MEETING
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: June 25, 2013

Consent Docket

5:00 p.m.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:
May 16, 2013 (Special)
May 21, 2013 (Regular)

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

1.4 Welcome to Guests and Staff Members

1.5 Open Forum

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Optional presentations will be made by the presidents of the Classified Staff Association, the Professional Staff Association, the Faculty Association, and the Student Government Association.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 The Board of Trustees will conduct elections for the position of Secretary.
1.8.2 The Board of Trustees will conduct such business as is necessary to the organization of the Board of Trustees. Items to be discussed include meeting dates and times.

1.8.3 The Board of Trustees will deliberate on establishing a budget amount for Board of Trustees Training.

1.8.4 The Board of Trustees will review and deliberate on a Strategic Plan that was presented to the Board of Trustees during a two-day planning session held on April 30 and May 1, 2013.

1.9 Board Reports

1.9.1 Treasurer’s Report

May 31, 2013

No action is necessary.

1.9.2 President’s Report

1.9.2.1 Dr. William Serrata (president) will update the Board of Trustees and audience on recent events that have transpired at the College.

1.9.2.2 As part of the president’s report, Dr. Jenny Girón (vice president, Information Technology) will provide a presentation on the Dashboard initiative.
1.9.2.3 As part of the president’s report, Ms. Yolanda Ahner (vice president, Workforce/Economic Development and Continuing Education), will provide an update on the Career Quest program.

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<th>Motion</th>
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1.10 Consent Docket

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2.0 ADMINISTRATION

2.1.1 The following policy is presented for final approval:

4.10.04 Contracts and Procurement

Resource Person: Ernst Roberts

Exhibit 2.1.1
Pages 57-59

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

3.04.01 Recruitment and Selection

Resource Person: Ernst Roberts

Exhibit 2.1.2
Pages 60-62

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

3.04.04 Appointment

Resource Person: Ernst Roberts

Exhibit 2.1.3
Pages 63-65
2.1.4 The following policy is presented for second reading and/or final approval:

3.22.01 Performance Evaluations

Resource Person: Ernst Roberts
## 3.0 PERSONNEL

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

![Exhibit 3.1](#)

**Pages 69-73**

<table>
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### Motion 3.2 Full-Time Externally Funded Actions – No Items

![Exhibit 3.3](#)

**Page 74**

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### Motion 3.3 Information Items

(No action required)

![Exhibit 3.3](#)
4.0 FINANCIAL SERVICES

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4.1 Consideration and deliberation on the approval to renew a campus agreement for Microsoft Academic Licensing with Dell in the amount of $196,590.

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

Resource Person: Jenny Girón

5.0 PHYSICAL FACILITIES – NO ITEMS
6.0 CURRICULUM AND INSTRUCTION

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<th>Nays</th>
<th>Abstain</th>
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6.1 Consideration and deliberation on the acceptance of a grant from the Upper Rio Grande Workforce Development Board, Inc., d/b/a Workforce Solutions Upper Rio Grande in the amount of $185,500.

Note: To accept a grant from the Workforce Solutions Upper Rio Grande for PROJECT GROW, a part of the Border Workforce Alliance, to align and strengthen workforce system components to accelerate credential attainment and career entry by lower-skilled adults to meet the workforce needs of area employers.

**Resource Person:** Yolanda Chávez Ahner

6.2 Consideration and deliberation on the acceptance of a grant from the Texas State Library and Archives Commission (TSLAC) in the amount of $13,560.

Note: To accept a grant from the Texas State Library and Archives Commission (TSLOAC) to purchase a module to develop a “mobile-friendly” library catalog that will allow students and staff to use library resources on mobile devices.

**Resource Person:** Steve Smith
7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

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

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

Resource Person: Yolanda Chávez-Ahner

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

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

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

#### 8.1 Consideration and deliberation on the donation of cash.

*Note: To accept the donation of cash from Montwood High School to be used by the Animal Rescue of Community College Society.*

*Resource Person: Ernst Roberts*

#### 9.0 UNFINISHED BUSINESS

#### 10.0 ADJOURNMENT
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:38 p.m. by Board Chair Art Fierro.

1.2 Roll Call – Trustees Quintanilla, Uxer and Haggerty were not present for the meeting.

Mr. Fierro asked Judge Anna Perez to lead the Trustees and audience in the Pledge of Allegiance.

1.4 Welcome to Guests and Staff Members – Mr. Fierro welcomed the members of the audience. He thanked Judge Perez and former Senator Eliot Shapleigh for attending the meeting.

Mr. Fierro thanked the constituents of his district for re-electing him to serve in District 6.

Dr. William Serrata (President) announced that Secretary John Uxer’s wife passed away earlier in the week and provided details for the services.

1.4 The Board of Trustees will deliberate on the adoption of an Order Canvassing the May 11, 2013 Board of Trustees Election in District 4 and 6.

The order was read and the following results were announced:

**Position Four (4)**
- Tony San Roman: 1,597
- Selena Solis: 3,879

**Position Six (6)**
- Frank Ordaz: 2,111
- Art Fierro: 3,646

Motion to approve the order was made by Trustee Belen Robles and seconded by Mr. Fierro. Motion to approve passed.
1.5 The Board of Trustees will deliberate on the adoption of an Order Declaring Winners of the May 11, 2013 Board of Trustees Election in District 4 and 6.

Motion to approve the order was made by Mr. Fierro and seconded by Mrs. Robles. Motion to approve passed.

1.6 The Board of Trustees will conduct the Official Swearing-In and administering of the Oath of Office to the newly elected members of the Board of Trustees in Districts 4, 5, and 6.

Mr. Domínguez thanked his family, Dr. Serrata and the administration, the faculty and staff, the students, and his constituents that have worked with him the last seven years during his service on the Board of Trustees. He also discussed some of the initiatives that had occurred during his tenure.

Mrs. Robles thanked Mr. Domínguez for his contributions to the benefit of the institution.

Trustee Carmen Olivas Graham also thanked Mr. Domínguez and asked for his continued leadership from the outside.

Dr. Serrata thanked Mr. Domínguez on behalf of the administration, the faculty and staff, and the students for his dedication, service, and commitment to student success.

Senator Eliot Shapleigh performed the swearing-in for Ms. Selena Solis.

Judge Anna Perez performed the swearing-in for Mr. Art Fierro and Dr. Carmen Olivas Graham.

At the conclusion of the swearing-in, Ms. Solis took her position with the Board of Trustees.
1.7 The Board of Trustees will conduct elections for the positions of Chair, Vice Chair, and Secretary of the Board of Trustees, and conduct such other business as is necessary to the organization of the Board of Trustees.

Mr. Fierro asked to postpone the election to the regular meeting scheduled for Tuesday, May 21 due to only four members of the Board being present.

Motion to postpone was made by Dr. Graham and seconded by Mrs. Robles. Motion to postpone passed. (Note: Ms. Solis began voting on item 1.7)

1.8 Open Forum

Ms. Solis thanked her family for their support. She stated that she was looking forward to working with the administration and staff and looked forward to the next six years serving on the Board of Trustees.

Mr. Fierro thanked Mr. Domínguez for his years of service on the Board and the contributions that he has made over the years.

1.9 Adjournment

Motion to adjourn was made by Mr. Fierro. The meeting was adjourned by unanimous consent. The meeting was adjourned at 5:55 p.m.
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: May 21, 2013

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:01 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call - All Trustees were present with the exception of Trustee Brian Haggerty.

Mr. Fierro asked Ms. Joyce Cordell (director, Marketing and Community Relations) to lead the Trustees and audience in the Pledge of Allegiance.

1.3 Approval of Minutes:

March 27, 2013

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

Trustee Carmen Olivas Graham asked that a correction be made to page 5 of the minutes indicating that her vote on item 1.8.3 was a vote of no.

Motion to approve as corrected was made by Trustee Belen Robles and seconded by Mr. Fierro. Motion to approve passed. (Note: Trustee Selena Solis abstained from voting since she was not present at the meeting of March 27, 2013.)

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 – Mr. Fierro read a note from Secretary John Uxer expressing his and his family’s deeply felt appreciation and gratitude afforded him and his family during the recent illness and death of his wife, Vona Uxer.

Mr. Raul Arizpe (counselor) addressed the Board of Trustees regarding issues related to international students seeking work experience off-campus.

Exhibit 1.3

Pages 1-16
1.6 Presentations by Individuals, Groups, and Organizations:

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

Dr. Serrata recognized Officer Pedro Mendoza and Mr. Albert Vierra 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.

Mr. Daniel Gaytan (president, Professional Staff Association) addressed the Board of Trustees regarding issues related to the District’s employee grievance procedures and processes. Mr. Gaytan introduced Ms. Lori Hoefner (vice president, Professional Staff Association) who stated that the association supported Dr. Serrata’s salary enhancement proposal for the next fiscal year. She also recognized Mr. Vierra and thanked him for support of the Association and wished him well on his retirement.

Ms. Connie Gonzalez (president, Student Government Association) updated the Board of Trustees on recent events. She indicated that the association has been elected as State Treasurer and Regional President. She also noted that the association won several awards at the State level. She thanked Mr. Fierro and Dr. Serrata for attending their awards banquet. Ms. Gonzalez informed the Trustees that SGA
would be coordinating a relief effort for victims of the Oklahoma tornadoes. She discussed their participation in the Sun City PRIDE parade to show support.

Mr. Fierro stated that he wanted to support their relief efforts and would donate $50 and challenged the rest of the Board of Trustees to match this amount.

Ms. Gonzales introduced Mr. Joshua Carter (member, Student Government Association and Tuition and Fees Committee). He discussed the need for EPCC to improve the operation, efficiency and quality of services. He indicated that he was there as a voice of the students to show their support as student representatives for the recommendation of a 10% tuition increase that is being proposed by the Tuition and Fees committee.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 The Board of Trustees will conduct elections for the positions of Chair, Vice Chair, and Secretary of the Board of Trustees, and conduct such other business as is necessary to the organization of the Board of Trustees.

Mr. Fierro opened the floor for nominations of Chair of the Board.

Mrs. Robles placed the nomination of Dr. Carmen Olivas Graham for the position of Chair of the Board.

Dr. John Uxer placed the nomination of Mr. Art Fierro for the position of Chair of the Board.
Mr. Fierro called for nominations three times. At this time, a motion was made by Mrs. Robles and seconded by Dr. Uxer that nominations for Chair cease. Motion for nominations to cease passed.

Mrs. Robles addressed the Board of Trustees in support of the nomination of Dr. Graham to serve as Chair of the Board.

Dr. Uxer addressed the Board of Trustees in support of the nomination of Mr. Fierro to serve as Chair of the Board.

Dr. Graham addressed the Board of Trustees regarding her candidacy for the position of Chair.

The following votes were placed for Dr. Graham for the position of Chair:

Mrs. Belen Robles
Dr. Carmen Olivas Graham

The following votes were placed for Mr. Fierro for the position of Chair:

Dr. John Uxer
Ms. Selena Solis
Mrs. Gracie Quintanilla
Mr. Art Fierro

Mr. Fierro was elected as Chair of the Board of Trustees.

Mr. Fierro opened the floor for nominations for Vice Chair of the Board of Trustees.

Dr. Graham nominated Mrs. Gracie Quintanilla for Vice Chair.
Mr. Fierro called for nominations three times. At this time, a motion was made by Mrs. Robles and seconded by Ms. Solis that nominations for Vice Chair cease and Mrs. Quintanilla be elected by acclamation. Motion passed.

Mr. Fierro opened the floor for nominations for Secretary of the Board of Trustees.

Mr. Fierro nominated Ms. Selena Solis for the position of Secretary.

Dr. Graham nominated Mrs. Belen Robles for the position of Secretary.

Mr. Fierro called for nominations three times. At this time, a motion was made by Mrs. Robles and seconded by Dr. Graham that nominations cease.

The following votes were placed for Mrs. Robles for the position of Secretary:

Mrs. Belen Robles  
Mrs. Gracie Quintanilla  
Dr. Carmen Olivas Graham

The following votes were placed for Ms. Solis for the position of Secretary:

Ms. Selena Solis  
Mr. Art Fierro

Dr. John Uxer abstained from voting. No candidate received a quorum of the votes cast.

Discussion followed on how to proceed with no candidate receiving a quorum of the votes. Mr. Edward Dunbar (legal counsel) commented that a vote on the item could be postponed to later in the
meeting or even to the following meeting. Mrs. Robles expressed concerns with this because she noted that the by-laws state that the election of officers occur at the first meeting of the newly elected Board of Trustees. Mr. Dunbar commented that the motion to postpone was an option if the Trustees could not reach an agreement with a quorum.

Mr. Fierro stated the election of Secretary and the selection of meeting dates would be laid on the table until the end of the meeting.

Motion 1.8.2 The Board will deliberate on the execution of a quitclaim deed to convey the following property to the County of El Paso, Texas: Tract 2, Private Road, Leigh Clark Survey 293, El Paso, County, Texas, Acct No. X293-000-L00A-9000. This property was struck off to the County of El Paso pursuant to a judicial delinquent tax foreclosure decree. The sum of Fifty Dollars ($50.00) has been tendered by the County pursuant to Tex. Tax Code §34.05.

Mr. Fierro welcomed Ms. Carmen Perez (Delgado Acosta Spencer Linebarger & Perez, LLP) to address this item. She commented that this property is 7.7 acres of dirt roads. The County would like to take the property and provide infrastructure and fix the roads for the community. Ms. Perez stated that there is no longer a tax lien on the property as it was struck off of the tax records in 2007. She commented that the County had no plans to resell the property.

Motion to approve the agenda item and to take all further steps as requested by the county was made by Mr. Fierro and seconded by Mrs. Quintanilla. Motion to approve passed.
1.8.3 The Board of Trustees will deliberate on establishing a budget amount for Board of Trustees Training.

Mr. Fierro commented that this item was placed on the agenda by Trustee Brian Haggerty. He commented that Mr. Haggerty had concerns that a budget amount was not selected when the Trustees agreed to establish guidelines for the Trustees to attend different training sessions.

Mrs. Robles stated that it was necessary for the Trustees to be represented at the State level during legislative sessions, as well as training provided by numerous national organizations. She commented that she felt that the Trustees should come up with a maximum amount.

Mr. Fierro asked Mrs. Robles to come up with a figure to bring back to the next meeting.

A motion was made by Mr. Fierro and seconded by Mrs. Robles to table item 1.8.3 until the next meeting of the Board of Trustees and that Mrs. Robles provide a budget amount at that meeting. Motion to table passed. (Note: Dr. Graham voted no on this item.)

1.9 Board Reports

1.9.1 Treasurer’s Report

March 31, 2013

April 30, 2013

No action is necessary.
1.9.2 President’s Report

1.9.2.1 Dr. William Serrata (president) will update the Board of Trustees and audience on recent events that have transpired at the College.

Dr. Serrata expressed condolences on behalf of the College family to the family of Dr. Uxer on the passing of Mrs. Vona Uxer.

Dr. Serrata congratulated Ms. Solis on her recent election to the Board of Trustees and welcomed her to the College family.

Dr. Serrata commented on the commencement ceremonies that took place on Friday, May 17 and the beginning of the summer class sessions. He also congratulated Mr. Joshua Carter (student) for his selection for a competitive national leadership development program led by the People for the American Way Foundation.

Dr. Serrata congratulated the Marketing Department for winning another award for the Design of the QEP Poster in a global competition.

1.9.2.2 As part of the President’s Report, Ms. Josette Shaughnessy (associate vice president, Budget and Financial Services) will provide an update on the 2013-2014 Budget.
Ms. Shaughnessy addressed the Board of Trustees and introduced the preliminary budget for Fiscal Year 2013-14. She first described the current fiscal year budget to include the composition of the revenues by source and expenditures by function. She then discussed the numerous challenges faced by the College during the 2012-2013 Biennium by fiscal year and the strategies used to balance the respective years’ operating budget. She went on to explain the budget development process for Fiscal Year 2013-14 that started in January 2013 with an assessment of current year revenues in order to develop revenue projections for next fiscal year. The process also involved reviewing the preliminary baseline budget for Fiscal Year 2013-14 and evaluating unfunded needs along with salary enhancement.

She discussed the budgetary challenges the College faces while state funding for community colleges is being decided at the 83rd Legislature. She explained how revenue projections were developed using (1) the worst case scenario in state funding based on the House version of SB1 with $246,000 less than the current year’s appropriation, (2) tuition revenue based on current enrollment of both credit and non-credit students with projections for summer 2013 and that reflects a revenue shortfall of $2 million due to a decrease in non-resident tuition and a sharp increase in exemptions; and (3) property tax revenue enhanced by revenue from new property based on
preliminary property tax appraisal without any increase in tax rate. Based on these estimates, total projected revenue for 2013-14 is $121,744,450, which was the basis for the recommendation of a tuition increase.

Ms. Shaughnessy reviewed the process for the tuition increase proposal that started with initial budget outlook presentations to the Tuition and Fees Committee and the Student Government Association at the beginning of April. Student forums were also held at all five campuses with the objective to solicit students’ feedback on the tuition increase recommendation. Pursuant to the student forums, Ms. Shaughnessy reconvened the Tuition and Fees Committee to discuss student feedback and the recommendation by the Administration to increase resident tuition by $5 per credit hour or 7%. However, the Tuition and Fees Committee voted a 10% increase or $7 per credit hour. Other increases in fees were also approved by the Committee to include the Emergency Loan Late Payment Fee from $20 to $25; the Installment Plan Late Payment Fee from $20 to $25; and the Administrative Withdrawal/Reinstatement Fee from $15 to $25.
Finally Ms. Shaughnessy presented various revenue strategies based on the 7% and 10% tuition increase proposals matched with various tax increases scenarios to fund the preliminary budget and additional funding needs that included hiring full-time faculty, purchasing instructional equipment, addressing student services, and proposing a salary enhancement for faculty and staff. Ms. Shaughnessy stated that these budget strategies were still preliminary, pending final state funding, prioritizing additional needs and receiving the certified appraisal roll from the Central Appraisal District.

1.10 Consent Docket

Motion to approve was made by Mr. Fierro and seconded by Mrs. Quintanilla. Motion to approve passed. (Note: Items 3.2 and 8.1 were included in the consent docket.)

2.0 ADMINISTRATION

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

4.08.01 Receipts

Resource Person: Ernst Roberts

Motion to approve was made by Dr. Graham and seconded by Mrs. Quintanilla. Motion to approve passed. (Note: Ms. Solis abstained from voting.)
### Motion 2.1.2

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

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<th>Description</th>
<th>Resource Person</th>
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<td>4.08.02</td>
<td>Deposits</td>
<td>Ernst Roberts</td>
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**Motion to approve** was made by Mrs. Robles and seconded by Mrs. Quintanilla. Motion to approve passed.

### Motion 2.1.3

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

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<tr>
<td>4.10.04</td>
<td>Contracts and Procurement</td>
<td>Ernst Roberts</td>
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A vote was taken on this item however; the minutes do not reflect that a motion was made. Therefore, it will be placed on the June agenda for consideration.

### Motion 2.1.4

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

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<td>4.11.01</td>
<td>Use of District Property and Services</td>
<td>Ernst Roberts</td>
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Motion to approve was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed. (Note: Ms. Solis abstained from voting.)
### Motion 2.1.5

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

*4.11.02 Identification of District Property*

**Resource Person:** Ernst Roberts

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

### Motion 2.1.6

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

*4.11.04 Disposition of District Property*

**Resource Person:** Ernst Roberts

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

### Motion 2.1.7

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

*4.11.05 Loan of Equipment*

**Resource Person:** Ernst Roberts

Motion to approve was made by Dr. Graham and seconded by Mrs. Robles. Motion to approve passed.
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<tr>
<td>3.03.01 Recruitment and Selection</td>
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<td>No action is necessary.</td>
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### 3.0 PERSONNEL

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

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

- **Motion**: Mr. Fierro  
- **Second**: Mrs. Robles  
- **Ayes**:  
- **Nays**:  
- **Abstain**:  

Exhibit 3.1  
Pages 101-102

#### 3.2 Full-Time Externally Funded Actions

Item adopted on the consent docket.

- **Motion**: Mr. Fierro  
- **Second**: Mrs. Robles  
- **Ayes**:  
- **Nays**:  
- **Abstain**:  

Exhibit 3.2  
Page 103

#### 3.3 Information Items

(No action required)

- **Motion**: Mr. Fierro  
- **Second**: Mrs. Robles  
- **Ayes**:  
- **Nays**:  
- **Abstain**:  

Exhibit 3.3  
Page 104
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the acceptance of a grant award from the Texas Association of Public Schools (TAPS) in an amount not to exceed $600.

Note: To accept a grant to provide the ARM 45 Risk Assessment Program module online course, materials, and study aids for the Office of Risk Management and Safety.

Resource Person: Ernst Roberts

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

4.2 Consideration and deliberation on the approval to increase tuition rates for resident students, as well as various administrative fees effective Fall 2013.

Note: To adopt a tuition rate schedule that includes a tuition rate increase for all resident credit students effective Fall 2013. Concurrently, increase the Emergency Loan Late Payment fee to $25, Installment Plan Late Payment fee to $25, and the Administrative Withdrawal/Reinstatement fees to $25.

Resource Person: Ernst Roberts

Motion to approve the administration’s recommendation of a tuition increase of 7% for resident students and the fees noted above was made by Dr. Graham and seconded by Mrs. Quintanilla. Motion to approve passed. (Note: Ms. Solis voted no on this item.)
4.0 FINANCIAL SERVICES

4.3 Consideration and deliberation on the approval of the extension of the bank depository contract between JP Morgan Chase Bank, N.A., and El Paso County Community College District for a term of two years.

Note: To approve the extension of the depository bank contract between JP Morgan Chase Bank, N.A., and El Paso County Community College District from September 1, 2013 through August 31, 2015.

Resource Person: Ernst Roberts

Motion to approve items 4.3 and 4.4 was made by Mr. Fierro and seconded by Mrs. Quintanilla. Motion to approve passed.

4.4 Consideration and deliberation on entering into a structure lease agreement with New Cingular Wireless PCS, LLC.

Note: To consider entering into an agreement for approximately 250 square feet of space, including air space above, on the rooftop of Building C at the Valle Verde Campus.

Resource Person: Ernst Roberts

Item passed.
### 5.0 PHYSICAL FACILITIES

#### 5.1 Consideration and deliberation on the approval to enter into a contract with Moore Nordell Kroeger Architects, Inc., to provide architectural services for the renovation of the existing Student Services Building located at the Valle Verde Campus in the amount of $75,871.

*Note: To request approval to enter into a contract to provide construction drawings, documents, and architectural support services to allow EPCC to bid out the renovation of the existing Student Services Building. Funding is provided by the Project Reserve Fund.*

*Resource Person: Ernst Roberts*

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

#### 5.2 Consideration and deliberation on the approval to increase the amount of the approved expenditures for the renovation of the softball and baseball fields at the Valle Verde Campus in an amount not to exceed $15,000.

*Note: To request additional funds to make required improvements to the access road to comply with the City of El Paso Fire Department access requirements. Funding is provided by the VV Baseball & Softball Fields Roadway account.*

*Resource Person: Ernst Roberts*

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

### 6.0 CURRICULUM AND INSTRUCTION – NO ITEMS
7.0 STUDENT SERVICES

Motion 7.1 Consideration and deliberation on the approval of lease contracts with The Phoenix of El Paso for the rental of apartments for the Intercollegiate Athletics Department in an amount not to exceed $55,336.

Note: To provide housing for baseball, softball and cross country student-athletes for the 2013-14 fiscal year. Funding is provided by the respective Baseball, Softball and Cross Country accounts.

Resource Person: Linda Gonzalez-Hensgen

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

Motion 7.2 Consideration and deliberation on the approval of lease contracts with The Phoenix of El Paso for the rental of apartments for the International Programs in an amount not to exceed $47,600.

Note: To provide housing for the participants in two SEED programs, July–December 2013 and January–July 2014. Funding is provided by the SEED Program Grant.

Resource Person: Ernst Roberts

Item passed.
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

Motion to approve items 7.3 and 7.4 was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed.

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

Item passed.
8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance of the donation of cash, office furniture and equipment.

Note: To accept the donation of cash from Sally Dinsmoor Design for Interior Design students, and office furniture and desktop computers from Dr. Aditi Sarkar to be used by the Architecture HSI Stem Grant program and the EPCC community.

Resource Person: Ernst Roberts

Item approved on the consent docket.

9.0 UNFINISHED BUSINESS

Item 1.8.1 was readdressed at this time. Mr. Fierro opened the floor for nominations for the position of Secretary.

Mr. Fierro nominated Ms. Selena Solis for Secretary.

Dr. Graham nominated Mrs. Belen Robles for Secretary.

Mr. Fierro called for nominations three times. At this time, a motion was made by Mrs. Robles and seconded by Ms. Solis that nominations cease. Motion passed.

The following votes were placed for Mrs. Robles for the position of Secretary:

Mrs. Belen Robles
Mrs. Gracie Quintanilla
Dr. Carmen Olivas Graham
The following votes were placed for Ms. Solis for the position of Secretary:

Ms. Selena Solis  
Mr. Art Fierro  
Dr. John Uxer abstained from voting. No candidate received a quorum of the votes cast.

Mr. Fierro asked the Trustees if they would consider postponing this item to the next meeting. Mr. Dunbar commented that this would not require a vote of the Board. The item was postponed to the next meeting.

The Board of Trustees recessed into closed or Executive Session at 7:40 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting was reconvened at 8:35 p.m.

Mr. Fierro announced that the next meeting of the Board of Trustees will be held on June 25, 2013 at 5:00 p.m.
Motion to adjourn was made by Dr. Graham and seconded by Ms. Solis. Motion to adjourn passed. The meeting was adjourned at 8:35 p.m.
# BOARD POLICY ABSTRACT

<table>
<thead>
<tr>
<th>Policy to be Considered:</th>
<th>Contracts and Procurement</th>
<th>Policy #: 4.10.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Section:</td>
<td>Financial Services</td>
<td>_____ New _____ X Revision</td>
</tr>
<tr>
<td>Action:</td>
<td>_____ For information only (_____ 1st reading)</td>
<td>_____ X For Adoption (_____ X Approval)</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Ernst Roberts, Josette Shaughnessy</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** To revise the existing Board Policy as noted.

**Explanation:** The revised policy adds guidance in regard to the competitive process of procuring goods and services to include the use of sole source.

**Recommendation:** Approval by the Board of Trustees.
The Board directs the College President to develop and implement procedures for approval of contracts and the acquisition of goods and services in compliance with applicable state and federal laws including, but not limited to, the Texas Education Code, Texas Government Code, and other applicable laws and their dictated methods of procurement including the competitive process; and the proper identification of exemptions to the Texas Education Code purchasing law due to the existence of a sole source.

Adopted: Nov. 21, 1978
Amended: March 10, 2010
Year of Last Review: 2012

Designated Contact: Vice President of Administration and Financial Operations
The Board directs the College President to develop and implement procedures for approval of contracts and the acquisition of goods and services in compliance with applicable state and federal laws including, but not limited to, the Texas Education Code, Texas Government Code, and other applicable laws and their dictated methods of procurement including the competitive process; and the proper identification of exemptions to the Texas Education Code purchasing law due to the existence of a sole source.
## BOARD POLICY ABSTRACT

<table>
<thead>
<tr>
<th>Policy to be Considered:</th>
<th>Recruitment and Selection</th>
<th>Policy #: 3.03.01</th>
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</thead>
<tbody>
<tr>
<td>Policy Section:</td>
<td>Human Resources</td>
<td>X Revision</td>
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</table>

**Action:**
- X For Adoption (X 2nd Reading and/or Approval)

**Resource Persons:** Ernst Roberts, Liz Ryan

**Purpose:**
To revise the existing Board Policy as noted.

**Explanation:** The revised policy eliminates recruiting publicity and moves information to Recruitment of faculty and staff procedure (3.03.01.14).

The revised policy reflects selection to fill vacant positions with the District shall be through open competition. Directs the President to develop procedures allowing the appointment of exceptional employees on a non-competitive basis.

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

BOARD POLICY

3.03.01

RECRUITMENT AND SELECTION

An active recruitment program shall be conducted based upon a plan to meet current and projected employment needs of the District. Recruitment shall be tailored to the various classes-of positions to be filled and shall be directed to appropriate sources of applicants in order to attract an adequate number of qualified candidates for consideration.

Selection to fill vacant positions with the District shall normally be through open competition. The President shall develop procedures to allow the appointment of exceptional employees on a noncompetitive basis.

The Board of Trustees directs the President to develop appropriate procedures to comply with this policy.

Adopted: Aug. 28, 1978
Year of Last Review: 2012

Designated Contact: Vice President of Administration and Financial Operations
An active on-line recruitment program shall be conducted based upon a plan to meet current and projected employment needs of the District. Recruitment shall be tailored to the various classes or types of positions to be filled and shall be directed to all appropriate sources of applicants in order to attract an adequate number of qualified candidates for consideration.

Recruiting publicity shall be carried out through all appropriate media for a sufficient period to assure open opportunity for the public to apply and be considered for employment on the basis of education, experience, skills and abilities. Such publicity shall indicate that the District is an equal opportunity employer. Recruitment area of consideration for various position vacancies may be limited to current District employees if an adequate number of qualified, exceptionally competent eligible candidates are present in the District work force.

Selection to fill vacant positions with the District shall normally be through open competition. The President shall develop procedures to allow the appointment of exceptional employees on a noncompetitive basis.

The Board of Trustees directs the President to develop appropriate procedures to comply with this policy.

Adopted: Aug. 28, 1978
Amended: 3.03.01 - 1 of 1
Year of Last Review: 2012
Designated Contact: Vice President of Administration and Financial Operations
### BOARD POLICY ABSTRACT

**Policy to be Considered:** Appointment  
**Policy #: 3.03.04**

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<th>Policy Section: Human Resources</th>
<th>_____ New</th>
<th>____ X Revision</th>
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**Action:**  
____ For information only (_____ 1st reading)  
____ X For Adoption (_____ 2nd Reading and/or Approval)

**Resource Persons:** Ernst Roberts, Liz Ryan

**Purpose:** To revise the existing Board Policy noted.

**Explanation:** The revised policy is removing the statement “when it shall be deemed necessary by the President that employment in positions previously approved by the Board of Trustees shall commence prior to the formal appointment by the Board.”

The policy states full-time employment has to be approved by the Board for it to be considered effective.

**Recommendation:** Approval by the Board of Trustees.
The Board of Trustees, upon the recommendation of the President of the College, shall employ full-time administrative, faculty, professional support, classified, and other employees of the District designating the duties, rights, and privileges of each employee or each class or group of employees subject to state and federal laws.

In unusual circumstances the President shall be authorized to commence temporary employment consistent with the appropriate salary schedule pending the next meeting of the Board. No employment of full-time personnel shall become effective, however, until approved by the Board of Trustees.

Adopted: Aug. 28, 1978
Amended: Jan. 20, 1988
Year of Last Review: 2012

Designated Contact: Vice President of Administration and Financial Operations
The Board of Trustees, upon the recommendation of the President of the College, shall employ full-time administrative officers, faculty, professional support, classified, and other employees of the District designating the duties, rights, and privileges of each employee or each class or group of employees subject to state and federal laws.

In unusual circumstances when it shall be deemed necessary by the President that employment in positions previously approved by the Board of Trustees shall commence prior to the formal appointment by the Board, the President shall be authorized to commence temporary employment consistent with the appropriate salary schedule pending the next meeting of the Board. No employment of full-time personnel shall become effective finalized, however, until approved by the Board of Trustees.
**BOARD POLICY ABSTRACT**

<table>
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<th>Policy to be Considered: Performance Evaluations</th>
<th>Policy #: 3.22.01</th>
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<td><strong>Policy Section:</strong> Human Resources</td>
<td>______ New ______ Revision</td>
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<td><strong>Action:</strong> ______ For information only ( ______ 1\textsuperscript{st} reading)</td>
<td>______ X ______ For Adoption ( ______ X ______ 2\textsuperscript{nd} Reading and/or Approval)</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong> Ernst Roberts, Liz Ryan</td>
<td></td>
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</tbody>
</table>

**Purpose:**
To revise the existing Board Policy noted.

**Explanation:**
The revised policy adds that the Board of Trustees shall develop procedures for annually assessing the performance of the President of the College and how performance evaluations should be maintained for the President, faculty and non-faculty staff.

The revised policy removes the word personal from the purpose and leaves professional development.

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

The purpose of performance evaluation shall be to improve employee performance of duties, to insure duties performed are consistent with institutional goals and objectives, and to enhance professional development. Procedures for annually assessing the performance of the President of the College shall be developed by the Board of Trustees. Procedures for assessing the performance of administration, faculty, professional support staff, and classified staff shall be developed by the President of the College. A copy of the performance evaluation shall be provided to the employee, and the employee shall have the right to respond to his/her evaluation.

Performance evaluations for the President of the College will be maintained in the office of the President of the College. Performance evaluations of faculty will be maintained by the Office of Records Management. Performance evaluations of non-faculty staff will be retained in the personnel file of the employee, which is maintained by the Department of Human Resources.

Adopted: Aug. 28, 1978
Year of Last Review: 2011
Designated Contact: Vice President of Administration and Financial Operations
The purpose of performance evaluation shall be to improve employee performance of duties, to insure duties performed are consistent with institutional goals and objectives, and to enhance personal and professional development. Procedures for annually assessing the performance of the President of the College shall be developed by the Board of Trustees. Procedures for assessing the performance of administrative administration, faculty, professional support staff, and classified staff shall be developed by the President of the College. A copy of the performance evaluation shall be provided to the employee, and the employee shall have the right to respond to his/her evaluation.

Performance evaluations for the President of the College will be maintained in the office of the President of the College. Performance evaluations of faculty will be maintained by the Office of Records Management. Performance evaluations of non-faculty staff will be retained in the personnel file of the employee, which is maintained by the Human Resources, Risk Management, & Safety Department, Department of Human Resources.

Adopted: Aug. 28, 1978
Amended: Jan. 20, 1988
Year of Last Review: 2011
Designated Contact: Vice President of Administration and Financial Operations
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<tr>
<th>Name</th>
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<th>Tenure Track</th>
<th>Grade</th>
<th>Appointment Type</th>
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<td><strong>Acosta, Elizabeth</strong></td>
<td>Instructor</td>
<td>Faculty</td>
<td>English</td>
<td>G/3</td>
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<td><strong>Arvizó, Alvaro</strong></td>
<td>Instructor</td>
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<td>Speech</td>
<td>C/5</td>
<td>Competitive Appointment</td>
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<td>08/19/13 – 05/17/14</td>
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<td><strong>Cadena, Luz</strong></td>
<td>Manager, Distance Education Program</td>
<td>Professional Support</td>
<td>Distance Education</td>
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<td><strong>Candia, Hector</strong></td>
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<td>Classified Staff</td>
<td>Police Department</td>
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<td>08/19/13 – 05/17/14</td>
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</table>
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Dominguez, Abel**
Instructor  
Faculty  
Information Technology  
Tenure Track*  
08/19/13 – 05/17/14  
Grade B/7  
Competitive Appointment  
(New Position)

**Escamilla, Rebecca**
Instructor  
Faculty  
Biology  
Tenure Track*  
08/19/13 – 05/17/14  
Grade H/5  
Competitive Appointment  
(New Position)

**Gonzalez, Michael**
Instructor  
Faculty  
History  
Tenure Track*  
08/19/13 – 05/17/14  
Grade C/2  
Competitive Appointment  
(New Position)

**Guzman, Michael**
Lieutenant  
Professional Support  
Police Department  
07/01/13 – 08/31/13  
Grade G  
Competitive Appointment  
(Replacement Action)

**Iniguez, Ivan**
Instructor  
Faculty  
Biology  
Tenure Track*  
08/19/13 – 05/17/14  
Grade C/5  
Competitive Appointment  
(New Position)

**Lambert, Larry**
Instructor  
Faculty  
Information Technology  
Tenure Track*  
08/19/13 – 05/17/14  
Grade C/6  
Competitive Appointment  
(New Position)

**Laveaga, Minerva**
Instructor  
Faculty  
English  
Tenure Track*  
08/19/13 – 05/17/14  
Grade C/4  
Competitive Appointment  
(Replacement Action)

**Macedo, Alexandra**
Instructor  
Faculty  
Mathematics  
Tenure Track*  
08/19/13 – 05/17/14  
Grade C/3  
Competitive Appointment  
(New Position)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Mendiola, Patricia**
Career Services Specialist
Classified Staff
Career Services
07/01/13 – 08/31/13
Grade E
Competitive Appointment
(Replacement Action)

**Noel, Christopher**
Instructor
Faculty
Music
Tenure Track*
08/19/13 – 05/17/14
Grade C/5
Competitive Appointment
(New Position)

**Ortiz, Estela**
Program Manager
Professional Support
Workforce Development
Temporary Status
06/01/13 – 08/31/13
Grade D
Extension of Appointment

**Rajabi, Laila**
Instructor
Faculty
Biology
Tenure Track*
08/19/13 – 05/17/14
Grade C/4
Competitive Appointment
(New Position)

**Rojo, Virginia**
Instructor
Faculty
Nursing Practice Lab
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade B/5
Competitive Appointment
(New Position)

**Saenz-Rivera, Sergio**
Instructor
Faculty
Government
Tenure Track*
08/19/13 – 05/17/14
Grade H/5
Competitive Appointment
(New Position)

**Santos, Roberto**
Instructor
Faculty
English
Tenure Track*
08/19/13 – 05/17/14
Grade C/4
Competitive Appointment
(Replacement Action)

**Stadjuhar, Debra**
Instructor
Faculty
Dental Hygiene
Tenure Track*
08/19/13 – 05/17/14
Grade C/8
Competitive Appointment
(New Position)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Torres-Guerra, Ariana**
Student Services Assistant II  
Classified Staff  
Counseling  
07/01/13 – 08/31/13  
Grade C  
Competitive Appointment  
(Replacement Action)

**Guerra, Frank**
Assistant Director, Financial Aid  
Professional Support  
Student Financial Aid  
07/09/13 – 07/11/13  
Grade D  
Suspension Without Pay

*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.*
The following full-time, temporary Instructors (Lecturers) are extended for the period of 08/19/13 – 05/17/14.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>GRADE</th>
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</thead>
<tbody>
<tr>
<td>Brooks, Raymundo</td>
<td>Emergency Medical Services</td>
<td>A</td>
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<tr>
<td>Bustamante, Angel</td>
<td>Fire Technology</td>
<td>B</td>
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<td>De La Canal, Sandra</td>
<td>Emergency Medical Services</td>
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<td>Escalante Ruiz, Rafael</td>
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<td>Gaither, Portia</td>
<td>Emergency Medical Services</td>
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<td>Groover, Timothy</td>
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<td>Gutierrez, Rogelio</td>
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<td>Prado, Tracey</td>
<td>Emergency Medical Services</td>
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<td>Rioux, Gail</td>
<td>Criminal Justice</td>
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<td>Wolff, William</td>
<td>Government</td>
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</table>
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

Barraza, Maria G.
Payroll Clerk
Accounting Services
05/31/13

Diaz, Kandice
Instructor
Speech
05/17/13
**FINANCIAL SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to renew a campus agreement for Microsoft Academic Licensing with Dell.</th>
<th>Amount: $196,590</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Marco Fernandez</td>
<td><strong>Area Responsible:</strong> Information Technology</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Marco Fernandez</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>The Microsoft Campus Agreement is a subscription licensing program specifically created to address the unique needs of a higher education institution and take advantage of the discounted pricing available. Software Assurance Membership is included in the agreement, which provides product updates and upgrades, support resources and tools, E-learning courses, and more. This license also supports the El Paso Community College curriculum. Products covered under this agreement include: Windows Operating System, Office Suite Professional, Visio Professional, Visual Studio Professional, Office Project Professional, SharePoint Portal Server, System Center Management Suite, SQL Server and more.</td>
<td></td>
</tr>
</tbody>
</table>
| Explanation:             | El Paso Community College District has moved to license current and future Microsoft Products under the Microsoft Campus Agreement. This license provides the following advantages to El Paso Community College:  
1. Easy Compliance – All our institution’s computers and users are covered throughout the subscription term. EPCC uses Microsoft products for both instructional and administrative use.  
2. Low Administration – Subscription licensing eliminates the need to track licenses for individual campus agreement products on every computer.  
3. Current Technology – With subscription Licensing programs, users are licensed to run the most current version of Microsoft Software Products.  
This is a one-year license agreement. This purchase will be conducted through the State of Texas Department of Information Resources Contract DIR 1014, as allowed by the Information Resources Act, Texas Government Code, Section 2054.0565(b).  
Funding is provided by the Integrated Technology Committee and Technology Funds. |
| Recommendation:          | Approval by the Board of Trustees.                                                               |
| Vendor:                  | Dell                                                                                             |
|                          | 1 Dell Way, Mail Stop 8711                                                                        |
|                          | Round Rock, TX 78682                                                                              |

| Date: 06/06/13           | Account: M91265-91265                                                                             |
| Date: 06/06/13           | Budget: $885,000                                                                                  |
| Date: 06/06/13           | Expenditures to date: $658,360                                                                     |
| Date: 06/06/13           | Balance: $226,640                                                                                 |
| Date: 06/06/13           | Account: M91326-91326                                                                             |
| Date: 06/06/13           | Budget: $1,400,000                                                                                |
| Date: 06/06/13           | Expenditures to date: $1,025,093                                                                   |
| Date: 06/06/13           | Balance: $374,907                                                                                  |
### CURRICULUM AND INSTRUCTION ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the acceptance of a grant from the Upper Rio Grande Workforce Development Board, Inc., d/b/a Workforce Solutions Upper Rio Grande.  

**Amount:** $185,500

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Sara Martinez</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
</tbody>
</table>

**Resource Persons:** Yolanda Chávez Ahner, Sara Martinez, Al Lawrence

**Purpose:** The $185,500 grant from the Upper Rio Grande Workforce Solutions named PROJECT GROW, is part of the Border Workforce Alliance, a four-year collaboration with the goal as a training provider to partner with regional employers, one-stop operators, community-based organizations, and with national workforce intermediary Jobs for the Future, to align and strengthen workforce system components to accelerate credential attainment and career entry by lower-skilled adults to meet the workforce needs of area employers. As a community college, EPCC will provide education & training (accelerated career pathways), provide & make necessary referrals for student support, map core list of specific skills and competencies that employers are seeking in high-growth sectors, accelerate time to completion of credentials for lower-skilled adult learners, and collaborate to align programs and services across multiple partners.

**Explanation:** The purpose of the year one grant is to: 1) provide intensive supplemental instruction, occupational training with case management and supports to “not yet college ready” students; 2) provide out-of-school youth with integrated GED and occupational training pathways with case management and support; and 3) collaborate with the adult education system to provide adults with contextualized bridge programs as an on-ramp to occupational training. EPCC is braiding funding with the year three Accelerate Texas grant, and other EPCC programs to provide service to students in each occupational area. In addition, EPCC will be part of a Border Workforce Alliance research project designed by the Ray Marshall Center for the Study of Human Resources from the University of Texas at Austin.

**Budget Account Number:** 23702-P23702: Budget Summary $185,500  
February 1, 2013 – January 31, 2014  
**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>71195</td>
<td>Small Tools</td>
<td>$9,000</td>
</tr>
<tr>
<td>71653</td>
<td>Exam Fees</td>
<td>2,110</td>
</tr>
<tr>
<td>74604</td>
<td>Tuition/Spec Programs</td>
<td>100,405</td>
</tr>
<tr>
<td>74605</td>
<td>Books-Special Programs</td>
<td>44,550</td>
</tr>
<tr>
<td>74609</td>
<td>Student Services</td>
<td>29,435</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$185,500</strong></td>
</tr>
</tbody>
</table>

**Recommendation:** Approval by the Board of Trustees.
## CURRICULUM AND INSTRUCTION ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a grant from the Texas State Library and Archives Commission (TSLAC).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount:</strong></td>
<td>$13,560</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Gale Sanchez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Libraries</td>
</tr>
</tbody>
</table>

| Resource Persons:        | Steve Smith, Paula Mitchell, Souraya Hajjar, Gale Sanchez                                      |

**Purpose:** To accept a grant from the Texas State Library and Archives Commission (TSLAC) to purchase a module to develop a “mobile-friendly” library catalog that will allow students and staff to use library resources on mobile devices.

**Explanation:** The module will enable the library system to be viewed on mobile devices. Remaining funds will be used to purchase mobile devices compatible with the module to provide the library staff with training in the use of mobile technology. This new technology will create a mobile presence for EPCC libraries similar to other mobile libraries throughout Texas.

**Budget Account Number:** 22687-E22687

**Budget Summary:** $13,560

**March 1, 2013 – August 31, 2013**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>73300 Air PAC/Encore Mobile Module</td>
<td>$7,500</td>
</tr>
<tr>
<td>73300 ASUS Transformer Pad Infinity (qty. 5) and ASUS additional local warranty</td>
<td>3,170</td>
</tr>
<tr>
<td>73300 iPad with Retina Display (qty. 5) and AppleCare+ for iPad</td>
<td>2,890</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,560</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of Continuing Education tuition rates for new courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 new CE courses.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Advanced Technology Center</strong></td>
<td></td>
</tr>
<tr>
<td>CMP 139</td>
<td>CompTIA A+802</td>
</tr>
<tr>
<td>CMP 140</td>
<td>CompTIA A+801</td>
</tr>
<tr>
<td>CMP 0137</td>
<td>CompTIA Linux+ 101</td>
</tr>
<tr>
<td>CMP 0142</td>
<td>Security+ SYO 301</td>
</tr>
<tr>
<td>EET 018</td>
<td>Mine Safety &amp; Health Administration Refresher</td>
</tr>
<tr>
<td>HVC 106</td>
<td>Pneumatics and System Controllers</td>
</tr>
<tr>
<td>HVC 107</td>
<td>HVAC Servicing Procedures</td>
</tr>
<tr>
<td>HVC 108</td>
<td>EPA Refrigerant Technician Certification</td>
</tr>
<tr>
<td>HVC 109</td>
<td>Fundamentals of Heating, Ventilation and Air Conditioning</td>
</tr>
<tr>
<td>PLM 110</td>
<td>Introduction to Plumbing</td>
</tr>
<tr>
<td>PLM 111</td>
<td>Intermediate Plumbing</td>
</tr>
<tr>
<td>PLM 112</td>
<td>Introduction to Plumbing Codes</td>
</tr>
<tr>
<td>PLM 113</td>
<td>Advanced Plumbing Codes</td>
</tr>
<tr>
<td>PLM 114</td>
<td>Plumbing Maintenance and Repair</td>
</tr>
<tr>
<td>PLM 115</td>
<td>Material Selection &amp; Mathematic Calculation</td>
</tr>
<tr>
<td>TEC 316</td>
<td>Mechanical Drafting</td>
</tr>
<tr>
<td>TEC 708</td>
<td>Principles of Statistical Quality Control</td>
</tr>
<tr>
<td><strong>Business/Industry Training &amp; Personal Enrichment</strong></td>
<td></td>
</tr>
<tr>
<td>INS 700</td>
<td>Essentials of Risk Management</td>
</tr>
<tr>
<td>INS 701</td>
<td>Insurance Customer Service Representative</td>
</tr>
<tr>
<td>MGT 868</td>
<td>Payroll and Business Tax Accountings</td>
</tr>
<tr>
<td>MGT 869</td>
<td>Computerized Accounting Applications</td>
</tr>
<tr>
<td>MGT 871</td>
<td>Live Music and Talent Management</td>
</tr>
<tr>
<td>PIE 668</td>
<td>Introduction to Perl Programming – Online</td>
</tr>
<tr>
<td>PIE 802</td>
<td>Child Care Training Services Refresher</td>
</tr>
<tr>
<td>PIE 854</td>
<td>Internet Safety for the Home User</td>
</tr>
<tr>
<td>PIM 418</td>
<td>Orchestra I (C)</td>
</tr>
<tr>
<td>PIM 419</td>
<td>Mariachi (C)</td>
</tr>
<tr>
<td>PIM 420</td>
<td>Jazz Ensemble I (C)</td>
</tr>
<tr>
<td>PIM 421</td>
<td>Chorus I (C)</td>
</tr>
<tr>
<td>PLD 975</td>
<td>Lego Mindstorms</td>
</tr>
<tr>
<td>PLD 976</td>
<td>Healthy Cooking for Youth</td>
</tr>
<tr>
<td>PLD 978</td>
<td>ESL for Pre-Teens</td>
</tr>
<tr>
<td>PLD 979</td>
<td>Cartoon Drawing</td>
</tr>
<tr>
<td>PLD 980</td>
<td>Birds Multi-Media Workshop</td>
</tr>
<tr>
<td>PLD 981</td>
<td>Horse Drawing Workshop</td>
</tr>
<tr>
<td><strong>CE Health</strong></td>
<td></td>
</tr>
<tr>
<td>AHP 308</td>
<td>Transforming the Lightworker</td>
</tr>
<tr>
<td>AHP 309</td>
<td>Certificate in Optimal Healing Environments</td>
</tr>
</tbody>
</table>

(Exhibit 7.1.2)

06/25/13
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 312</td>
<td>Certificate in Meditation</td>
<td>8</td>
<td>$68</td>
</tr>
<tr>
<td>AHP 313</td>
<td>Advanced Clinical Practice</td>
<td>75</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td><strong>Workforce Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WFD 101</td>
<td>Foundations and Framing</td>
<td>136</td>
<td>$969</td>
</tr>
<tr>
<td>WFD 102</td>
<td>Roofing and Exterior/Interior Installations</td>
<td>80</td>
<td>$571</td>
</tr>
<tr>
<td>WFD 103</td>
<td>Facilities Maintenance and Landscaping</td>
<td>124</td>
<td>$885</td>
</tr>
<tr>
<td>WFD 104</td>
<td>Mechanical, Plumbing, and Electrical Systems in</td>
<td>44</td>
<td>$316</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WFD 878</td>
<td>English GED</td>
<td>160</td>
<td>$294</td>
</tr>
<tr>
<td>WFD 879</td>
<td>Spanish GED</td>
<td>160</td>
<td>$294</td>
</tr>
<tr>
<td></td>
<td><strong>Workplace Literacy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WPL 0577</td>
<td>Contextualized Basic Skills for Health Careers Pre-Course</td>
<td>18</td>
<td>$134.60</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><strong>Advanced Technology Center</strong></td>
<td></td>
</tr>
<tr>
<td>PLM 100</td>
<td>Safety Plumbing Equipment Regulations &amp; Blueprints</td>
</tr>
<tr>
<td>PLM 101</td>
<td>Pipe Assembly (Soldering, Brazing, Welding)</td>
</tr>
<tr>
<td><strong>CE Health</strong></td>
<td></td>
</tr>
<tr>
<td>SDH 110</td>
<td>Pilates Mat Class</td>
</tr>
<tr>
<td>SDH 785</td>
<td>Phlebotomy Technician Clinical</td>
</tr>
<tr>
<td>SDH 779</td>
<td>Phlebotomy Technician</td>
</tr>
<tr>
<td><strong>Personal Enrichment</strong></td>
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</tr>
<tr>
<td>MGT 809</td>
<td>Introduction to Accounting I</td>
</tr>
<tr>
<td>MGT 332</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>MGT 824</td>
<td>Communications in Management</td>
</tr>
<tr>
<td>RES 849</td>
<td>Real Estate Law</td>
</tr>
<tr>
<td>RES 884</td>
<td>Principles of Real Estate I</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>RES 888</td>
<td>Real Estate Finance</td>
</tr>
<tr>
<td>RES 889</td>
<td>Real Estate Finance</td>
</tr>
</tbody>
</table>

**Workforce Development**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Fee 1</th>
<th>Fee 2</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFD 800</td>
<td>Communication Improvement I: Workplace Reading I</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 801</td>
<td>Special Topics in Communications: Workplace Oral Communication I</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 802</td>
<td>Special Topics in Communications: Workplace Oral Writing I</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 803</td>
<td>Workplace Math I</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 804</td>
<td>Communications Improvement II: Workplace Reading II</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 805</td>
<td>Special Topics in Communications: Workplace Oral Communication II</td>
<td>80</td>
<td>$331</td>
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<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 806</td>
<td>Special Topics in Communications: Workplace Writing II</td>
<td>80</td>
<td>$331</td>
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<td>$359 Course last taught in 2007</td>
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<tr>
<td>WFD 807</td>
<td>Workplace Math II</td>
<td>80</td>
<td>$331</td>
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<td>$359 Course last taught in 2007</td>
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<tr>
<td>WFD 808</td>
<td>Communications Improvement III: Workplace Reading III</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
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<tr>
<td>WFD 809</td>
<td>Special Topics in Communications: Workplace Oral Communications III</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 810</td>
<td>Communications Improvement: Workplace Writing III</td>
<td>80</td>
<td>$331</td>
<td>80</td>
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<tr>
<td>WFD 811</td>
<td>Workplace Math III</td>
<td>80</td>
<td>$331</td>
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<td>$359 Course last taught in 2007</td>
</tr>
<tr>
<td>WFD 812</td>
<td>Communications Improvement IV: Workplace Reading IV</td>
<td>80</td>
<td>$331</td>
<td>80</td>
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</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Tuition 1</td>
<td>Tuition 2</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------</td>
<td>-------</td>
<td>-----------</td>
<td>-----------</td>
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<td>WFD 813</td>
<td>Communications Improvement IV:</td>
<td>80</td>
<td>$331</td>
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<td>$359 Course last taught in 2007</td>
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<tr>
<td></td>
<td>Workplace Oral Communication IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WFD 814</td>
<td>Business English: Workplace Writing IV</td>
<td>80</td>
<td>$331</td>
<td>80</td>
<td>$359 Course last taught in 2007</td>
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<tr>
<td>WFD 815</td>
<td>Workplace Math IV</td>
<td>80</td>
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<tr>
<td>WIP 0104</td>
<td>Customer Service</td>
<td>40</td>
<td>$272</td>
<td>40</td>
<td>$293 Tuition increase reflects increase faculty salaries.</td>
</tr>
</tbody>
</table>

(Tabulation: 06/25/13)
**COMMUNITY SERVICES ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of cash.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requestor:</strong></td>
<td>Maria Amaya</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Marketing &amp; Community Relations</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Ernst Roberts, Joyce Cordell</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>To accept a $450 donation from Montwood High School.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></td>
<td>The money will be used by the Animal Rescue of Community College Society.</td>
</tr>
</tbody>
</table>

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