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

REGULAR

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

DATE: June 28, 2017

1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.
1.4 Approval of Minutes

- September 13, 2016 – Facilities & Finance Committee
- September 21, 2016 – Facilities & Finance Committee
- October 12, 2016 – Facilities & Finance Committee
- October 27, 2016 – Facilities & Finance Committee
- November 16, 2016 – Facilities & Finance Committee
- November 30, 2016 – Facilities & Finance Committee
- December 14, 2016 – Facilities & Finance Committee
- January 17, 2017 – Facilities & Finance Committee
- January 26, 2017 – Facilities & Finance Committee
- April 26, 2017 – Regular Meeting

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

1.5 Welcome to Guests and Staff Members

1.6 Open Forum

The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.6031.
## 1.7 Presentations by Individuals, Groups, and Organizations:

1.7.1 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.

## 1.8 Communications: None

## 1.9 Board of Trustees Business

1.9.1 The Board of Trustees will conduct the Official Swearing-In and administering of the Oath of Office to the newly elected member of the Board of Trustees in District 1.

1.9.2 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.

1.9.3 The Board of Trustees will deliberate on the purchase of a portion of the CD Stewart Survey 324 TR1-F, consisting of 8 (eight) acres, more or less, from Frank Financial Partners, LP, a Texas limited partnership.
1.9.4 The Board of Trustees will deliberate on assigning the responsibility for Executive Session records.

1.9.5 The Board of Trustees will deliberate on the County of El Paso’s potential lawsuit regarding SB4.

1.9.6 The Board of Trustees will deliberate on entering into an agreement with the Texas Association of School Boards Policy Service (TASB) to assist the College in evaluating and updating its policies and procedures.

1.10 Board Reports

1.10.1 Treasurer’s Report

May 31, 2017

No action is necessary.

1.10.2 President’s Report

1.10.2.1 Dr. Serrata will update the Board of Trustees and audience on recent events that have transpired at the College.
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**1.11 Consent Docket – No Items**

- Ayes
- Nays
- Abstain

**2.0 ADMINISTRATION - NONE**

- Ayes
- Nays
- Abstain
3.0 PERSONNEL

3.1 Full-Time Institutionally-Funded Actions

- Motion
- Second
- Ayes
- Nays
- Abstain

Exhibit 3.1
Pages 74-78

3.2 Full-Time Externally Funded Actions - NONE

- Motion
- Second
- Ayes
- Nays
- Abstain

3.3 Information Items - NONE

- Motion
- Second
- Ayes
- Nays
- Abstain
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval to award a three (3) year contract to Larry Otten Auctioneers to provide auctioneer services for the disposition of surplus, unserviceable and obsolete El Paso County Community College District property.

Note: This award will include the option to renew, on an annual basis, for up to an additional two (2) year period contingent upon administrative review and assessment of satisfactory performance by the vendor.

Resource Person: Josette Shaughnessy
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5.1 PHYSICAL FACILITIES - NONE
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on a grant award from The El Paso Community Foundation and El Paso Festivals, Inc. to produce and present “Viva El Paso” for the 2017 season.

Note: Requesting approval to accept a grant award to support the production and presentation of “Viva El Paso” for the 2017 season. The grant will be disbursed in two (2) installments of $75,000 each.

Resource Person: Steven Smith
## 7.0 STUDENT SERVICES

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

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

**Resource Person: Steven Smith**

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

*Note: The Workforce and Continuing Education Department is requesting approval for changes in tuition. The comments column provides justification for each of the revised courses.*

**Resource Person: Steven Smith**
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<td>8.0 COMMUNITY SERVICES</td>
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<td>9.0 UNFINISHED BUSINESS</td>
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<td>10.0 ADJOURNMENT</td>
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Minutes
Facilities & Finance Committee
September 13, 2016
Page 1 of 2

El Paso Community College
Board of Trustees
Facilities & Finance Committee

MINUTES

Administrative Service Center
President's Conference Room – A137
Tuesday, September 13, 2016 – 5:00 p.m.

The meeting was called to order at 5:15 p.m. by Board Chair Art Fierro. The following Board Members were in attendance: Mr. Art Fierro, Mrs. Belen Robles, Mr. John Uxer, Dr. Carmen Olivas Graham, Ms. Selena Solis, Mrs. Gracie Quintanilla, Mr. Brian Haggerty.

Mr. Fierro welcomed and thanked everyone present to the first meeting of the Facilities and Finance Committee.

Items discussed:

I. Review and Discussion of the Role of the Facilities and Finance Committee

Dr. Serrata welcomed everyone present and provided a description of the importance and creation of the committee and expectations of what is to be accomplished during the next 40 months. Dr. Serrata indicated that a quorum is not required for these meetings. However, meetings will proceed as open meetings and will continue the discussion during the regular Board of Trustees meetings.

Dr. Serrata indicated that a total of $107,000,000 is slated for the construction project. The financial advisor as well as Ms. Josette Shaughnessy will be working closely together to monitor the project timelines as well as maintain on budget.

Mr. Fierro instructed Pamela Payne to create a monthly calendar for the Facilities and Finance Committee meetings for the year and forward to the Board of Trustees for review. Days of the week to consider are Tuesdays, Wednesdays, or Thursdays.

ECM representative, Mel Herrera, addressed items II, III, and IV concurrently:

II. Update by ECM for the Project and Program Accountability, Timelines and Milestones for the 2016 Bond Program

III. Review and Recommend Action on Timelines for the Scheduled Guaranteed Maximum Prices (TMPs) Completion Dates, and Occupancy Dates for the 2016 Bond Construction Program - ECM

IV. Review and Discussion of Potential Building Locations for Valle Verde, Mission del Paso, Rio Grande, Transmountain, and Northwest – ECM & EPCC Staff

Mr. Herrera reviewed the EPCC Master Plan 2016 Bond Program activities completed to-date, which included the review and execution of the EPCC/ECM Project Manager agreement. He shared that ECM has established weekly meetings with EPCC project teams since July 2016, which included tours of each of the campuses and meetings with academic staff of each campus. He commented that the scope of work for hiring architects was developed through a Request for Qualifications (RFQ) and that
the projects were split to give the local firms an opportunity to be awarded. Mr. Herrera stated that advertising began on August 28, 2016 and responses are due on September 22, 2016. He commented that ECM is expecting to present recommendations at the October, 2016, Board of Trustees meeting.

It was agreed by all present for ECM to proceed with projects approved during the Facilities and Finance Committee meetings if a quorum was present to avoid waiting for a vote until the next regular Board of Trustees meeting.

Mr. Herrera reported that ECM has developed the campus aerial building locations, as well as a web-based Project Management Software (Procore). Mr. Herrera discussed the following items that are in progress: the development of a project management plan, which will lay out the foundation and communication (internally and externally) among the stakeholders of the project; the development and verification of the Master Plan campus square footages and additional details; the development of a conceptual schedule; and a critical path method (CPM) schedule. He shared that ECM is working with the EPCC project team in reviewing existing documents within the district for surveying and identifying other issues or costs that need to be incurred, such as technical and commission. Mr. Herrera indicated that ECM is beginning to develop master plan budgets and is in the process of validating those numbers, including the breakdown of construction, engineering and architectural services, project management fees, owner costs, and contingencies.

Mr. Herrera reviewed slides with options of the proposed locations of the actual projects at the different campuses. Questions and concerns will be taken into consideration as well as reviewed and discussed with the different College constituency groups.

The next meeting of the Facilities and Finance Committee was requested for Wednesday, September 21st at 4:30 p.m. Dr. Serrata requested that ECM be prepared to discuss the pros and cons of the projects so that the Board of Trustees can be advised.

The Board of Trustees recessed at 6:44 p.m. and returned at 7:00 p.m., continuing with Item V-VII concurrently.

V. Review and Recommend Action on Proposed Use of 2007 Bond Proceeds – Josette Shaughnessy

VI. Review and Recommend Action for Funding of the 2016 Bond Construction Program – Josette Shaughnessy

VII. Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services - (FirstSouthwest and EPCC Staff)

Ms. Josette Shaughnessy provided a review of the proposed usage of the 2007 bond proceeds; reviewed and recommended action for the funding of the 2016 Bond Construction Program; and discussed the actions necessary for the Request for Qualifications (RFQ) Evaluation process for professional services.

Ms. Shaughnessy advised that the following action items would be presented to the Board of Trustees on September 21, 2017: 1) consider and deliberate the approval of a resolution authorizing the issuance of El Paso County Community College District Combined Fee Revenue Bonds, Series 2016; and 2) consider and deliberate the approval of a resolution declaring expectation to reimburse expenditures with proceeds of future debt.

Meeting adjourned at 7:45 p.m.
The meeting was called to order at 4:36 p.m. by Board Chair Art Fierro. The following Board Members were in attendance: Mr. Art Fierro, Mrs. Belen Robles, Mr. John Uxer, Dr. Carmen Olivas Graham, Ms. Selena Solis, Mrs. Gracie Quintanilla, Mr. Brian Haggerty.

Mr. Art Fierro, Board Chair, welcomed everyone present to the second meeting of the Facilities and Finance Committee.

Items discussed:

I. Maria Urbina (Director, FirstSouthwest), the District’s Financial Advisor, will provide an update on the issuance of the El Paso County Community College Combined Fee Revenue Bonds Series 2016.

Ms. Josette Shaughnessy welcomed and introduced Ms. Maria Urbina, Director of FirstSouthwest, who provided an update on the issuance of the El Paso County Community College Combined Fee Revenue Bonds, Series 2016. Ms. Urbina provided a summary regarding 1) the Refunding Bonds, series 2016, with two series of bonds outstanding that can be refunded for savings: Series 2011 for $340,000, and Series 2007 for $39,115,000; and 2) the new money project fund bonds, Series 2016, which includes the issuance of approximately $120 million for the construction of Phase 1A and Phase 1C of the Master Plan. Ms. Urbina presented the various options for refunding based on current market conditions, and reviewed the parameters authorization and schedule of events. Ms. Urbina explained that the parameter authorization allows the Board of Trustees to delegate final pricing authority to the pricing officers (Dr. William Serrata and Ms. Josette Shaughnessy) who can only approve the sale of the bonds if the parameters are met. Ms. Urbina stated that the approved parameters resolution will enable the sale of Combined Fee Revenue Bonds, Series 2016 at optimum timing and structure.

II. ECM, the District’s project manager for the Master Plan, will provide an update on the potential building locations at the District’s campuses.

Mr. Richard Long, ECM Program Manager, provided an update on the potential building locations at the District’s campuses and presented the EPCC Master Plan 2016 Bond Program Campus Building Site Evaluations. The presentation included a comparison between the Master Plan vs. the proposed 2016 program, including the evaluation criteria applied. Mr. Long also reviewed the pros and cons for each of the campuses evaluated.

Mr. Long concluded the presentation advising the Board of Trustees that he will be seeking approval at the next meeting on direction to move forward with the Master Plan 2016. Mr. Long also reminded everyone that the submissions from the potential architects are due September 22, 2016 at 2:00 p.m.

Meeting adjourned at 6:00 p.m. by unanimous consent.
The meeting was called to order at 4:32 p.m. by Board of Trustees Chair Art Fierro. The following Trustees were present: Chair Art Fierro, Vice Chair Brian Haggerty, Secretary Selena Solis, Trustee Belen Robles, Trustee John Uxer, and Trustee Carmen Olivas Graham arrived at 4:50 p.m. Trustee Gracie Quintanilla was not present.

Mr. Haggerty asked if Item IV could be moved to be the first item discussed. Item IV was the first item addressed.

Items to be discussed:

I. The Board of Trustees will discuss and deliberate on potential campus sites for new facilities District-wide.

   Mr. Richard Long provided the Board of Trustees a handout addressing the proposed campus sites. He discussed the pros and cons of each of the potential sites. He requested that ECM be allowed to have the architects investigate alternative sites as part of the design process.

II. ECM, the District’s project manager for the Master Plan, will update the Board of Trustees on the procurement process to acquire the services of Architects to design the seven (7) proposed projects.

   Mr. Long stated that he was seeking consensus on moving forward in the architect selection process to begin looking at fee negotiations and commented that the interviews with the potential architects will be completed on Thursday, October 13. He provided information on the selection process and stated that they received 18 responses and that the architects have to submit a dedicated team for each project. Mr. Long commented that they interviewed the top three firms for each project, except for the Valle Verde project where four were interviewed. (Note: Ms. Solis left the meeting at 5:58 p.m.)

III. ECM will provide recommendations on potential construction projects to enhance the Workforce programs with the additional funding provided in the issuance of the Combined Fee Revenue Bonds, Series 2016.

   Mr. Long reported that ECM is looking at three particular projects based on available funds: VV Workforce project (Automotive or Transportation, may be geared towards Diesel); the Rio Grande Classroom/Labs/Garage project; and the Mt. Sinai project. ECM is evaluating the projects in terms of program, size, and cost, which will affect the funding to some degree.
IV. Maria Urbina (Director, First Southwest), the District’s Financial Advisor, and Josette Shaughnessy (Vice President, Financial & Administrative Operations) will provide an update on the recent Bond Rating Visit and the issuance of the El Paso County Community College Combined Fee Revenue Bonds, Series 2016.

Item IV was the first item addressed. Ms. Shaughnessy introduced Ms. Urbina to discuss the status of the bond transactions. Ms. Urbina introduced Mr. George Williford (Managing Director, First Southwest) who participated in the discussions. Ms. Urbina stated that the underwriting team had been chosen, which will be led by Raymond James, Wells Fargo, Citigroup, RBC, and Ramirez & Company. Mr. Uxer asked if each firm had a block of bonds to issue. Mr. Williford responded saying it was a syndicate of the firms. Ms. Urbina discussed the Due Diligence call. She commented that the underwriters have to have their own counsel and the District has to respond to ensure we have done our due diligence. The Underwriters have to disclose that everything is as we have disclosed in the official statement. Ms. Urbina reported on the successful rating visits by the two agencies. She commented that the staff gave a comprehensive presentation to the agencies that covered topics surrounding the existing profile of the District and the agencies were provided with a tour of some of the existing facilities. Ms. Urbina discussed different pricing scenarios, due to the District’s direction of increasing the amount of the bond based on the current market and our ability to refund a portion of the existing bonds.

Mr. Fierro asked Ms. Shaughnessy to recap the bond parameters. She stated that the Board of Trustees had authorized the pricing officers to price and issue the bonds in an amount not to exceed $120 million and a true interest rate not to exceed 4.75%. She commented that the bonds will probably sell at 3.85% and the refunding will generate no less than a 3% savings, via direct private placement. She commented that the bonds came in at 2.09% coupon, which was better than expected and will realize approximately $4 million in savings.

Ms. Urbina commented that the market is very choppy, especially during September. She said it would be most prudent to get into the market as soon as possible. She addressed insurance for the bonds and hoped to hear back in the following week. She stated that the interest rate will be lower if we obtain bond insurance. She noted that there is an up-front cost (approximately $500,000) but the District will save more in the long run. Ms. Urbina commented that the District is now in the parameter range and best to get into the market to get the best rate possible. She stated that she hoped to have the bond ratings back by the following Tuesday and then will have 7 days to get the bonds on the market. She reviewed the bond amounts and commented that the District needs $30.6 million to pay off the original bonds plus $120 million for new construction. She said the net to the construction fund would be $115 million and the District has three years to spend at least 85% of the funds. (Note: Mr. Haggerty left the meeting at 5:35 p.m.)

Item I was the next item addressed.

V. The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also
announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

No executive session was held.

The meeting was adjourned by unanimous consent at 6:20 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MINUTES

October 27, 2016
Special

REGULAR
June 28, 2017
Exhibit 1.4
The meeting was called to order at 4:09 p.m. by Board Chair Art Fierro. The following Board Members were in attendance: Board Chair Art Fierro, Vice Chair Brian Haggerty, Trustee John Uxer, Trustee Belen Robles arrived at 4:15 p.m., Trustee Carmen Olivas Graham arrived at 4:17 p.m., and Secretary Selena Solis arrived at 4:22 p.m. Trustee Gracie Quintanilla was not present.

Items to be discussed:

I. Ms. Josette Shaughnessy (Vice President, Financial and Administrative Services) will provide an overview of the Bond Rating for the Board of Trustees.

Ms. Shaughnessy presented an overview and handouts of the recent Bond Ratings meetings held on September 30, 2016 to the Board of Trustees. She commented that she had received the final bond ratings on October 18, 2016 from Standard and Poor’s (S&P) and Fitch. She stated that S&P maintained the College’s A+ rating with stable outlook and Fitch also issued their rating of A+ with stable outlook. She commented that the Fitch rating was revised from positive to stable due to the additional debt incurred. She announced that the bond insurance bid of 15 basis points of total debt service ($294,000) from Assured Guarantee Municipal will result in approximately $1 million in savings to the College, and that the insured bonds produced a AAA rating.

II. Ms. Shaughnessy will provide an update on the sale of the Combined Revenue Fee Improvement Bonds, Series 2016 and the refunding of the Series 2001 and 2007 Revenue Bonds.

Ms. Shaughnessy stated that the pricing of the bonds was held on October 25, 2016. She commented that $93 million in bonds sold in the first 30 minutes. She announced that the bonds sold at a premium, $105 million par value sold at $119,491,931.90. She stated that this nets the College approximately $115 million which will be placed in the construction fund. Dr. William Serrata (President) commended Ms. Shaughnessy, Mr. Fernie Flores (Interim Associate Vice President, Budget and Financial Services) and Ms. Maria Urbina (First Southwest) for the excellent job they performed in preparing for the sale of the bonds. The transaction resulted in additional proceeds of approximately $10 million for the College. Dr. Serrata commented that the Board of Trustees will need to determine how the College will allocate the additional proceeds. He stated that the scope of the project will be expanded by working with the Project Manager.

Ms. Shaughnessy reviewed the investment of bond proceeds (flex repo) and the refunding issue of $30.255 million – signing of Pricing Certificate and Bond Purchase Agreement scheduled for November 10. She commented that the refunding will close on January 4, 2017. She stated that Regions Banks has been great to work with on the refunding.
III. Mr. Ruben Gallardo (Director, Purchasing and Contract Management) and Mr. Richard Long (Project Manager, ECM) will provide recommendations on the Architect Selection process. The Board of Trustees may deliberate on the selection process of potential architect firms for the construction project for the Combined Revenue Fee Improvement Bonds, Series 16.

Mr. Long shared a presentation with the Board of Trustees. He stated that they have completed the architect evaluation. He stated that they had prepared the RFQ for the architects, advertised twice and the architects had almost 4 weeks to respond. He commented that there were 7 projects total at the 5 different campuses and that 18 firms responded with Statements of Qualifications. He stated that the EPCC evaluation committees met to review the submissions and the top three firms were invited for interviews. Mr. Long explained that each architect could only interview for two projects. He stated that seven different firms are being recommended for initial fee negotiations and that no architect will receive more than one project.

Mr. Long asked the Board of Trustees to authorize the President, staff and ECM to enter into fee and terms negotiations for professional architectural design services with the number one ranked firms for each of the seven projects. The Board of Trustees is being further requested that in the event a mutual fee and terms with the number one ranked firm is unsuccessful, negotiations can be terminated and negotiations would then begin with the number two ranked firm. This process would continue down the list with the rank ordered firms until a mutual fee and terms are reached. The order for the projects is as follows: Valle Verde, Mission del Paso, Rio Grande, Northwest, Transmountain, Temple Mt. Sinai, and the Workforce Building.

Motion was made by Dr. Graham and seconded by Ms. Solis to authorize ECM to use this format. Motion was approved by all present at the meeting.

IV. The Board of Trustees will discuss the square footage of the academic/technical distribution/allocation of the Valle Verde Campus (140,000 square foot total).

Dr. Serrata discussed that it may be necessary to look at the square footage being requested for the Valle Verde campus. He commented that he would like to propose to the Board of Trustees that the amount of space initially allocated for the Workforce programs (20,000 sq. ft.) be increased. He stated that there is a great need in all of the Workforce and Technical programs for additional space. Dr. Serrata stated that he is asking for direction before going into fee negotiations with the architects. The Board of Trustees agreed with Dr. Serrata’s recommendation of increasing the space for the Workforce Building by providing for 140,000 square feet for the classroom/laboratory building and 30,000 to 40,000 square feet for the Workforce Building.

V. The Board of Trustees will discuss recommendations for the use of the additional proceeds from the sale of the bonds.

This was included in the above discussion on the allocation of square footage at the Valle Verde campus.
VI. The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

No executive session occurred.

Motion to adjourn was made by Mr. Fierro. The meeting was adjourned by unanimous consent at 5:35 p.m. Mr. Fierro announced that the next meeting of the Facilities and Finance Committee will be held on November 16, 2016 at 4:30 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MINUTES

November 16, 2016
Special

REGULAR
June 28, 2017
Exhibit 1.4
The meeting was called to order at 4:30 p.m. by Board Chair Art Fierro. The following Board Members were in attendance: Mr. Art Fierro, Mrs. Belen Robles, Mr. John Uxer. Dr. Carmen Olivas Graham arrived at 4:40 p.m. during the first discussion item.

Items to be discussed:

I. Ms. Josette Shaughnessy (Vice President, Financial and Administrative Services) will provide an update on the Combined Fee Revenue Improvement Bonds, Series 2016 and the Combined Fee Revenue Refunding Bonds, Series 2017.

Ms. Shaughnessy provided a handout to the Trustees that included a summary of the issuance of the bonds. She reviewed the investment of the bond proceeds (flex repo). She stated that her area is currently working on the investment of the bond proceeds. She commented that Deutsche Bank provided the best interest rate of 1.11%. She noted that the College will be limited to two draws per month. She thanked Mr. Richard Long (Program Manager, ECM) for providing a realistic schedule given to the banks on how and when the funds will need to be drawn.

Ms. Shaughnessy provided information of the refunding issue and commented that the refunding will pay off all of the 2001 and almost all of the 2007 bonds, saving approximately $4.7 million. She also provided a sample closing memo from Maria Urbina (First Southwest). She noted that the construction fund will receive approximately $115.2 million. Ms. Shaughnessy thanked all of the members of her team for their work on this issue.

Dr. William Serrata (President) thanked Ms. Shaughnessy for leading this effort for the College.

II. Mr. Richard Long (Program Manager, ECM) will provide an update on the status of fee negotiations with potential architect firms for the construction projects for the Combined Fee Revenue Improvement Bonds, Series 2016.

Mr. Long provided an update on the status of the fee negotiations with potential architect firms. He commented that they have ranked the top three architect teams for each of the seven projects. He commented that they were developing a fee negotiation strategy with the different teams to obtain the best offers for the College. He stated that he did not believe he would have this finalized before the next Facilities and Finance Committee meeting, however, he hoped to be able to come back at the meeting on December 14, 2016 with negotiated fees.

III. Mr. Long will discuss the possible uses of any potential additional proceeds from the sale of the bonds.

Mr. Long discussed three different scenarios for use of the potential additional proceeds. The first project discussed was the Valle Verde Workforce Classroom Building. He proposed...
increasing the square footage from 20,000 square feet to 35,000 square feet at a project budget increase of $4.1 million. The second project discussed was the Performing Arts Center at the Rio Grande campus. The updated square footage would be 22,126 sq. feet at an increased total cost of $185 per square foot, and project budget increase of $1.74 million. The third project discussed was the Rio Grande Parking Garage, increasing the number of net parking spaces from 300 to 400 at a budget increase of $1.65 million.

Mr. Long stated that they were asking for a two-tiered proposal from the architects (one original and one with the additional amounts discussed above).

Mr. Uxer addressed the concern of the capacity issue at the Mission del Paso Campus cafeteria and Dr. Graham agreed that this is an issue that needs to be visited in the near future. Ms. Shaughnessy reminded everyone that there are limitations as to how bond money can be spent for auxiliary services (cafeteria, bookstore) and will provide additional details at the next meeting.

Mr. Long asked that the Board of Trustees authorize the President, College staff, and ECM to revise the project programs and budgets as follows:

Valle Verde Workforce: Program revision from 20,000 SF to 35,000 SF. Budget revision from $6.1 million to $10.1 million (total project cost).

Rio Grande Temple Mt. Sinai (former): Program revision is for an Instructional Performing Arts Facility. Budget Revision from $4.6 million to $6.34 million (total project cost).

Rio Grande Class/Lab/Garage: Program revision from a +/- 300 car garage to a +/- 400 car garage. Budget revision from $4.9 million to $6.56 million (total project cost).

Motion was made by Mr. Fierro and seconded by Mrs. Robles to accept the recommendation of the revisions as requested by Mr. Long to move forward with the proposals as presented. All present voted in favor of the motion. The motion passed.

IV. The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

No executive session took place.

The meeting was adjourned at 5:30 p.m.
The meeting was called to order at 4:06 p.m. by Board Chair Art Fierro. The following Board Members were in attendance: Mr. Art Fierro, Mrs. Belen Robles, Mr. John Uxer. Dr. Carmen Olivas Graham arrived at 4:17 p.m.; Ms. Selena Solis arrived at 4:30 p.m.; Mrs. Gracie Quintanilla arrived at 5:03 p.m.; Mr. Brian Haggerty arrived at 5:06 p.m.

Items to be discussed:

I. Ms. Josette Shaughnessy (Vice President, Financial and Administrative Services) will provide an update on the Combined Fee Revenue Improvement Bonds, Series 2016 and the Combined Fee Revenue Refunding Bonds, Series 2017.

Ms. Shaughnessy provided a copy of a memo to the Trustees from Ms. Maria Urbina, Director of Public Finance at FirstSouthwest, a division of Hilltop Securities, Inc., regarding closing instructions with respect to the $105,140,000 El Paso County Community College District Combined Fee Revenue Improvement Bonds, Series 2016. Ms. Shaughnessy reported that the closing of Combined Fee Revenue Improvement Bonds, Series 2016 was successful and smooth and was confirmed by Paul Braden on November 30, 2016 at 10:09 a.m.

Ms. Shaughnessy also provided a follow up to the November 16, 2017 meeting where the potential use of bond funds for a food court or auxiliary services was discussed. Ms. Joy Ellis, Bond Counsel’s Office, confirmed that ten (10) percent in aggregate from the bonds is limited so she recommended to stay well below the 10% ($11,520,000) due to strict IRS rules for private use of funds. Mr. Fierro asked if we were not asking the vendors to pay for the buildup. Mr. Ruben Gallardo indicated that we have not asked and may not get a positive response from food vendors.

Ms. Shaughnessy added that the bond transcript will be compiled by the Bond Counsel and housed in her office. She also reminded the Trustees that she is still waiting for signed documents from Regions Capital Advantage regarding the refunding issue of $30,315,000. The official closing date is scheduled for January 4, 2017. Ms. Shaughnessy concluded the presentation by thanking all the members of the team for their work.

Mr. Fierro and Dr. Serrata thanked Ms. Shaughnessy for the presentation and the team for their work. Mr. Fierro also recognized and thanked Mr. Edward Dunbar’s colleague, Ms. Iliana Holguin for joining the meeting.

II. Mr. Richard Long (Program Manager, ECM) will provide an update on the status of fee negotiations with potential architect firms for the construction projects for the Combined Fee Revenue Improvement Bonds, Series 2016.
Mr. Mel Herrera with ECM gave a brief presentation on the selection of the architect firms on behalf of Mr. Richard Long who was out sick. Mr. Herrera reported that they received proposals for the seven (7) projects. The team has met and ranked the top three (3) architect teams for each of the seven (7) projects. On the week of October 31, 2016, the team, along with the selection committee, met with each of the top ranked architect firms for each project to discuss the scope of work, expectations, as well as potential reduction of fees. As of November 29, 2016, ECM has a tentative agreement with six (6) out of the seven (7) architects. They are negotiating the fees with the architect firms and are currently asking for an approximate 9% revision of the construction cost. The final proposals and recommendations will be presented at the December 14, 2016 meeting.

Ms. Solis requested for clarification on what ECM is doing and how the Master Plan is affecting the projects for renovation and complete construction. Dr. Serrata explained that phase 1A and 1C of the Master Plan is all new construction. All of the non-direct student interaction pieces are being pulled away from the Valle Verde campus where space is most limited. Building of some infrastructure has started with regards to supporting the Instructional areas and we are now building office space for those individuals who do not have direct ties or direct contact with students on a regular basis. Space was looked at the ASC, but not for additional work. Priority has been given to what needs to be done based on the available funds from the Plant Fund. Priority right now is based on student patterns and needs.

Mr. Fierro requested for a status report on the portables in the Northeast. Mr. Herrera indicated that ECM will be conducting an initial evaluation of existing renovation projects and provide recommendations and cost at the beginning of the year. Current projects will not be affected by the construction projects.

III. Mr. Long will present overall project schedules (OPS) for the 7 projects.

Mr. Herrera provided a preliminary schedule presented in quarters and months that is subject to change:

<table>
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<tr>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mission Del Paso</td>
<td>July 2019</td>
</tr>
<tr>
<td>Rio Grande</td>
<td>August 2019</td>
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<td>Northwest</td>
<td>March 2019</td>
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<tr>
<td>Transmountain</td>
<td>March 2019</td>
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<tr>
<td>VV Workforce</td>
<td>February 2018</td>
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<tr>
<td>Performing Arts</td>
<td>December 2018</td>
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IV. The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.
Mr. Fierro reminded everyone that the next meeting of the Facilities and Finance Committee will be held on Wednesday, December 14, 2016 at 4:30 p.m.

The Board of Trustees went into executive session at 4:55 p.m. and reconvened at 5:15 p.m. The motion to adjourn was made by Mr. Fierro and seconded by Trustee Carmen Olivas Graham. Motion to adjourn passed. Meeting was adjourned at 5:15 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MINUTES

December 14, 2016
Special

REGULAR
June 28, 2017
Exhibit 1.4
At any time during the meeting, the Board of Trustees may conduct an executive or closed session pursuant to Chapter 551 of the Texas Government Code for one or more of the following reasons: (1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

1) Call to Order – The meeting was called to order at 4:34 p.m. by Board of Trustees Chair Art Fierro.

2) Roll Call – All Trustees were present with the exception of Trustee Brian Haggerty. Trustee John Uxer arrived at 4:45 p.m. and Secretary Selena Solis arrived at 4:40 p.m.

3) Discussion Items:

   a) Ms. Josette Shaughnessy (Vice President, Financial and Administrative Services) will provide an update on the Combined Fee Revenue Improvement Bonds, Series 2016 and the Combined Fee Revenue Refunding Bonds Series 2017.

   Ms. Shaughnessy provided information to the Board of Trustees on the sale of the refunding bonds. She commented that we received excellent rates compared to where the market is currently. She said we were able to lock in an interest rate of 2.09% versus the current rate of 2.96%. She informed the Trustees that closing will be on January 4, 2017 and the bank will deposit the funds in escrow. She stated that all bondholders will receive their distribution on April 1, 2017. Dr. Serrata thanked Ms. Shaughnessy and her team for all of their efforts in the successful bond transaction.

4) Action Items

   a) Mr. Richard Long (Program Manager, ECM) will provide an update on the status of terms and fee negotiations with the Architect firms for the 7 projects for the Combined Fee Revenue Improvement Bonds, Series 2016. Mr. Long will further request the Board of Trustees to authorize the President, Staff and ECM to prepare and have executed a “Contract for Services of Project Architect”, based on a Not to Exceed amount for each of the following firms:

   Mr. Long commented that it has been a pleasure working with the district personnel on this project. He discussed the utilization of the portables at the Transmountain and Valle Verde campuses. He stated that a facility condition analysis will be conducted on the portables to determine the condition and if they can be relocated. He said he would provide options on the portables to the Board of Trustees once the analysis was completed.

   He presented the recommendations for the selection of architectural firms for each of the projects on the table below:
Mr. Long reviewed the ranking and fee negotiations with each of the above architects for the 2016 Bond Project. He commented that the fee negotiation process resulted in a total cost savings of $1,062,133.

Mr. Long asked the Board of Trustees to authorize the President, Staff and ECM to prepare and have a “Contract for Services of Project Architect” based on a Not to Exceed amount for the firms and amounts listed above.

Motion: Motion made by Trustee Carmen Olivas Graham  
Second: Motion was seconded by Mr. Fierro  
Recorded Vote: All Trustees voted in favor of motion. Motion passed. (Note: Trustee Brian Haggerty was not present for the vote.)

The Board of Trustees went into executive session at 5:30 p.m. The meeting was reconvened at 6:10 p.m.

5) Adjournment

Motion was made by Mr. Fierro to adjourn. Motion was approved by unanimous consent. The meeting was adjourned at 6:10 p.m.
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MINUTES

January 17, 2017
Special

REGULAR
June 28, 2017
Exhibit 1.4
At any time during the meeting, the Board of Trustees may conduct an executive or closed session pursuant to Chapter 551 of the Texas Government Code for one or more of the following reasons: (1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

1) Call to Order – The meeting was called to order at 4:31 p.m. by Board Chair Art Fierro.

2) Roll Call – The following Trustees were present: Chair Art Fierro, Vice Chair Brian Haggerty, Secretary Selena Solis and Trustee Belen Robles. Trustees Carmen Olivas Graham arrived at 4:35 p.m. and John Uxer arrived at 4:40 p.m.

3) Public Comment – (The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.6031.) No public comment requests were received.

4) Discussion Items

   a) Ms. Josette Shaughnessy (Vice President, Financial and Administrative Services) will provide an update on the Combined Fee Revenue Improvement Bonds, Series 2016 and the Combined Fee Revenue Refunding Bonds, Series 2016.

      Ms. Shaughnessy provided an update on the status of the bonds. She commented that the funds are in Escrow and will be disbursed to bondholders on April 1, 2017. She stated that Mr. Brad Thomas of Regions Bank will be at the College for a meeting on January 31, 2017. Mr. Fierro thanked Ms. Shaughnessy and her team and commented that they have made this exercise very easy on the Trustees. Ms. Shaughnessy commented that it was the result of great teamwork among her staff, the administration and the Board of Trustees. She stated that locking in the rates before the election was very beneficial to the College.

   b) Mr. Ruben Gallardo (Director, Purchasing and Contract Management) will make a presentation on the Architects Kick-off Construction Process meeting held on January 5, 2017.

      Mr. Gallardo discussed the kick-off meeting and stated that all seven architects were present for the meeting. He commented that a PowerPoint presentation was given showing how they will get paid, the project scope, and project timelines. Mr. Gallardo addressed with them that the Board of Trustees will be meeting twice monthly to approve any project needs. He stated that no issues were raised by the architects regarding the schedule.
c) Mr. Richard Long (Program Manager, ECM) will provide an update briefing on the progress of the Combined Fee Revenue Improvement Bonds, Series 2016 program. Briefing topics include, but not limited to, the status of the Campus Advisory Committees, Programming Schedule, Real Estate Acquisitions and Sales, Wage Rates, Portables, Stanton Building and third party participation in the Programming Sessions.

Mr. Long provided a presentation and handout to the Board of Trustees which included completed activities to date, current activities and a schedule of the campus advisory committees meeting dates. Ms. Solis asked how the committees were selected. Dr. Serrata responded that Mr. Steve Smith (Vice President, Instruction and Workforce Education) and his Deans received recommendations from the Campus Deans based on the programs affected and members were selected from that pool. Mr. Fierro inquired about the programming deadline. Mr. Long responded that the deadline is March 29, 2017.

Mr. Long discussed a letter received from County Judge Veronica Escobar requesting EPCC’s support of the County Prevailing Wage Rates recently adopted by the County. Mr. Ruben Gallardo (Director, Purchasing and Contract Management) requested that the Board of Trustees provide his office with additional time to obtain information on the methodology on the enforcement of the wage rates.

Mr. Long discussed the status of the portables in use at the Valle Verde and Transmountain campuses and provided a “Portable Building Assessment.” The Board of Trustees discussed the options of keeping the portables and making necessary updates and renovations or removing them completely.

Discussion took place on the temporary relocation of Student Services at the Rio Grande campus during renovation of the Temple Mt. Sinai for the Performing Arts Center. Mr. Long stated that they need approximately 6,500 to 7,500 square feet to relocate the department. Options discussed included renovating one floor of the Stanton Building for a temporary home (16-17 months) or the possibility of temporarily leasing a building located in the downtown area.

5) Unfinished Business - None

6) Adjournment

Motion to adjourn was made by Mr. Fierro and seconded by Ms. Solis. Motion to adjourn was approved by unanimous consent. The meeting was adjourned at 7:01 p.m.
At any time during the meeting, the Board of Trustees may conduct an executive or closed session pursuant to Chapter 551 of the Texas Government Code for one or more of the following reasons: (1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

1) Call to Order – The meeting was called to order at 4:12 p.m. by Board of Trustees Chair Art Fierro.

2) Roll Call – All Members of the Board of Trustees were present with the exception of Trustee Gracie Quintanilla.

3) Public Comment – (The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.6031.) No comments were made.

4) Discussion Items
   a) Mr. Richard Long (Program Manager, ECM) will provide an update briefing on the progress of the Combined Fee Revenue Improvement Bonds, Series 2016 program. The Bond Program progresses into the Programming Phase. Mr. Long will discuss the space utilization of the portables at Valle Verde campus and Transmountain campus.

   Mr. Long provided a handout and PowerPoint presentation on the programming phase of the 2016 Bond Program. He reviewed the completed and current activities, the space utilization of the portables, the wage rates as recommended by the County of El Paso, and provided an update on the 2016 Bond Budget. The Board of Trustees discussed the state of the labs throughout the District. Mr. Long commented that there were not enough proceeds in the Bond Budget to address the renovation of the existing labs. Mr. Long stated that new labs at the campuses were part of the bond project. Mr. Long asked that the Trustees provide the administration and the Project Manager with additional time to continue to review adopting the recommended wage rate schedule provided by the County.

5) Action Items
   a) The Board of Trustees may deliberate on entering into fee negotiations for adaptive reuse architectural services to relocate Student Services from the Mt. Sinai Building to the Stanton Building, at the recommendation of the ECM project management team.

   The Board of Trustees recessed into executive session at 4:58 p.m. The meeting was reconvened at 5:04 p.m. Mr. Fierro asked what would happen if the District were to delay renovation of the Temple
Mt. Sinai. Mr. Long responded that in terms of competition, construction costs could rise. He also stated that to remain on schedule and have construction completed by the end of 2019, there would be about three months to make a final decision. Dr. Serrata commented that if the project was postponed, those funds could be used to expand the Rio Grande campus. At the end of the discussion, no action was taken on this item.

6) Unfinished Business - None

7) Adjournment – Motion to adjourn was made by Mr. Fierro. The meeting was adjourned at 5:10 p.m. by unanimous consent.
BOARD OF TRUSTEES
MINUTES

April 26, 2017
Regular

REGULAR
June 28, 2017
Exhibit 1.4
MINUTES
PUBLIC MEETING OF THE BOARD OF TRUSTEES
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

REGULAR

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

DATE: April 26, 2017

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:31 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – Chair Art Fierro, Vice Chair Brian Haggerty, and Trustees Carmen Olivas Graham and John Uxer were present.

(Note: Secretary Selena Solis and Trustees Gracie Quintanilla and Belen Robles arrived during executive session at 5:34 p.m.)

Mr. Fierro welcomed the audience to the meeting and asked former State Representative Inocente Quintanilla to lead the Trustees and audience in the Pledge of Allegiance.

1.3 The Board of Trustees may conduct an executive or closed session pursuant to the Chapter 551 of the Texas Government Code for one or more of the following reasons:

(1) Consultation with its attorney to seek or receive legal advice or consultation regarding pending or contemplated litigation or for any purpose authorized by law; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security, personnel or devices; or (6) discussion of certain economic development matters. The Board may also announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code. Any vote regarding these items shall be taken in open session.

The Board of Trustees recessed into executive session at 5:34 p.m.

The Board of Trustees reconvened in regular session at 6:10 p.m. All Trustees were present for the remainder of the meeting.
1.4 Approval of Minutes

February 27, 2017 – Regular

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

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

1.5 Welcome to Guests and Staff Members – This item was addressed after item 1.2

1.6 Open Forum

The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.6031.

None

1.7 Presentations by Individuals, Groups, and Organizations:

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

No retirees were present.
1.7.2 Mr. Keith Townsend, (Director of Forensics and Theatre Artistic Director), will provide an update on the EPCC Intercollegiate Team’s National Results for the year.

Mr. Townsend updated the Board of Trustees and provided highlights from the current competition season. He announced that this year, the program had fielded its largest ever competition team throughout the invitational season and had the most qualifications (35) for the prestigious American Forensic Association National Individual Event Tournament. Mr. Townsend announced that EPCC has won the tournament each of the last five years. He also provided information on the Pi Kappa Delta Nationals where EPCC won the Sweepstakes Award, and the Phi Rho Pi National Tournament where EPCC won the Gold Overall National Champion Team Sweepstakes award.

1.7.3 Mr. Jose Ramirez, (Chief, El Paso Community College Police Department), will make a presentation to the Board of Trustees on the Gun Free Zone recommendations and implementation.

Chief Ramirez provided a PowerPoint presentation to the Board of Trustees on the recommendations of the Concealed Carry Task Force. He commented that Senate Bill 11 allows for the concealed carry of handguns beginning August 1, 2017, however he stated that House Bill 910 does not apply to community colleges. He stated that the following areas are being recommended to be designated as “Gun Free Zones”: Early College High Schools, Child Day Care Centers, chemical laboratories, art classrooms, and testing areas on EPCC campuses.
Chief Ramirez shared that the next steps were for the Board of Trustees to review and approve the report that he provided to them, establish policy and procedure with a 90-day review, begin marketing the concealed carry gun free zones, and post signage. He noted that during Board Meetings, the Board Room will be designated as a “Gun Free Zone” but the signage will have to be removed when not in use by the Board of Trustees.

1.7.4 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. Leticia Urenda (President, Professional Staff Association) addressed the Board of Trustees. She commented that they have met with Dr. Serrata and plan to continue to have “very active conversations with Dr. Serrata on PSA matters.” She reminded everyone to go out and vote on May 6, 2017.

Dr. Carina Ramirez (President, Faculty Association) addressed the Board of Trustees regarding the enforcement of the Smoking Policy. She also discussed the Textbook Selection Policy and the change in the selection dates to 45 days earlier in the spring semester. She commented that the Senators will poll their disciplines and hoped that they would be able to meet with Mr. Steve Smith (Vice President, Instruction and Workforce Education) to discuss a resolution.

She asked that the Board of Trustees take a stand in regard to the Dreamers who attend classes at EPCC.
Dr. Ramirez discussed salary enhancement and stated that the Faculty Senators unanimously voted to request a straight percentage increase for all faculty, including adjuncts, rather than a tiered increase. She also asked the Board to consider allowing one or two faculty members to sit in on the deliberations regarding the budget, including projected salary increases.

Ms. Christal Tucker (President, Student Government Association) provided an update on recent activities. She announced that at the State competition held in March 2017, the SGA placed 1st in the Essay contest and received an Honorable Mention in the Video contest. She also shared that the Food Pantry had opened on Monday, April 24, 2017.

Ms. Tucker introduced Ms. Andrea Porras-Portillo (Rio Grande Campus Representative) who provided a report on the Smoking Policy. Ms. Porras-Portillo discussed the history of the “Smoke Free-Tobacco Free Campus” policy that originated in 2014 after meeting with Dr. William Serrata, College President. She stated that after the meeting, a committee was formed and meetings were set-up with the constituency groups to provide an opportunity for all groups to review and comment on the proposed policy. Ms. Porras-Portillo commented that the policy didn’t suddenly appear and was not intended to maliciously discriminate against smokers. She stated that the purpose of the policy is to provide a healthy learning and working environment for all students, employees, and visitors. She commented that currently there are 82 smoke-free campuses in Texas.

1.8 Communications: None
1.9 Board of Trustees Business

1.9.1 The Board of Trustees will review and deliberate on revisions to the El Paso Community College Strategic Plan in accordance with SACSCOC Core Requirement 2.4 and Comprehensive Standard 3.1.1.

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

1.10 Board Reports

1.10.1 Treasurer’s Report

March 31, 2017

No action is necessary.

1.10.2 President’s Report

1.10.2.1 Dr. Serrata will update the Board of Trustees and audience on recent events that have transpired at the College.

Dr. Serrata commented on the recent Board of Trustees Institute in Santa Fe, New Mexico attended by both Mr. Fierro and Mrs. Robles. He also shared that April was Community College Month and stated that he had been presenting “Town Halls” at each of the campuses throughout the District. He stated that the College received a proclamation from the County Commissioners on April 3, 2017, and by City Council on April 17, 2017, in recognition of Community College Month.
Dr. Serrata discussed the Achieving the Dream coaches visit on April 3-4, 2017, as well as the State of Education luncheon on April 20, 2017, where he served on a panel.

In addition, he announced that three Transmountain Early College High School students swept the poster competitions during the conference: 1st place - Abram Nguyen, 2nd place - Sandra Rosales and 3rd place - Kara Mowad.

Dr. Serrata shared that the Science, Technology, Engineering, Arts, and Math (STEAM) Fiesta was held April 6-7, 2017, at the College and was attended by more than 5,000 students from area middle schools.

Dr. Serrata announced that Tribeca Studios (the production wing of the Tribeca Film Festival founded by Robert DeNiro) was on campus April 4, 2017 to shoot a short documentary. Through EPCC’s partnership with Prudential, the documentary will shine a national spotlight on both EPCC and Prudential through the film which focused on military veterans transitioning out of the armed services and into the civilian world.

Dr. Serrata informed the Trustees and audience that Commencement would be held on May 12, 2017, at the Don Haskins Center on the campus of the University of Texas at El Paso.
He announced that two ceremonies were scheduled at 2:00 p.m. and 6:00 p.m. and that Ms. Mary Kipp (Chief Executive Officer, El Paso Electric Co.) would be the keynote speaker during Commencement.

1.11 Consent Docket

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

(Note Item 3.2 was the only item included on the consent docket.)
## 2.0 ADMINISTRATION

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### 2.0 ADMINISTRATION - NONE
3.0 PERSONNEL

3.1 Full-Time Institutionally-Funded Actions

Motion to approve was made by Ms. Solis and seconded by Dr. Graham. Motion to approve passed.

3.2 Full-Time Externally Funded Actions

Item adopted on the consent docket.

3.3 Information Items

(No action required)
4.0 FINANCIAL SERVICES

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4.0 FINANCIAL SERVICES - NONE

□
## 5.0 PHYSICAL FACILITIES

### Motion

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### Second

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### Ayes

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### Nays

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### Abstain

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### 5.0 PHYSICAL FACILITIES - NONE
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### 6.0 CURRICULUM AND INSTRUCTION - NONE

- Motion: None
- Second: None
- Ayes: None
- Nays: None
- Abstain: None

Minutes
Regular
April 26, 2017
Page 13
7.0 STUDENT SERVICES

7.1 Consideration and deliberation on the approval of a contract award to Motorola Solutions, Inc. for the purchase of vehicle mobile radios and portable radios in the amount not to exceed $105,904.

Note: Requesting approval to purchase vehicle mobile radios and portable radios from Motorola Solutions, Inc. to enhance the El Paso Community College Police Department’s radio interoperability. Funding is provided by the Radio Interoperability grant fund.

Resource Person: Raul Lerma

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

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

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

Resource Person: Steven Smith

Motion to approve items 7.2 and 7.3 was made by Ms. Solis and seconded by Mrs. Robles. Motion to approve passed.
7.0 STUDENT SERVICES

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Ayes</th>
<th>Nays</th>
<th>Abstain</th>
</tr>
</thead>
</table>

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

*Note:* The Workforce and Continuing Education Department is requesting approval for changes in tuition. The comments column provides justification for each of the revised course.

*Resource Person: Steven Smith*

Item passed.
8.0 COMMUNITY SERVICES

8.0 COMMUNITY SERVICES - NONE

9.0 UNFINISHED BUSINESS

Mr. Fierro announced that there would be a Facilities & Finance Committee meeting on May 10, 2017 and that the next regular meeting of the Board of Trustees would be held on May 24, 2017.

Mr. Fierro invited the audience to stay for cake recognizing Mrs. Quintanilla’s years of dedicated service on the Board of Trustees.

10.0 ADJOURNMENT

Motion to adjourn was made by Mr. Fierro and seconded by Dr. Graham. Motion passed. The meeting was adjourned at 7:18 p.m.
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Armendariz, Diann**
Campus Cashier  
Classified Staff  
Accounting Services  
07/03/17 – 08/31/17  
Grade D  
Competitive Appointment  
(Replacement Action)

**Carrizales, Ruben**
Instructor  
Faculty  
Mathematics  
Tenure Track*  
08/14/17 – 05/12/18  
Grade C/4  
Competitive Appointment  
(New Position)

**Campos-Cordova, Sergio**
Peace Officer I  
Classified Staff  
Police Department  
07/03/17 – 08/31/17  
Grade D  
Competitive Appointment  
(New Position)

**Davis, Walter**
Instructor  
Faculty  
Fashion Technology  
Temporary (Lecturer) Status  
08/14/17 – 05/12/18  
Grade B/6  
Extension of Appointment

**Carreno, Margarita**
Manager, Human Resources  
Information Systems  
Professional Support  
Human Resources  
07/03/17 – 08/31/17  
Grade H  
Competitive Appointment  
(Replacement Action)

**Delgado, Adrian**
Instructor  
Faculty  
Mathematics  
Tenure Track*  
08/14/17 – 05/12/18  
Grade C/3  
Competitive Appointment  
(Replacement Action)

**Corral-Nava, Nita**
Director, Recruitment Services  
Administrator  
Recruitment Services  
06/01/17 – 08/31/17  
Grade C  
Extension of Appointment

**Duarte, Trevor**
Instructor  
Faculty  
Biology  
Temporary (Lecturer) Status  
08/14/17 – 05/12/18  
Grade H/2  
Competitive Appointment  
(New Position)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Gachupin, Alejandro**
Peace Officer I  
Classified Staff  
Police Department  
07/03/17 – 08/31/17  
Grade D  
Competitive Appointment  
(Replacement Action)

**Jaramillo, Claudia**
Admissions & Registration Specialist  
Classified Staff  
Dual Credit & Early College High School  
07/03/17 – 08/31/17  
Grade E  
Competitive Appointment  
(Replacement Action)

**Gomez, Manuela**
Instructor  
Faculty  
Philosophy  
Tenure Track*  
08/14/17 – 05/12/18  
Grade D/6  
Competitive Appointment  
(New Position)

**Jimenez, Zaida**
Clerk  
Classified Staff  
Purchasing & Contract Management  
Temporary Status  
06/01/17 – 08/31/17  
Grade A  
Noncompetitive Appointment  
(New Position)

**Gonzalez, Diane**
Peace Officer I  
Classified Staff  
Police Department  
07/03/17 – 08/31/17  
Grade D  
Competitive Appointment  
(Replacement Action)

**Lepe, Jaime**
Instructor  
Faculty  
Mathematics  
Tenure Track*  
08/14/17 – 05/12/18  
Grade C/1  
Competitive Appointment  
(New Position)

**Ibarra, Jesusita**
Instructor  
Faculty  
Engineering  
Tenure Track*  
08/14/17 – 05/12/18  
Grade D/2  
Competitive Appointment  
(Replacement Action)

**Marek, Stephen**
Instructor  
Faculty  
Engineering  
Temporary (Lecturer) Status  
08/14/17 – 05/12/18  
Grade H/3  
Competitive Appointment  
(Replacement Action)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Status</th>
<th>Appointment Dates</th>
<th>Grade</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mata, Manuel</td>
<td>Instructor</td>
<td>Faculty</td>
<td>Government Tenure Track*</td>
<td>08/14/17 – 05/12/18</td>
<td>C/5</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(New Position)</td>
</tr>
<tr>
<td>Mendoza, Miguel</td>
<td>Instructor</td>
<td>Faculty</td>
<td>Mathematics Tenure Track*</td>
<td>08/14/17 – 05/12/18</td>
<td>C/2</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(New Position)</td>
</tr>
<tr>
<td>Murga, Veronica</td>
<td>Instructor</td>
<td>Faculty</td>
<td>Mathematics Temporary (Lecturer) Status</td>
<td>08/14/17 – 05/12/18</td>
<td>C/6</td>
<td>Extension of Appointment</td>
</tr>
<tr>
<td>Navarro, Jerardo</td>
<td>Instructor</td>
<td>Faculty</td>
<td>Government Tenure Track*</td>
<td>08/14/17 – 05/12/18</td>
<td>C/4</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td>Ortega, Rosalia</td>
<td>Instructor</td>
<td>Faculty</td>
<td>Biology Tenure Track*</td>
<td>08/14/17 – 05/12/18</td>
<td>C/1</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Replacement Action)</td>
</tr>
</tbody>
</table>

New, Elizabeth
Instructor
Faculty
Culinary Arts Temporary (Lecturer) Status
08/14/17 – 05/12/18
Grade A/8
Extension of Appointment

Olgin, John
Instructor
Faculty
Physics Temporary (Lecturer) Status
08/14/17 – 05/12/18
Grade C/4
Extension of Appointment

Ordaz, Ruth
Instructor
Faculty
Mathematics Temporary (Lecturer) Status
08/14/17 – 05/12/18
Grade C/6
Extension of Appointment

(Exhibit 3.1.3)
Exhibit 3.1
Full-Time Institutionally-Funded Actions

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Program</th>
<th>Date</th>
<th>Grade</th>
<th>Type of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberts, Shaun</td>
<td>Peace Officer I</td>
<td>Police Department</td>
<td>07/03/17 – 08/31/17</td>
<td>D</td>
<td>Competitive Appointment (New Position)</td>
</tr>
<tr>
<td>Rodiske, Isela</td>
<td>Manager, Grants Management</td>
<td>Grants Management</td>
<td>07/10/17 – 08/31/17</td>
<td>E</td>
<td>Competitive Appointment (Replacement Action)</td>
</tr>
<tr>
<td>Rodarte, Natalia</td>
<td>Institutional Research Specialist</td>
<td>Institutional Research</td>
<td>07/03/17 – 08/31/17</td>
<td>E</td>
<td>Competitive Appointment (Replacement Action)</td>
</tr>
<tr>
<td>Rodriguez, Sara</td>
<td>Lab Facilities Supervisor</td>
<td>Professional Support</td>
<td>07/03/17 – 08/31/17</td>
<td>B</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td>Rodriquez, Sara</td>
<td>Lab Facilities Supervisor</td>
<td>Professional Support</td>
<td>07/03/17 – 08/31/17</td>
<td>B</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td>Rodriquez, Sara</td>
<td>Lab Facilities Supervisor</td>
<td>Professional Support</td>
<td>07/03/17 – 08/31/17</td>
<td>B</td>
<td>Competitive Appointment</td>
</tr>
<tr>
<td>Romo, Cesar</td>
<td>Assistant Coach</td>
<td>Professional Support</td>
<td>02/24/17 – 08/31/17</td>
<td>A</td>
<td>Noncompetitive Appointment (New Position)</td>
</tr>
<tr>
<td>Trejo, Guillermo</td>
<td>Instructor</td>
<td>Culinary Arts</td>
<td>08/14/17 – 05/12/18</td>
<td>B/5</td>
<td>Extension of Appointment</td>
</tr>
<tr>
<td>Wallace, Jerry</td>
<td>Instructor</td>
<td>History</td>
<td>08/14/17 – 05/12/18</td>
<td>G/2</td>
<td>Competitive Appointment (Replacement Action)</td>
</tr>
</tbody>
</table>
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Yanez, Alberto**
Manager, Employment Services
Professional Support
Human Resources
07/01/17 – 08/31/17
Grade E
Temporary Increase in Responsibilities (10%)

*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.*
### FINANCIAL SERVICES ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the approval to award a three (3) year contract to Larry Otten Auctioneers to provide auctioneer services for the disposition of surplus, unserviceable and obsolete El Paso County Community College District property.

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Juan Flores</th>
<th><strong>Area Responsible:</strong></th>
<th>Auxiliary Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Josette Shaughnessy, Fernando Flores, Juan Flores</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** To provide for the disposition of surplus, unserviceable and obsolete El Paso County Community College District Property.

**Explanation:** El Paso Community College conducts on-site surplus property sales every year to dispose of property no longer needed by the District. These sales are open to the public and goods are sold to the highest bidder.

The District solicited competitive proposals from qualified vendors interested in providing a comprehensive, high quality, cost-effective solution for auctioneer services for “live” and/or online auctions, through Request for Competitive Sealed Proposals (CSP) #17-014. The vendor awarded through CSP #17-014 will assist in fulfilling the District’s need to contract a qualified licensed auctioneer to conduct and administer “live” and/or online auction sales of District’s surplus property.

The sales will improve warehouse space utilization and reduce administrative costs. The cost to the District for conducting “live” on-site and on-line auctions will be based on the gross dollar amount sold as follows: 14% of gross sales commission. Resources necessary to complete this operation involve budgeted staff time in the Property Management Control Department.

Pursuant to the CSP #17-014, in accordance with Texas Education Code 44.031, the evaluation committee recommends the approval of a three (3) year contract for auctioneer services to Larry Otten Auctioneers.

This award will include the option to renew, on an annual basis, for up to an additional two (2) year period contingent upon administrative review and assessment of satisfactory performance by the vendor.

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

**Vendor:** Larry Otten Auctioneers  
200 S. San Elizario Rd.  
Clint, Texas 79836
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

AUCTIONEER SERVICES

CSP #17-014

ANALYSIS

The goods secured through this CSP process will be utilized by El Paso County Community College District.

Requests for Competitive Sealed Proposals were advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Times*. All such requests are also posted on the Purchasing & Contract Management Department’s page of the EPCC website. Proposal packets were issued to five (5) entities. Proposals received are indicated on the CSP tabulation.

It is the recommendation of the CSP Analysis Committee (Juan Flores, Aquiles Maldonado, Ricardo Torres, Laura Tellez, and Roberto Samaniego) that a contract be awarded to:

Larry Otten Auctioneers
200 S. San Elizario Rd.
Clint, TX 79836

The contract award will be for an initial period of three (3) years with an option to renew, on an annual basis, for an additional two (2) years for a potential maximum contract term of five (5) years. Contract renewals will be based on satisfactory vendor performance and administrative approval.
<table>
<thead>
<tr>
<th>Vendor Requirements</th>
<th>GovDeals, Inc.</th>
<th>Larry Otten Auctioneers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor is required to submit a copy of its current license with its proposal response. Contractor is required to possess current, applicable permits, licenses and certifications required for this type of business function to comply with city, state and federal regulations.</td>
<td>&quot;As an online auction provider, GovDeals is not required to hold a Texas Auctioneer's License.&quot;</td>
<td>Provided</td>
</tr>
<tr>
<td>Contractor should submit a copy of its auction procedures with the proposal response.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Contractor should submit its accounting procedures which accurately record the activities of all sales. All records pertaining to the sale or proceeds in this agreement shall be open for inspection and/or audit by the District at any reasonable time, and for a period of at least one (1) year after the public sale.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Contractor is required to describe its marketing program and types of advertisements to be used to solicit potential buyers.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Contractor is required to submit a copy of the auctioneer’s Terms &amp; Conditions (to bidders) with the proposal response.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Respondents should submit with their proposal the appropriate insurance as set forth in Section 13 of the General Conditions (attached), at the time of proposal submission. Awarded contractor will be required to maintain current proof of insurance during the term of the contract.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Respondents should state past and present litigation and lawsuits in which the company is a defendant in the last five (5) years and describe the circumstances surrounding same; or if not applicable state “none”. If applicable, describe how the litigation was settled.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Respondent shall provide a minimum of three (3) references from organizations where similar and recent projects have been provided using Attachment A. The District reserves the right to contact respondent’s other customers as part of its reference check process.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>Family code form, Felony conviction form, Conflict of interest forms</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td><strong>Cost proposal</strong></td>
<td><strong>-----</strong></td>
<td><strong>-----</strong></td>
</tr>
<tr>
<td>Respondent agrees to hold the prices, if awarded, through the duration of the initial contract term (three years):</td>
<td>Agrees</td>
<td>Agrees</td>
</tr>
<tr>
<td><strong>Commission</strong></td>
<td><strong>-----</strong></td>
<td><strong>-----</strong></td>
</tr>
</tbody>
</table>
| Percentage of gross proceeds: _____________%  
(To include all expenses and promotional fees for sale) | See Proposal Form for offering 14% | *| |
| Describe any value-added services, any additional business features, including any alternate pricing proposal, pricing arrangements, or other value-added services that could be provided under an agreement resulting from this CSP: | See Proposal | See Proposal |
# Evaluation Criteria

<table>
<thead>
<tr>
<th>Factor</th>
<th>GovDeals, Inc.</th>
<th>Larry Otten Auctioneers</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The purchase price (20 pts.)</td>
<td>14.80</td>
<td>12.40</td>
<td>20</td>
</tr>
<tr>
<td>2. The reputation of the vendor and of the vendor's goods or services (15 pts.)</td>
<td>2.40</td>
<td>14.40</td>
<td>15</td>
</tr>
<tr>
<td>3. The quality of the vendor's goods or services (25 pts.)</td>
<td>10.00</td>
<td>22.00</td>
<td>25</td>
</tr>
<tr>
<td>4. The extent to which the vendor's goods or services meet the District's needs (18 pts.)</td>
<td>1.44</td>
<td>13.96</td>
<td>18</td>
</tr>
<tr>
<td>5. The vendor's past relationship with the District (5 pts.)</td>
<td>0.00</td>
<td>4.80</td>
<td>5</td>
</tr>
<tr>
<td>6. The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Businesses (1 pt.)</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>7. The total long term cost to the District to acquire the vendor's goods or services (10 pts.)</td>
<td>3.80</td>
<td>8.60</td>
<td>10</td>
</tr>
<tr>
<td>8. For a contract for goods and services, other than goods and services related to telecommunication and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner; (A) has its principal place of business in this state; or (B) employ at least 500 persons in this state. (1 pt.)</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>9. Any other relevant factor specifically listed in the request for bids or proposals (5 pts.)</td>
<td>2.40</td>
<td>3.80</td>
<td>5</td>
</tr>
</tbody>
</table>

**Recommend award**

34.84  
80.96  
100

---

**Scope of Work as per the Specifications in CSP #17-014 Auctioneer Services**

The El Paso County Community College District (“District”) is requesting proposals from qualified licensed auctioneers to provide “live” and/or online auctions for the purpose of disposing of the District’s surplus assets.
### CURRICULUM AND INSTRUCTION ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on a grant award from The Paso Community Foundation and El Paso Festivals, Inc. to produce and present “Viva El Paso” for the 2017 season.

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Blayne Primozich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Communication and Performing Arts</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Blayne Primozich, Keith Townsend, Al Lawrence</td>
</tr>
</tbody>
</table>

**Amount:** $150,000

**Purpose:** The El Paso Community Foundation has approved a grant award to El Paso Community College (EPCC) to produce and present “Viva El Paso” for the 2017 season. The grant will permit EPCC to receive these funds through El Paso Festivals, Inc.

**Explanation:** The grant will support the production and the presentation of “Viva El Paso” for the 2017 season. The grant will be awarded in two (2) disbursements of $75,000 each. The first installment will be distributed at the initiation of preparations for the season, and the second disbursement will be made after completion of the season.

**Budget Account Number:** 23715 P23715

**Budget Summary:** $150,000

**April 1, 2017 – September 30, 2017**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61000 Salaries</td>
<td>$44,500</td>
</tr>
<tr>
<td>62000 Fringe</td>
<td>4,500</td>
</tr>
<tr>
<td>71313 Consultant</td>
<td>71,000</td>
</tr>
<tr>
<td>71130 Instructional Supplies</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$150,000</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><strong>Requestor:</strong></td>
<td>Jaime Farias</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Steven Smith, Jaime Farias</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>Approve tuition rates for new CE courses.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></td>
<td>As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.</td>
</tr>
<tr>
<td><strong>Recommendation:</strong></td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>PMT 003</td>
<td>Internal Auditing TS 16949</td>
</tr>
<tr>
<td>PMT 005</td>
<td>Lean Manufacturing</td>
</tr>
<tr>
<td><strong>Business/Computers/Industry Training and Personal Enrichment</strong></td>
<td></td>
</tr>
<tr>
<td>PIO 0035</td>
<td>Keyboarding-Online</td>
</tr>
<tr>
<td>PIO 036</td>
<td>Achieving Top Search Engine Positions – Online</td>
</tr>
<tr>
<td><strong>CE Health</strong></td>
<td></td>
</tr>
<tr>
<td>AHP 479</td>
<td>Medical Assisting Credentialing Exam Review</td>
</tr>
<tr>
<td>AHP 480</td>
<td>TCRN Exam Review</td>
</tr>
<tr>
<td><strong>Center for College Access and Development</strong></td>
<td></td>
</tr>
<tr>
<td>WPL 399</td>
<td>Career and College Exploration Workshop</td>
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<tr>
<td><strong>Center for Corporate and Workforce Training</strong></td>
<td></td>
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<tr>
<td>WFD 640</td>
<td>Capstone Project</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>Jaime Farias</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Jaime Farias</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approve tuition rates for revised CE courses.</td>
</tr>
</tbody>
</table>

**Explanation:** Workforce and Continuing Education Department is requesting approval for changes in tuition. The comments column provides justification for each of the revised courses.

**Recommendation:** Approval by the Board of Trustees.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>OLD HOURS</th>
<th>OLD TUITION</th>
<th>NEW HOURS</th>
<th>NEW TUITION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIE 676</td>
<td>Start a Pet Sitting Business – Online Ed2go</td>
<td>24</td>
<td>$80</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor’s price change.</td>
</tr>
<tr>
<td>PIE 976</td>
<td>Leadership – Online Ed2go</td>
<td>12</td>
<td>$77</td>
<td>24</td>
<td>$95</td>
<td>Vendor increased the hours and pay per student.</td>
</tr>
</tbody>
</table>