vice President of Instruction
BOARD POLICY ABSTRACT

Policy to be Considered: Open Door Admission Policy

Policy Section: Student Services

Action: 
   _____ For information only (_____ 1st reading)
   _____ For Adoption (_____ 2nd Reading and/or Approval)

Resource Persons: Steven Smith, Yolanda Ahner, Linda Gonzalez

Purpose: To revise the existing Board Policy noted.

Explanation: Approval to develop procedures that will implement this policy and shall establish the eligibility for admission.

Recommendation: Approval by the Board of Trustees.
Admissions to the El Paso Community College shall be governed by an "open door" Policy. The District shall, to the limit of its resources, admit all students who wish to attend the El Paso Community College and who meet the admission requirements established in compliance with the Regulations of the Texas Higher Education Coordinating Board.

Procedures for implementation of this Policy shall be developed by the President and shall establish the eligibility for admission.

When deemed appropriate for the purpose of enhancing student success, the President shall issue supplemental procedures establishing additional admissions requirements or educational support service requirements as may be necessary for a particular program of study. This information shall be disseminated through appropriate publications of the College including but not limited to the College Catalog.

Adopted: Mar. 29, 1979
Year of Last Review: 2011

Amended: Mar. 20, 1985

Designated Contact: Vice President of Instruction, Vice President of Workforce/Economic Development and Continuing Education, Vice President of Student Services
Admissions to the El Paso Community College shall be governed by an "open door" Policy. The District shall, to the limit of its resources, admit all students who wish to attend the El Paso Community College and who meet the admission requirements established in compliance with the Regulations of the Texas Higher Education Coordinating Board. Texas College and University System.

Procedures for implementation of this Policy shall be developed by the President and shall establish the eligibility for admission under the following categories and definitions:

1. **High School Graduates** - An applicant shall be eligible for admission to a curriculum carrying semester hour credits or to a clock-hour curriculum upon graduation from an accredited high school.

2. **High School Equivalency** - An applicant who has not been graduated from high school may be admitted on the basis of successful completion of the General Education Development (GED) Testing Program.

3. **Individual Approval** - An applicant who is at least eighteen (18) years of age or whose high school class has graduated may be exempted from the preceding admissions requirements and admitted on "Individual Approval," provided the admitting officer is convinced that the applicant's record indicates ability to carry the college work assigned. Individuals admitted on this status shall be subject to the same Policies and procedures as all other students.

4. **Early Admission** - An individual who has completed the junior year of high school, may, upon the recommendation of the high school principal and approval of the admitting officer, be admitted to the College on Early Admission status. The class load of each student shall not exceed the equivalent of sixteen (16) semester hours, counting each high school course as the equivalent of a three (3) credit hour course.
5. **Transfer Student**—An individual who has previously attended other colleges and/or universities and who plans to complete a degree or certificate through El Paso Community College shall be admitted as a Transfer Student.

6. **Transient Student**—An individual who has previously graduated with a baccalaureate or higher degree and/or an individual planning to enroll to complete courses required for graduation from another college/university without completing a degree/certificate through El Paso Community College shall be admitted as a Transient Student.

7. **Concurrent Student**—An individual who plans to enroll with the College while simultaneously enroll at another post-secondary institution shall be admitted as a Concurrent Student.

When deemed appropriate for the purpose of enhancing student success, the President shall issue supplemental procedures establishing additional admissions requirements or educational support service requirements as may be necessary for a particular program of study. All procedures related to admission shall stipulate requirements for documents to be submitted and special conditions which may apply to the admissions categories. This information shall be disseminated through appropriate publications of the College including but not limited to the College Catalog.
# BOARD POLICY ABSTRACT

<table>
<thead>
<tr>
<th>Policy to be Considered:</th>
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<td>For Adoption (2nd Reading and/or Approval)</td>
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<tr>
<td>Resource Persons:</td>
<td>Linda Gonzalez-Hensgen, Steve Smith, Yolanda Ahner</td>
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<tr>
<td>Purpose:</td>
<td>To revise the existing Board Policy noted.</td>
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<tr>
<td>Explanation:</td>
<td>The revised policy directs the President of the College to develop procedures which establish the criteria for measurement of a student’s pursuit of the stated course objectives during the semester.</td>
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<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
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El Paso Community College is aware that student participation in required class activities is an integral part of the teaching/learning process. Students have the responsibility for regular class attendance and completion of the required class activities which shall be stated in a course syllabus.

The Board of Trustees directs the President of the College shall develop procedures which shall establish the criteria for measurement of a student's pursuit of the stated course objectives during the semester. This information shall be disseminated through appropriate publications of the College including, but not limited to, the College Catalog and the Employee Handbook.
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**CassoLopez, Jose**
Program Manager
Classified Staff
Workforce Development
Temporary Status
09/01/12 – 09/30/12
Grade D
Extension of Appointment

**Contreras, Lorena**
Career Services Assistant
Classified Staff
Career Services
09/17/12 – 08/31/13
Grade D
Competitive Appointment
(Replacement Action)

**Contreras, Maria**
Manager, Student Culinary Services
Professional Support
Culinary Arts
09/17/12 – 08/31/13
Grade D
Competitive Appointment
(Replacement Action)

**Dominguez, Martha**
English as a Second Language Lab Assistant
Classified Staff
English as a Second Language
09/17/12 – 08/31/13
Grade E
Competitive Appointment
(Replacement Action)

**Escalante, Lorenzo**
Maintenance Worker I
Classified Staff
Physical Plant
Temporary Status
09/01/12 – 08/31/13
Grade B
Extension of Appointment

**Escalante-Ruiz, Rafael**
Instructor
Faculty
Computer Science
Temporary (Lecturer) Status
08/20/12 – 05/18/13
Grade C/5
Noncompetitive Appointment
(New Position)

**Gillis, Ronald**
Instructor
Faculty
Music
08/20/12 – 05/18/13
Grade C/5
Noncompetitive Appointment
(New Position)

**Gonzalez, Lorena**
Instructor
Faculty
Mathematics
Temporary (Lecturer) Status
08/20/12 – 05/18/13
Grade C/2
Noncompetitive Appointment
(New Position)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Grade</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonzalez, Michael</td>
<td>Instructor</td>
<td>History</td>
<td>Temporary (Lecturer) Status</td>
<td>08/20/12 – 05/18/13</td>
<td></td>
<td>C/2</td>
<td>Competitive Appointment</td>
<td>(New Position)</td>
</tr>
<tr>
<td>Hoey, Sandra</td>
<td>Academic Office Assistant</td>
<td>Classified Staff</td>
<td></td>
<td>09/17/12 – 08/31/13</td>
<td></td>
<td>C</td>
<td>Competitive Appointment</td>
<td>(Replacement Action)</td>
</tr>
<tr>
<td>Laveaga, Minerva</td>
<td>Instructor</td>
<td>English</td>
<td>Temporary (Lecturer) Status</td>
<td>08/20/12 – 05/18/13</td>
<td></td>
<td>C/4</td>
<td>Noncompetitive Appointment</td>
<td>(New Position)</td>
</tr>
<tr>
<td>Lyon, George</td>
<td>Instructor</td>
<td>Government</td>
<td>Temporary (Lecturer) Status</td>
<td>08/20/12 – 12/15/12</td>
<td></td>
<td>G/7</td>
<td>Extension of Appointment</td>
<td></td>
</tr>
<tr>
<td>Macedo, Oscar</td>
<td>Instructor</td>
<td>Mathematics</td>
<td>Temporary (Lecturer) Status</td>
<td>08/20/12 – 05/18/13</td>
<td></td>
<td>C/3</td>
<td>Noncompetitive Appointment</td>
<td>(New Position)</td>
</tr>
<tr>
<td>Martínez, Ruben</td>
<td>Instructor</td>
<td>Vocational Nursing</td>
<td></td>
<td>08/20/12 – 05/18/13</td>
<td></td>
<td>A/5</td>
<td>Competitive Appointment</td>
<td>(New Position)</td>
</tr>
<tr>
<td>Munoz, Maria A.</td>
<td>Administrative Associate</td>
<td>Classified Staff</td>
<td></td>
<td>09/17/12 – 08/31/13</td>
<td></td>
<td>E</td>
<td>Competitive Appointment</td>
<td>(Replacement Action)</td>
</tr>
<tr>
<td>Ochotorena, Ruben</td>
<td>Instructor</td>
<td>Reading</td>
<td>Temporary (Lecturer) Status</td>
<td>08/20/12 – 12/15/12</td>
<td></td>
<td>C/5</td>
<td>Noncompetitive Appointment</td>
<td>(Replacement Action)</td>
</tr>
</tbody>
</table>
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Ortiz, Estela**
Program Manager
Professional Support
Workforce Development
Temporary Status
09/01/12 – 09/30/12
Grade D
Extension of Appointment

**Rosales, Jennifer**
Instructor
Faculty
Psychology
Temporary (Lecturer) Status
08/20/12 – 12/15/12
Grade C/3
Competitive Appointment
(New Position)

**Perez, Adriana**
Instructor
Faculty
Geology
Temporary (Lecturer) Status
08/20/12 – 05/18/13
Grade H/5
Noncompetitive Appointment
(New Position)

**Villalpando, Veronica**
Lab Assistant II
Classified Staff
Nursing
09/17/12 – 08/31/13
Grade D
Competitive Appointment
(Replacement Action)

**Powell, Manuelita**
Program Assistant
Classified Staff
Literacy Programs
Temporary Status
09/01/12 – 08/31/13
Grade D
Extension of Appointment

**Romero, Celia**
GED Testing Assistant
Classified Staff
Testing Services
Temporary Status
09/01/12 – 08/31/13
Grade D
Extension of Appointment

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

The following full-time, temporary Instructors (Lecturers) are extended for the period of 08/20/12 – 05/18/13.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>De La Canal, Sandra</td>
<td>Emergency Medical Services</td>
<td>B</td>
</tr>
<tr>
<td>Luna, Juan</td>
<td>Drafting &amp; Design</td>
<td>A</td>
</tr>
<tr>
<td>Mitchell, Christina</td>
<td>Dance</td>
<td>C</td>
</tr>
<tr>
<td>Prado, Tracey</td>
<td>Emergency Medical Services</td>
<td>C</td>
</tr>
</tbody>
</table>

The following Adult Vocational/Special Program Instructors are extended for the period of 08/20/12 – 08/16/13.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cruz, Josephine</td>
<td>Cosmetology</td>
<td>A</td>
</tr>
<tr>
<td>Gonzalez, Margarita</td>
<td>Americana Language Program</td>
<td>G</td>
</tr>
<tr>
<td>Kapadia, Monica</td>
<td>Americana Language Program</td>
<td>C</td>
</tr>
<tr>
<td>Lan, Mary</td>
<td>Americana Language Program</td>
<td>C</td>
</tr>
<tr>
<td>Quigley, Charles</td>
<td>Americana Language Program</td>
<td>C</td>
</tr>
<tr>
<td>Rosales, Sonja</td>
<td>Cosmetology</td>
<td>A</td>
</tr>
</tbody>
</table>
Cardoza, Seleste
Academic Advisor
Professional Support
Architecture
HSI STEM Architecture
Temporary Status
09/01/12 – 08/31/13
Grade B
Extension of Appointment

Devora, Jose
Driver II
Classified Staff
International Education Program
SEED Cycle 2012
Temporary Status
09/01/12 – 06/30/13
Grade C
Extension of Appointment

Garcia, Leticia
Academic Advisor
Professional Support
Architecture
HSI STEM Architecture
Temporary Status
09/01/12 – 08/31/13
Grade B
Extension of Appointment

Garcia-August, Jo
Administrative Office Assistant
Classified Staff
Customized Training
Apprenticeship Training Program
Temporary Status
09/01/12 – 08/31/13
Grade C
Extension of Appointment

Lozoya, Raquel
Procurement Clerk
Classified Staff
Contract Opportunities Center
DOD/DLA
Temporary Status
09/01/12 – 12/31/12
Grade B
Extension of Appointment

Martinelli, Lilia
SEED Coordinator
Professional Support
International Education Program
SEED Cycle 2012
Temporary Status
09/01/12 – 06/30/13
Grade C
Extension of Appointment

Mendoza, Lorena
Accounts Receivable Clerk
Classified Staff
Accounting Services
Workforce Development
Temporary Status
09/01/12 – 08/31/13
Grade D
Extension of Appointment

Sarkar, Aditi
Project Director- Architecture
Administrator
Architecture
HSI STEM Architecture
Temporary Status
09/01/12 – 08/31/13
Grade D
Competitive Appointment
(New Position)
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Lopez, Elizabeth**
Student Services Assistant II
Counseling
08/20/12

**Sandoval, Robert**
Library Assistant
Library
08/07/12
FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a sixty (60) month lease agreement for digital imaging production copiers/printers for El Paso County Community College District Instructional Service Centers under a cooperative contract with Xerox Corporation.

Requestor: Juan Flores
Area Responsible: Auxiliary Services
Resource Persons: Ernst Roberts, Josette Shaughnessy, Juan Flores

Purpose: Approval to lease ten (10) digital imaging production copiers/printers for District Instructional Service Centers, for sixty (60) months beginning October 2012.

Explanation: The Instructional Service Centers (ISCs) are major facilities for instructional support. In addition to photocopying, they provide word processing, message center/answering services, mail distribution, printing, book binding and fax services, as well as distribution of supplies to faculty and staff. The digital imaging systems are utilized in the daily operation by the Instructional Service Centers to provide high quality, efficiency, productivity and cost-effective document management solutions to all departments, students, faculty and staff. This lease replaces the previous contracts which expired during the 2011/2012 fiscal year.

The lease of this equipment is executed through The Cooperative Purchasing Network (TCPN) Contract R5008 for copiers and printers. Leases conducted through this purchasing cooperative are in compliance with Texas Education Code 44.031 (a) (4). Such contracts are competitively awarded.

The TCPN Contract is recommended because it provides the best value to the College. All awarded prices include installation of new equipment, removal of equipment, consumable supplies and training, prices cannot be increased for the term of the contract, and the College will deal with one vendor. The College is able to exercise the purchasing leverage of the cooperative on any future contractual issues and the contract has a “total satisfaction guarantee” clause.

Funding is provided by the operating budgets of the Instructional Service Centers.

Recommendation: Approval by the Board of Trustees.

Vendor: Xerox Corporation
c/o Benchmark Business Solutions
4013 N. Mesa, Ste. B
El Paso, Texas 79902

Amount: (Not to Exceed) $413,041

Date: 09/01/12
Account: 11000-72003
72004, 72005
72006, 72007
Budget: $671,969
Expenditures to date: -0-
Balance: $671,969
# FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to accept a donation of PILOT funds from the El Paso Housing Authority.</th>
<th>Amount: $38,690</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Josette Shaughnessy</td>
<td>Area Responsible: Budget &amp; Financial Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Ernst Roberts, Josette Shaughnessy</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** This donation represents PILOT (Payments in lieu of Taxes) funds from the El Paso Housing Authority on units of low rent public housing owned by the El Paso Housing Authority for the fiscal year ended June 30, 2012.

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

**Recommendation:** No action by the Board of Trustees.
FINANCIAL SERVICES ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the adoption of the Certificate of Order Setting Tax Rate of $0.114086 per $100 valuation for 2012-2013.

**Requestor:** Josette Shaughnessy  
**Area Responsible:** Budget & Financial Services

**Resource Persons:** Ernst Roberts, Josette Shaughnessy

**Purpose:** The Board of Trustees is required to adopt a tax rate for the 2012-2013 fiscal year.

**Explanation:** In order to adopt a tax rate, the order must be read and approved. The El Paso County Community College District currently imposes a property tax rate of $0.115442 for every $100 of valuation. As of July 31, 2012, this rate has generated $41,652,549 in property tax revenue for fiscal year 2011-2012.

Based on the 2012 Certified Appraisal Roll, the effective tax rate is $0.114086. The administration is recommending the effective tax rate as the 2012-2013 adopted tax rate. The following table illustrates how the tax rate of $0.114086 will impact homeowners in El Paso County.

<table>
<thead>
<tr>
<th>Taxable Value</th>
<th>Current Taxes</th>
<th>Taxes Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid to EPCC</td>
<td>to EPCC in</td>
</tr>
<tr>
<td></td>
<td>in 2011 Tax Year</td>
<td>2012 Tax Year</td>
</tr>
<tr>
<td>$ 90,000</td>
<td>$103.90</td>
<td>$102.68</td>
</tr>
<tr>
<td>$100,000</td>
<td>$115.44</td>
<td>$114.09</td>
</tr>
<tr>
<td>$125,000</td>
<td>$144.30</td>
<td>$142.61</td>
</tr>
<tr>
<td>$150,000</td>
<td>$173.16</td>
<td>$171.13</td>
</tr>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.
THE STATE OF TEXAS
COUNTY OF EL PASO
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

CERTIFICATE FOR ORDER

We, the undersigned officers of the Board of Trustees of said District hereby certify as follows:

1. The Board of Trustees of said District convened in El Paso MEETING ON THE 12TH day of September, 2012, at the designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to-wit:

   Mr. Art Fierro, Chair
   Mrs. Gracie Quintanilla, Vice Chair
   Dr. John E. Uxer, Secretary
   Mr. Nicolás Domínguez
   Dr. Carmen Olivas Graham
   Mr. Brian J. Haggerty
   Mrs. Belen Robles

   and all of said persons were present, except the following absentees:

   ___________________________

   thus constituting a quorum. Whereupon, among other business the following was transacted at said Meeting.

   BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT THAT THE MAINTENANCE AND OPERATION TAX RATE FOR THE DISTRICT FOR THE 2012 TAX YEAR BE SET AND ADOPTED IN ACCORDANCE WITH CHAPTER 26 OF THE TEXAS TAX CODE ENTITLED THE “PROPERTY TAX CODE” AS FOLLOWS:

   Operations Tax Rate $0.114086 per $100 valuation
   Total $0.114086 per $100 valuation

   was duly introduced for the consideration of said Board and read in full. It was then duly moved and seconded that said Order be passed; and, after due discussion, said motion, carrying with it the passage of said Order, prevailed and carried by the following vote;

   AYES: _______
   NAYS: _______
2. That a true, full and correct copy of the aforesaid Order passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Order has been duly recorded in said Board’s minutes of said Meeting pertaining to the passage of said Order; that the persons named above in the foregoing paragraph are the duly chosen, qualified and acting officers and members of said Board as indicated herein; that each of the officers and members of said Board was duly and sufficiently notified, officially and personally in advance, of the time, place and purpose of the aforesaid Meeting, and each of said officers and members consented, in advance to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, place and purpose of said Meeting was given, all required by Vernon’s Ann. Civ. St. Article 6252-17.

SIGNED AND SEALED THE 12th day of September, 2012.

______________________ ________________________
Mr. Art Fierro Dr. John E. Uxer
Chair, Board of Trustees Secretary, Board of Trustees
ORDER SETTING TAX RATE

WHEREAS, the Board of Trustees of said District has received, accepted and approved the certified appraisal roll for the 2012 tax year, and

WHEREAS, the District has calculated those tax rates and made such other calculations as required by law, and

WHEREAS, the Board of Trustees of said District wishes to adopt a tax rate:

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT:

1. That the Maintenance and Operation tax rate for the District for the 2012 tax year be set and adopted in accordance with Chapter 26 of the Texas Tax Code entitled the “Property Tax Code” as follows:

   Operations Tax Rate $0.114086 per $100 valuation

   TOTAL $0.114086 per $100 valuation
PHYSICAL FACILITIES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of expenditures with various vendors to purchase building materials/supplies and/or services as needed for the District for fiscal year 2012-2013.</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>Ernst Roberts, Rick Lobato</td>
</tr>
</tbody>
</table>

**Purpose:** To authorize expenditures from September 1, 2012 to August 31, 2013 in an amount not to exceed as indicated on the attached list.

**Explanation:** The Physical Plant Department will utilize these vendors to purchase building materials/supplies and/or services for on-going construction projects and district-wide use, on an as-needed basis.

Purchases conducted through purchasing cooperatives are in compliance with Texas Education Code 44.031. Contracts are competitively awarded.

Funding is provided by the approved budgets for each construction project from the Unexpended Plant Funds.

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

**Vendor:** See attached listings
## El Paso Community College District
### PHYSICAL PLANT

### Approval of Scope of Awards for Expenditures from Contract Vendors

**September 1, 2012 to August 31, 2013**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Trades Electrical Contractors, Inc. 110005 Argal Court El Paso TX 79935</td>
<td>AO General Contractor, Inc. 1050 Diesel Drive El Paso TX 79907</td>
<td>• To authorize expenditures for skilled labor services under the following categories: carpet &amp; tile installation; institutional food service equipment repairs; glass repair/plexiglass &amp; installation; electrical contractors; heating, ventilation, &amp; cooling contractors; low temp refrigeration contractors; plumbing contractors; welding contractors; carpentry contractors; and masonry contractors.</td>
</tr>
<tr>
<td>Baker Glass Co., Inc. 4015 Montana Ave. El Paso TX 79903</td>
<td>El Paso Rio Electric, Inc. 225 Marquez El Paso TX 79927</td>
<td>Not to exceed $100,000 per vendor</td>
</tr>
<tr>
<td>Hoffman Southwest Corp. dba Roto-Rooter Service &amp; Plumbing Co. 1111 Sunland Park Dr. El Paso TX 79922</td>
<td>PC Automated Controls, Inc. 5604-C Will Ruth El Paso TX 79924</td>
<td>• Physical Plant will utilize these vendors on an as-needed basis district-wide.</td>
</tr>
<tr>
<td>Pride General Contractors, LLC 5959 Gateway Blvd. W Ste. 512 El Paso TX 79925</td>
<td>Spectrum Floors, Inc. 13421 Montana Ave. El Paso TX 79938</td>
<td></td>
</tr>
<tr>
<td>Veliz Company, LLC dba Veliz Construction 2910 Gateway Blvd. East El Paso TX 79905</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region 19 #12-6813</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Exhibit 5.1.2) 09/12/12
### CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered</th>
<th>Amount: $137,547</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consideration and deliberation on the acceptance of a grant award from the Texas Workforce Commission</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Area Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sabrina Campbell</td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yolanda Chávez Ahner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To increase the workforce capacity in the El Paso area by offering training opportunities to local apprenticeship sponsors. Approximately 59,544 contact hours of training will occur under this program in areas such as HVAC, plumbers, electricians, sheet metal workers, painters/drywall finishers, motor grader operator, electronic systems technicians, iron workers, drywall applicators, plasterers, and tapers.</td>
<td>Apprenticeship training is a structured system of job training to prepare individuals in skilled trades and other occupations. The apprenticeship program combines on-the-job training under the supervision of an experienced journey worker with job-related classroom instruction. Approved apprenticeship partners will be reimbursed dependent on contact hours.</td>
</tr>
</tbody>
</table>

| Budget Account Number: 22684-E22684: Budget Summary $137,547 |
| September 1, 2012 – August 31, 2013 |

<table>
<thead>
<tr>
<th>Detailed Budget Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>61605 Classified Staff (FT)</td>
</tr>
<tr>
<td>62000 Fringe</td>
</tr>
<tr>
<td>71120 Office Supplies</td>
</tr>
<tr>
<td>71123 Cap Furn &amp; Equip Grant</td>
</tr>
<tr>
<td>71130 Instructional Supplies</td>
</tr>
<tr>
<td>71317 Other Professional/Tech</td>
</tr>
</tbody>
</table>

**TOTAL** $137,547

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>Vendor/Partner Participation List</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</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 three (3) open service orders to support the GED Testing Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Marisa Pierce</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Testing Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Linda Gonzalez-Hensgen, Marisa Pierce</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approval of three (3) open service orders to support GED testing operations from September 13, 2012 – August 31, 2013.</td>
</tr>
</tbody>
</table>
| Explanation:             | 1. American Council on Education – GED Testing Services (GEDTS) Open service order for the annual rental of the GED test materials and payment of the GEDTS $11.50 per person fee. GEDTS is the sole provider of these services. Amount: $78,000  
2. Texas Education Agency (TEA) Open service order for Texas Certificates of High School Equivalency. EPCC must pay a $15.00 certificate fee to TEA for each individual who takes the GED tests. TEA is the sole provider of this service. Amount: $46,200  
3. The University of Texas at Austin (UTA) Scoring Center Open service order for GED test scoring services, English and Spanish language answer documents, and online score reporting service. UTA is the sole provider of these services. Amount: $52,800 Sole source letters follow this item. Funding is provided by the GED Testing budget. |
| Recommendation:          | Approval by the Board of Trustees.                                                                             |

Vendor: American Council on Education  
One Dupont Circle NW  
Washington, DC 20036-1163  

Texas Education Agency  
P.O. Box 13817  
Austin, TX 78711-3817  

The University of Texas at Austin Scoring Center  
P.O. Box 5200  
Austin, TX 78763-5200

Date: 09/01/12  
Account: 11000-63005  
Budget: $192,894  
Expenditures to date: 0  
Balance: $192,894  

(Exhibit 7.1.1)  
09/12/12
As per your request, the following letter details the need for the EPCC Testing Services Department to contract American Council on Education (ACE), Texas Education Agency (TEA), and UT Austin (UTA) as service providers for the General Education Development Program (GED).

These GED service providers work as an inter-agency collaborative to support General Education Development programs by State to control security and accountability.

Specifically each agency must conduct the following to support Texas residents in the completion of the GED testing program:

1) American Council on Education – sole supplier of GED testing units and testing materials for the purposes of supporting GED Testing Centers
2) Texas Education Agency – sole supplier of State of Texas credentials (GED certificates) on completion/passing of all GED assessments
3) UT Austin Scoring – sole authorized institution to process all official scoring for GED candidates

These main points require that we continue the sole source procurement of the services provided by the above mentioned agencies. Should there be any further questions regarding this request please contact EPCC Testing Services for additional information.

Marisa Pierce, Director

Linda Gonzalez-Hensgen, VPSS
May 24, 2012

To whom it may concern:

This letter will attest that the GBD Tests are copyrighted instruments available for administration on a contract basis only to official testing centers. For this reason, the GBD Testing Service of the American Council of Education is the sole source publisher of GBD testing materials.

Sincerely yours,

[Signature]

Brian K. Jenkins
Director

PDSC, One Dupont Circle NW, Washington DC 20036-1163
Telephone: (202) 939-9400 Fax: (202) 659-8875 Web: http://www.acenet.edu
August 8, 2012

El Paso Community College 
GED Testing Center 
9050 Viscount 
Bldg B, Room 156 
El Paso, Texas 79925

To Whom It May Concern,

This letter will attest that the Texas Education Agency GED Unit distributes all certifications issued by the State of Texas. For this reason, the Texas Education Agency GED Unit is the sole source for issuing the certificates.

Sincerely,

Cindee Tonnesen
Program Specialist
Federal & State Education Policy - GED Unit
Texas Education Agency 
1701 North Congress Avenue 
Austin, Texas 78701

(512) 475-3722 Phone 
(512) 463-8283 Fax

(Exhibit 7.1.4)
To: Texas GED Chief Examiners

Date: August 31, 2012

Re: Sole Source for GED Scoring and Materials

The Scoring Center at The University of Texas at Austin is the only source authorized to score the General Educational Development (GED) tests for the State of Texas. We also provide answer forms customized for Texas GED test administration policy under the state agreement with The Texas Education Agency for Texas test centers.

We have developed answer forms for use exclusively in Texas, and sell them to test centers at cost. Centers are billed monthly for all accrued scoring fees, and per order for answer forms.

Breakdown of all test center charges:

2002 Test series scoring fees:
- Initial Record fee (includes all five tests and demographic) $10.00
- Writing Retest fee (essay and objective sections) $3.00
- Math, Science, Social Studies, Reading Retest fee $2.00
- Score Reports with labels (per month) 1-9 count $10.00
- 10-15 count $25.00
- Over 16 count $50.00

GED Answer Forms: Spanish and English Language
- Writing Answer Sheets with essay (100/pack) $15.00
- Math Answer Sheets (100/pack) $7.00
- Science/Social Studies/Reading Answer Sheets (100/pack) $7.00
- Spanish Name/Address Change Sheets (100/pack) $7.00
- ID Change Forms (50/pack) $4.00
- Texas Transmittal (50/pack) $4.00
- French answer forms are available through The GED Testing Service

If you have any questions, please call us at (512) 471-7211 or toll-free at 1-877-373-334.

Regards,

Julie Hearne
Program Coordinator, K-16 Scoring Center

(Exhibit 7.1.5)
**STUDENT SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of an Open Purchase Order to support required academic assessment testing of students.</th>
<th>Amount: (Not to Exceed)</th>
<th>$110,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Marisa Pierce</td>
<td>Area Responsible:</td>
<td>Testing Services</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Linda Gonzalez-Hensgen, Marisa Pierce</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** Approval of an Open Purchase Order for FY 2012-2013 to purchase test materials/units used for academic assessment of students.

**Explanation:** The Texas Higher Education Coordinating Board/Texas Success Initiative mandates that all undergraduate students who enter a public institution of higher education be tested in reading, writing, and math skill areas prior to entering college level courses.

El Paso Community College uses the ACCUPLACER Computerized Test as the initial assessment test for the Texas Success Initiative and course placement purposes. The College Board is the sole provider of this service.

Sole source letter follow this item.

Funding is provided by the ACCUPLACER Testing budget.

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

**Vendor:** The College Board

ACCUPLACER Dept.
P.O. Box 4112
New York, NY 10023

| Date: | 09/01/12 |
| Account: | 11000-63003 |
| Budget: | $153,004 |
| Expenditures to date: | 0 |
| Balance: | $153,004 |
TO: Ruben Gallardo

THRU: Linda Gonzalez, VPSS

FROM: Marisa Pierce, Director Testing Services

DATE: September 5, 2012

RE: Accuplacer/Sole Source

As per your request, the following letter details the need for the EPCC Testing Services Department to contract The College Board. One of the many products that College Board provides is the ACCUPLACER. The ACCUPLACER is the assessment product used by colleges and universities to support college course placement testing.

The College Board, for testing purposes, is a sole source supplier primarily due to their unique position in supplying the only internet-based computer adaptive test for the purposes of college course placement. This position supports two very specific efforts at El Paso Community College:

1) The College Readiness Initiative (CRI) implemented across Region XIX – the El Paso area CRI exclusively utilizes Accuplacer at all area high schools for the purposes of determining college readiness – this is a on-going collaborative effort that has existed for over 7 years and works closely with EPCC as needed for guidance regarding all elements of college placement testing.

2) The ACCUPLACER has recently been designated as the official placement test for the State of Texas by the Texas Higher Education Coordinating Board (THECB). In keeping with State policies and procedures, EPCC determined that ACCUPLACER would be the exclusive assessment for the purposes of college course placement testing for all students.

These main points require that we continue the sole source procurement of the services provided by College Board. Should there be any further questions regarding this request please contact EPCC Testing Services for additional information.

Marisa Pierce, Director

Linda Gonzalez-Hensgen, VPSS

(Exhibit 7.2.2)
August 9, 2012

EI Paso Community College
ATTN: Purchasing
9050 Viscount Blvd.
EI Paso, TX 79925

Dear EI Paso Community College:

The College Board is the sole vendor for ACCUPLACER’s Computerized Placement Tests, ACCUPLACER Diagnostic Tests, the COMPANION Paper and Pencil tests, the Florida College Entry-Level Placement Tests, ACCUPLACER ESL, WritePlacer and WritePlacer ESL. There is no other vendor for these products. The College Board is also the sole publisher and the copyright holder for the above products.

The cost of ACCUPLACER Units, due to a special Texas State Initiative, is $1.75 per unit. This price is valid until July 31, 2013.

Unit values are:

<table>
<thead>
<tr>
<th>ACCUPLACER Tests</th>
<th>Units</th>
<th>ACCUPLACER Tests</th>
<th>Units</th>
<th>ACCUPLACER Tests</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comprehension</td>
<td>1</td>
<td>ACCUPLACER ESL — Sentence Meaning</td>
<td>1</td>
<td>Diagnostic Arithmetic</td>
<td>1</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>1</td>
<td>ACCUPLACER ESL — Language Use</td>
<td>1</td>
<td>Diagnostic Elements Algebra</td>
<td>1</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>1</td>
<td>ACCUPLACER ESL — Listening</td>
<td>7.5</td>
<td>Computer Skills Placement — 97/98</td>
<td>2</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>1</td>
<td>WritePlacer®</td>
<td>2</td>
<td>Computer Skills Placement — 97/98</td>
<td>2</td>
</tr>
<tr>
<td>College Level Mathematics</td>
<td>1</td>
<td>WritePlacer ESL</td>
<td>2</td>
<td>Computer Skills Placement — 97/98</td>
<td>2</td>
</tr>
<tr>
<td>Local Test</td>
<td>1</td>
<td>Diagnostic Reading Comprehension</td>
<td>1</td>
<td>Computer Skills Placement — 97/98</td>
<td>2</td>
</tr>
<tr>
<td>ACCUPLACER® — Reading Skills</td>
<td>1</td>
<td>Diagnostic Sentence Skills</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In other news, less than two years ago ACCUPLACER launched the latest and most innovative diagnostics suite of assessments available to users in high school and postsecondary institutions. The ACCUPLACER Diagnostics tests provide institutions with a more detailed assessment of a testtaker’s skills in English and mathematics. These tests can be administered as a follow-up or before the ACCUPLACER placement tests as a way to provide additional proficiency analysis.

In January 2012, The College Board and Pearson collaborated and launched ACCUPLACER®/MyFoundationsLab — a diagnostic assessment paired with proven remediation designed to prepare students to advance a level or pass directly into college-level course work.

Visit www.collegeboard.org/accuplacer to download the ACCUPLACER MFL brochure.

If you have questions, comments or concerns about this sole source correspondence, feel free to contact Julius Jones at 212.713.8020 or email accuplacer@collegeboard.org.

Sincerely,

Moon H. Sung
Director, Administration
ACCUPLACER

(Exhibit 7.2.3)
### STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor:</strong></td>
<td>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>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIE 692</td>
<td>Teaching Writing: Grades 4-6 (Online)</td>
<td>24</td>
<td>$77</td>
</tr>
<tr>
<td>Business/Industry Training &amp; Personal Enrichment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIE 693</td>
<td>CompTIA Network+ Cert. Prep.- Online</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>PIA 928</td>
<td>Painting with Acrylics II</td>
<td>24</td>
<td>$53</td>
</tr>
<tr>
<td>Workplace Literacy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WPL-0357</td>
<td>Communication Skills for the Workplace: Truck Driving</td>
<td>88</td>
<td>$1,025</td>
</tr>
<tr>
<td>WPL-0945</td>
<td>Occupational Specific Communication Skills</td>
<td>18</td>
<td>$201</td>
</tr>
</tbody>
</table>
### STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of Continuing Education tuition rates for revised courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Yolanda Chávez Ahner</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Yolanda Chávez Ahner</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approve tuition rates for revised CE courses.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>Workforce/Economic Development &amp; Continuing Education Department is requesting approval for changes in tuition. Comments column describes reasons for each course.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>AHP 289</td>
<td>Fire Department CPR Renewal</td>
</tr>
<tr>
<td>AHP 290</td>
<td>PHTLS for fire Department</td>
</tr>
<tr>
<td>AHP 291</td>
<td>Advanced Cardiac Life Support-FD</td>
</tr>
<tr>
<td>AHP 292</td>
<td>Advanced Cardiac Life support Refresher-FD</td>
</tr>
<tr>
<td>AHP 293</td>
<td>Pediatric Advanced Life Support-FD</td>
</tr>
<tr>
<td>AHP 294</td>
<td>Pediatric Advanced Life Support-Refresher-FD</td>
</tr>
<tr>
<td>AHP 295</td>
<td>Pre-Hospital Trauma Life Support Refresher</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICES ABSTRACT

### Item(s) to be Considered:
Consideration and deliberation on the acceptance of the donations of cash, office supplies, and Biology lab furniture and equipment.

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Area Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Amaya</td>
<td>Marketing &amp; Community Relations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Persons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernst Roberts, Joyce Cordell</td>
</tr>
</tbody>
</table>

### Purpose:
To accept the donation of $1,500 from State Farm Bank; $1,000 from Castro Enterprises; $1,000 from Basil Glass, Inc.; $500 from METI, Inc.; $500 from Alonzo Yepez; $500 from Enrique Moreno; and various office supplies from Pencil Cup Office Products, Inc.

To accept the donation of $500 from Southwest ENT Consultants, PA; $500 from Moreno Cardenas Inc.; $250 from Carino’s – Airway; $250 from Eastside Medical Care Center; $250 from Robbie “Love” T.21; $250 from United Photography; $250 from Larry Tremper, D.O., P.L.L.C.; and $250 from Veterans of Foreign Wars Post 8919.

To accept the donation of miscellaneous furniture and items from The Boeing Company.

### Explanation:
The $5,000 in cash and various office supplies will be used in sponsorship of the 2012 Hispanic Heritage activities.

The $2,500 in cash will be used in sponsorship of the 2012 Buddy Walk.

The miscellaneous lab furniture and items will be used to improve Biology Lab safety and function.

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