1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

January 18, 2012

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

1.4 Welcome to Guests and Staff Members

1.5 Open Forum

1.6 Presentations by Individuals, Groups, and Organizations:

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

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

1.7 Communications: None

1.8 Board of Trustees Business:

1.8.1 Mr. Art Fierro (Board Chair) will update the Board of Trustees on the Presidential Search process.

Exhibit 1.3

Pages 1-13
Motion   
Second   
Ayes   
Nays   
Abstain   

1.8.2 The Board of Trustees will deliberate on taking action regarding Board Policy 3.05.04 and any statutory requirements regarding the candidacy for public office of an employee of the college.

Note: Andres Muro has filed for a position on the State Board of Education. Board Policy requires that certain findings be made by the President and the Board of Trustees. For example, the above referenced policy requires a finding that the holding of state office and employment by the College presents no conflict and will not interfere with the performance of the employee’s duties at the college.

1.8.3 The Board of Trustees will deliberate on travel policies, procedures, and budgetary matters.

1.8.4 The Board of Trustees will hear a grievance presentation by Jessica Klein.

1.9 Board Reports

1.9.1 Treasurer’s Report

January 31, 2012

No action is necessary.

1.9.2 President’s Report

1.9.2.1 As part of the President’s Report, Mr. Saul Candelas (vice president, Research and Development) and Mr. Steve Smith
(interim vice president, Instruction) will provide an update on El Paso Community College’s preparedness for the reaccreditation by the Southern Association of Colleges and Schools (SACS).

1.9.2.2 As part of the President’s Report, Mr. Bob Jones (director, Distance Education) will provide an update on Distance Education and Blackboard.

1.9.2.3 Dr. Ernst E. Roberts, II (Interim President) will update the Board of Trustees and audience on recent events that have transpired at the College.

1.10 Consent Docket

2.0 ADMINISTRATION - None
### 3.0 PERSONNEL

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

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

- [Exhibit 3.1](#) Pages 43-45

#### 3.2 Full-Time Externally Funded Actions

- [Exhibit 3.2](#) Pages 46-47

#### 3.3 Information Items

- [Exhibit 3.3](#) Page 48

(No action required)
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of a purchase of Oracle licenses and annual support agreement with the Oracle Corporation in the amount of $511,136.

*Note:* The increase in FTE and headcount requires the purchase of additional Oracle software licenses and annual support. Funding is provided by the Software Maintenance and Technology Fund accounts.

*Resource Person:* Jenny Girón

4.2 Consideration and deliberation on the approval to purchase network hardware for District-wide Internet services connectivity at each campus from INX in the amount of $184,489.

*Note:* The network hardware is needed to connect the dedicated high-speed Internet service at each of El Paso County Community College District campuses for administrative and academic support. Funding is provided by the Information Technology Telephone Utility account.

*Resource Person:* Jenny Girón

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**Agenda**

Regular

February 15, 2012

Page 5
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval of the selection award to architectural firms for design services of upcoming College-wide projects.

Note: To approve the selection of architectural firms that have been equally pre-qualified through the Request for Qualifications (RFQ# 12-005) process. Funding is provided by the budget for each construction project.

Resource Person: Josette Shaughnessy
6.1 Consideration and deliberation on the acceptance of a grant award from State Farm Insurance Agency of Texas in the amount of $6,600.

Note: To increase awareness and provide training to new drivers in Texas through driver education programs.

Resource Person: Yolanda Chávez Ahner
7.0 STUDENT SERVICES

7.1 Consideration and deliberation on the approval to purchase two 2013 Ford Police Interceptor cars for the El Paso Community College Police Department from Philpott Motors in the amount of $56,650.

Note: The purchase of two 2013 4-door Ford Police Interceptor cars will replace high-mileage units for the College Police Department. Funding is provided by the Vehicle Registration fund.

Resource Person: Linda Gonzalez-Hensgen

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

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

Resource Person: Yolanda Chávez Ahner
### 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: 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 acceptance of a grant from the Defense Logistics Agency, U.S. Department of Defense for the Contract Opportunities Center in the amount of $272,598.

Note: This award is for the continued operations of the Contract Opportunities Center for fiscal year 2012.

Resource Person: Yolanda Chávez Ahner

9.0 UNFINISHED BUSINESS

10.0 ADJOURNMENT
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:02 p.m. by Board of Trustees Chair Art Fierro.

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

Mr. Fierro asked Mr. Felix Hinojosa (Athletic Director) to lead the Trustees and audience in the Pledge of Allegiance.

1.3 Approval of Minutes:

November 30, 2011 – Special – Board Workshop

November 30, 2011 - Special – Public Hearing

November 30, 2011 - Regular

December 9, 2011 – Special – Board Workshop

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

Motion to approve was made by Trustee Carmen Olivas Graham and seconded by Trustee Belen Robles. Motion to approve passed.

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

1.5 Open Forum – None
1.6 Presentations by Individuals, Groups, and Organizations:

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

Dr. Roberts recognized Mr. Jose Arteaga, Ms. Pat Marioni, and Mr. Jerry Parrish and thanked them for their dedicated years of service to El Paso Community College.

1.6.2 Dr. Roberts will introduce members of the Cross Country Team that participated in the National Cross Country Championships.

Dr. Roberts asked Mr. Hinojosa to introduce the athletes and update the Board of Trustees on the successful season. Mr. Hinojosa commented that the Men’s Team won the Western Region Cross Country Championships, with five of the ten men winning all-conference honors (Edwin Sitienei, Trevaill Chacon, Jonathan Flores, Alejandro Acuna, and Angel de la Cruz.) He noted that they placed 6th out of 47 teams at the National Meet where Mr. Sitienei and Mr. Chacon received All-American honors. He noted that the Men also placed 6th out of 21 teams at the Half Marathon championships and Mr. Sitienei also was named All-American.

He informed the Trustees that the Women’s team placed second at the Region Championship meet, and that Angelica Palomino, Arlene Cabrera, and Michelle Garcia won all-conference honors. He also stated that they placed 3rd out of 52 teams at the national meet. All-American honors were given to Ms. Palomino and Ms. Cabrera. He stated that at the Half Marathon meet, they placed 3rd out of
25 teams and Ms. Palomino earned All-American honors.

1.6.3 Dr. Roberts will present the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2009/2010 to Ms. Josette Shaughnessy (interim vice president, Administration and Financial Operations and Mr. Fernando Flores (comptroller).

Mr. Flores accepted the award on behalf of the Administration and Financial Operations division. He thanked all of the employees within the division for their hard work and dedication.

1.6.4 Ms. Teri Reinert (partner, Peña, Briones, McDaniel & Co., CPAs) will present the audit results of the fiscal year 2011 financial statements.

Ms. Reinert presented the 2011 audit results. She reported that the financial statements were presented fairly, in all material respects; there were no instances of non-compliance with requirements of major federal or state programs; no material weaknesses noted in internal control related to financial statements of federal or state programs; and the College is in compliance with the Public Funds Investment Act. She stated that it is the Auditor’s judgment that the College is following Governmental Accounting Principles in monthly financial statements.

She noted that the total net assets for 2011 were at $117,150,000, and unrestricted net assets represented 15.7% of expenditures and transfers.

At the conclusion of the presentation, Dr. Graham requested that this information be available on the website.
Trustee Nicolás Domínguez requested that more information on the positive things that the College is doing be provided. He asked for a copy of the EMSI report that was mentioned in the presentation.

1.6.5 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.

Dr. Carina Ramirez (president, Faculty Association) addressed the Board of Trustees. She congratulated Mr. Steve Smith on the administration’s recommendation that he serve as the Interim Vice President of Instruction. She also discussed the dissatisfaction of the faculty regarding representation on the Presidential Search committee.

1.7 Communications:

Secretary John Uxer took a moment to introduce his grandson, Mr. Mark Uxer, who was in the audience.

1.8 Board of Trustees Business: None

1.9 Board Reports

1.9.1 Treasurer’s Report

November 30, 2011

December 31, 2011

No action is necessary.
1.9.2 President’s Report

Dr. Roberts provided an update on the Commencement ceremony that was held in December. He commented that over 1,700 degrees were awarded. He reported on an endowed scholarship that had been established in the name of Richard Castro who had served as the Commencement speaker. Dr. Roberts thanked Mr. Castro for his commitment in matching the initial endowed amount of $25,000.

Dr. Roberts also recognized Dr. Christina Ponce (executive director, Foundation for El Paso Community College) and Mr. Eduardo Cadena (chair, Foundation for El Paso Community College) for the efforts of the Foundation in raising over $410,500 in donations over the last two months.

Mr. Domínguez requested a detailed update on the SACS reaccreditation, a report on the Blackboard issues, and a report on the issues with Distance Education at the next meeting.

1.10 Consent Docket - No Items

2.0 ADMINISTRATION - None
## 3.0 PERSONNEL

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

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

*Note: Mr. Haggerty left the meeting at 6:00 p.m. and was not present for the remainder of the meeting.*

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

No Items

### Motion 3.3 Information Items

(No action required)
### 4.0 FINANCIAL SERVICES

#### 4.1 Consideration and deliberation on the approval of contract awards to purchase science supplies and equipment to multiple vendors in an amount not to exceed $350,000 in the aggregate per year.

Note: Approval of contract awards to multiple vendors for the purchase of science supplies and equipment in support of educational programs at the College for a three (3) year period with an option to renew annually for an additional two (2) years. Funding is provided by each individual College department’s budget.

**Resource Person:** Josette Shaughnessy

Motion to approve items 4.1 and 4.2 was made by Mr. Fierro and seconded by Dr. Graham. Motion to approve passed.

#### 4.2 Consideration and deliberation on the approval of a District-wide annual support agreement with the Oracle Corporation in the amount of $331,841.

**Note:** To enable the technical support services provided by Oracle Corporation for licensed software utilized by SunGard/SCT Banner Administration and Web self-service products for concurrent use by El Paso Community College students, staff and faculty. Funding is provided by the Software Maintenance and Technology Fund accounts.

**Resource Person:** Jenny Girón

Item passed.
4.0 FINANCIAL SERVICES

Motion 4.3 Consideration and deliberation on the approval of contract awards to purchase promotional items to multiple vendors in an amount not to exceed $275,000 in the aggregate per year.

Note: Award of these contracts will provide administrative and instructional departments with the ability to purchase promotional items for a three (3) year period with an option to renew annually for an additional two (2) years. Funding is provided by each individual College department’s budget.

Resource Person: Josette Shaughnessy

Motion to approve was made by Mr. Fierro and seconded by Vice Chair Gracie Quintanilla. Motion to approve passed.

4.4 Consideration and deliberation on the approval to purchase an Uninterruptible Power Supply (UPS) in the amount of $85,000.

Note: To purchase an Uninterruptible Power Supply (UPS) to provide battery backup power for the EPCC Data Center located at the Administrative Service Center. Funding is provided by the Hardware Maintenance and Supplies Account.

Resource Person: Jenny Girón

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

5.1 Consideration and deliberation on the approval of a contract award to Pride General Contractors LLC to install the utilities and provide the exterior finishes for the Valle Verde Math Emporium Building in an amount not to exceed $110,395.

Note: Approval of a contract award to Pride General Contractors LLC to install the utilities and provide the exterior finishes for the Valle Verde Math Emporium Building. Funding is provided by the Valle Verde Math Lab Building Budget.

Resource Person: Josette Shaughnessy

Motion to approve was made by Dr. Graham and seconded by Mrs. Robles. Motion to approve passed.
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of additional funds to purchase books and audio visuals for the district-wide College libraries from Barnes & Noble in an amount not to exceed $55,000.

Note: To purchase books and audio visuals for the library collections at the Valle Verde, Northwest and Transmountain campuses. Funding is provided by the Instructional Equipment and Valle Verde Library Operations budgets.

Resource Person: Dennis Brown

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

6.2 Consideration and deliberation on the approval of Mary Traci Groening-Wang, DO, as a new Medical Director volunteer for the Diagnostic Medical Sonography Program as required by the accrediting agency.

Note: To obtain formal Board of Trustees’ approval of a new volunteer medical director for the Diagnostic Medical Sonography Program as required by the Joint Review Committee on Education in Diagnostic Medical Sonography.

Resource Person: Dennis Brown

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

7.1 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*

Motion to approve was made by Dr. Graham and seconded by Mrs. Robles. Motion to approve passed. *(Note: Dr. Uxer stepped out of the room at 6:18 p.m. and was not present for the vote.)*
8.0 COMMUNITY SERVICES

8.0 COMMUNITY SERVICES – NO ITEMS

The Board of Trustees recessed into closed or Executive Session at 6:19 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 section 551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by section 551.071(1) or on a matter in which the duty of legal counsel arises under section 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 Section 551.074 of the code; and to deliberate regarding college district security as authorized by section 551.075 of the code.

The meeting was reconvened at 7:40 p.m.

(Note: Mrs. Quintanilla did not return from the Executive Session.)

Mr. Fierro announced that the next meeting of the Board of Trustees will be held on Wednesday, February 15 and then again on Wednesday, March 21.

9.0 UNFINISHED BUSINESS

10.0 ADJOURNMENT

The meeting was adjourned at 7:41 p.m. by unanimous consent.
Subject to the other provisions of this section, a member of the faculty or staff may hold other elective or non-elective office or positions of honor, trust or profit with the State of Texas or the United States if holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between holding the office or position and holding the original office or position for which the member of the faculty or staff receives salary or compensation.

One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. Whether two positions are legally incompatible is a fact question to be determined by those having supervision over one or both of the positions held by the person in question and, ultimately, by the courts.


A person may not serve in any one branch of government while exercising any powers properly attached to either of the other branches of government. A faculty member has been held to be "of" the executive branch and ineligible to occupy a position in either the legislative or judicial branches. For example, a faculty member may not hold the office of justice of the peace because that office is part of the judicial branch of government.


There is one exception to the rule stated directly above: Faculty and staff shall not be barred from serving as members of the governing bodies of school or community college Districts (other than those in which they are employed), cities, towns, or other local government Districts; provided, however, that such faculty and staff shall receive no salary for serving as members of these governing bodies.

Texas Constitution, Art. 16, Sec. 40; A.G. Opinion H-6, (1973) and Letter Advisory 20, (1973)

Before a member of the faculty or staff may accept an offer to serve in other elective or non-elective office or positions of honor, trust, or profit with the State of Texas or United States, the member of the faculty or staff must obtain from the President of the College and the Board a finding that the requirements of this section have been fulfilled, including the expected additional compensation to be received from such service. The finding of the Board shall be recorded in the official minutes of the meeting of the Board at which approval was granted.
When a person occupies two offices which may not be occupied for constitutional reasons or at common law, it is the common law rule that by accepting the second of such positions, the person automatically vacates the first.

*A.G. Letter Advisory 62, (1973)*
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<th>Position</th>
<th>Department</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Grade</th>
<th>Type of Appointment</th>
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<td>Avila, Mike</td>
<td>Procurement Specialist</td>
<td>Contract Opportunities Center</td>
<td>Temporary Status</td>
<td>01/01/12 – 08/31/12</td>
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<td>Extension of Appointment</td>
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<td>Bustamante, Angel</td>
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<td>Gutierrez, Keith</td>
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<td>Contract Opportunities Center</td>
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<td>Faculty</td>
<td>Biology</td>
<td>01/09/12 – 05/12/12</td>
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<td>Duarte, Argelia</td>
<td>Counselor</td>
<td>Faculty</td>
<td>Counseling</td>
<td>01/02/12 – 05/12/12</td>
<td>Grade C/3</td>
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<td>Rajabi, Laila</td>
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<td>Biology</td>
<td>01/09/12 – 05/12/12</td>
<td>Grade C/3</td>
<td>Noncompetitive Appointment (New Position)</td>
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Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Rico, Graciela**
ESL Lab Assistant
Classified Staff
English as a Second Language
Grade E
Leave of Absence

**Salcedo, Alicia**
Procurement Program Assistant
Classified Staff
Contract Opportunities Center
Temporary Status
01/01/12 – 08/31/12
Grade D
Extension of Appointment

**Valles, Shanan**
Instructor
Faculty
Psychology
Temporary (Lecturer) Status
01/09/12 – 05/12/12
Grade C/2
Noncompetitive Appointment
(New Position)

**Vigil, Frank**
Instructor
Faculty
Economics
Temporary (Lecturer) Status
01/09/12 – 05/12/12
Grade C/4
Noncompetitive Appointment
(New Position)
The following full-time, temporary Instructors (Lecturers) are extended for the period of 01/09/12 – 05/12/12.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISCIPLINE</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>Halle, Robert</td>
<td>Speech</td>
<td>G</td>
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<td>Montgomery, Jaime</td>
<td>Respiratory Care</td>
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<tr>
<td>Reyes, Jessica</td>
<td>Mathematics</td>
<td>C</td>
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</table>
### Exhibit 3.2
Full-Time Externally-Funded Actions

#### Armendariz, Pablo
Procurement Specialist  
Professional Support  
Contract Opportunities Center  
DOD/DLA  
Temporary Status  
01/01/12 – 08/31/12  
Grade C  
Extension of Appointment

#### Martinelli, Lilia
CASS Coordinator  
Professional Support  
International Education Program  
CASS Cycle 2012  
Temporary Status  
01/01/12 – 08/31/12  
Grade C  
Extension of Appointment

#### Conway, Joseph R.
Manager, Contract Opportunities Center  
Professional Support  
Contract Opportunities Center  
DOD/DLA  
Temporary Status  
01/01/12 – 08/31/12  
Grade D  
Extension of Appointment

#### Mason, Michael
Procurement Specialist  
Professional Support  
Contract Opportunities Center  
DOD/DLA  
Temporary Status  
02/01/12 – 08/31/12  
Grade C  
Noncompetitive Appointment  
(New Position)

#### Devora, Jose
Driver II  
Classified Staff  
International Education Program  
CASS- Cycle 2012  
Temporary Status  
01/01/12 – 08/31/12  
Grade C  
Extension of Appointment

#### Oropeza, Maria
Upward Bound Program Specialist  
Classified Staff  
Upward Bound Program  
U.S.D.E. -Upward Bound Program  
Temporary Status  
01/01/12 – 08/31/12  
Grade E  
Extension of Appointment

#### Lozoya, Raquel
Procurement Clerk  
Classified Staff  
Contract Opportunities Center  
DOD/DLA  
Temporary Status  
01/01/12 – 08/31/12  
Grade B  
Extension of Appointment

#### Suarez, Julie
Procurement Specialist  
Professional Support  
Contract Opportunities Center  
DOD/DLA  
Temporary Status  
01/01/12 – 08/31/12  
Grade C  
Extension of Appointment
Exhibit 3.2
Full-Time Externally-Funded Actions

**Talamantes, Deanna**
Administrative Office Assistant
Classified Staff
Small Business Development Center
UTSA SBDC TX 2012
Temporary Status
01/01/12 – 02/29/12
Grade C
Extension of Appointment
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Brown, Dennis**
Vice President, Instruction
Vice President, Instruction
01/31/12

**Buckmaster, Frances**
Data Payables Clerk
Accounting Services
12/31/11

**Hurtig, Kent**
Programmer Analyst
Information Technology
02/03/12

**Martinez, Manuel**
HVAC/Controls Tech
Physical Plant
01/31/12

**Mendiola, Patricia**
Career Services Assistant
Career Services
01/17/12

Retirements:

**Gambee, Marylou**
Admission & Registration Assistant
Admissions & Registrar
01/31/12

**Ramirez, Graciano**
Peace Officer II
Police Department
02/29/12

**Sada Jr., Carlos**
Accountant
Accounting Services
02/29/12

**Walker, Robert M.**
Assistant Registrar WF CE
Vice President, Workforce/ Economic Development & CE
02/29/12
## FINANCIAL SERVICES ABSTRACT

<table>
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<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the purchase of Oracle licenses and annual support agreement with the Oracle Corporation.</th>
<th>Amount: $511,136</th>
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<tbody>
<tr>
<td>Requestor:</td>
<td>Gary Chacon</td>
<td></td>
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<tr>
<td>Area Responsible:</td>
<td>Information Technology</td>
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<tr>
<td>Resource Persons:</td>
<td>Jenny Girón, Gary Chacon</td>
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### Purpose:
Banner is a suite of administrative software applications developed specifically for higher education institutions by SunGard/SCT. Banner is an integrated database solution and the market-leading suite of software applications for student information, advancement, human resources, financial aid, faculty and advisors, finance, and more. The purpose of the Oracle campus-wide support agreement is to enable the technical support services provided by Oracle Corporation for new licensed software that is utilized by SunGard/SCT Banner Administration and Web self-service products for concurrent use by El Paso Community College students, staff and faculty.

### Explanation:
The Oracle database system supports Banner Student and Administration modules which include Banner Web self-service which consist of Student, Financial Aid, Human Resource, Payroll, Finance, Web Student Registration, Web Faculty Grade Input and Employees. SCT Banner rests on an Oracle-based relational database platform. Once a record is created in a relational database, it becomes part of a data pool and can usually be used system wide. This means that there is less duplication of effort in file creation and once created, there are significant increases in processing efficiency. The increase in FTE and headcount requires the purchase of additional Oracle software license and annual support.

A sole source letter is on file in the Purchasing and Contract Management Department.

Funding is provided by the Software Maintenance and Technology Fund accounts.

<table>
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<th>02/03/12</th>
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<td>Budget:</td>
<td>$1,296,893</td>
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<td>Expenditures to date:</td>
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<td>$ 266,415</td>
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<th>Date:</th>
<th>02/03/12</th>
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<tr>
<td>Account:</td>
<td>91326-M91326</td>
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<tr>
<td>Budget:</td>
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<td>Expenditures to date:</td>
<td>$ 943,822</td>
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<td>Balance:</td>
<td>$1,371,175</td>
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### Recommendation:
Approval by the Board of Trustees.

### Vendor:
Oracle Corporation
P.O. Box 71028
Chicago, IL 60695-1028

(Exhibit 4.1.1) 02/15/12
FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval to purchase network hardware for district-wide Internet services connectivity at each campus.</th>
<th>Amount:</th>
<th>$184,489</th>
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</table>

**Requestor:** Marco Fernandez  
**Area Responsible:** Information Technology  
**Resource Persons:** Jenny Girón, Marco Fernandez  

**Purpose:** The El Paso Community College computer network relies on networking equipment to provide communication between computer systems for conducting business. The network hardware is needed to connect the dedicated high-speed Internet service at each of El Paso County Community College District campuses for administrative and academic support.

**Explanation:** Currently the College has two centralized Internet service connections and will be moving to dedicated 100MB Internet service connections delivered at each campus. This request is for the procurement of network hardware to include firewalls and edge routers needed to securely connect the dedicated Internet services at each campus. This network hardware will allow the College to protect inbound and outbound Internet traffic for administrative and academic support.

This purchase will be conducted through the State of Texas Department of Information Resources, contract SDD-1386 as allowed by the Information Resources Act, Texas Government Code, Section 2054.0565(b).

Funding is provided by the Information Technology Telephone Utility account.

**Recommendation:** Approval by the Board of Trustees  
**Vendor:** INX  
221 N. Kansas, Suite 1208  
El Paso, TX  79901

Date: 02/03/12  
Account: 11000-75003  
Budget: $450,833  
Expenditures to date: $210,719  
Balance: $240,114
### El Paso Community College
#### Quote #12-015 Cisco Switches

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<th>Quote #12-015 Purchase of Cisco Switches</th>
<th>Qty.</th>
<th>Desert Comm</th>
<th>INX</th>
<th>EC America</th>
<th>PC Mall Gov</th>
<th>CDW-Gov</th>
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<tr>
<td>1.) #CISCO3925K29, Cisco 3925 Integrated Services Router 4xHWIC, 4xPVDM, 3xService Module, 2xSFP (mini-Gbic) Shared, 2x CompactFlash (CF) Card, 2x10/100/1000Base</td>
<td>7 each</td>
<td>$37,905.00</td>
<td>$35,577.50</td>
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<td>2.) #MEM3900-1G-U4GB, UPG 1GB to 4Gb DRAM 2Gb+2Gb for 3925/3945 ISR</td>
<td>7 each</td>
<td>$5,586.00</td>
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<td>3.) #MEMCF-256U1GB, Cisco MEM-CF-256 U1GB, 1Gb CompactFlash (CF) Card</td>
<td>7 each</td>
<td>$3,192.00</td>
<td>$1,498.00</td>
<td>$1,547.00</td>
<td>$1,744.33</td>
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<tr>
<td>4.) #ASA5520-BUN-K9, Cisco ASA 5520 VPN/Firewall, 4x1000Base-T, 1x10/100Base-TX</td>
<td>6 each</td>
<td>$27,342.00</td>
<td>$25,663.98</td>
<td>$26,503.38</td>
<td>$27,721.14</td>
<td>$26,623.38</td>
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<td>5.) WS-C3750X-24T-L, Cisco Catalyst 3750-24 T-Layer 3 switch 24 port, 1 slot, 2x10/100/1000Base-T, 1x Network Module Slot</td>
<td>6 each</td>
<td>$17,784.00</td>
<td>$16,692.00</td>
<td>$17,238.00</td>
<td>$18,715.14</td>
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<td>6.) #WSC3750X-12S-E, Cisco Catalyst WS-C 3750X-12S-E Layer switch, 13 slot, 12xSFP (mini-Gbic) 1x Network Module Slot</td>
<td>2 each</td>
<td>$15,960.00</td>
<td>$14,980.00</td>
<td>$15,470.00</td>
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<td>7.) #GLC-T, Cisco GLC-T 1000Base-T SFP Gigabit Interface Converter, 1x1000Base-T LAN-SFP (mini-Gbic)</td>
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<td>$1,056.65</td>
<td>$1,091.15</td>
<td>$1,220.95</td>
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<td>8.) #ME-3400G-12CS-A, Cisco ME-3400G-12CS Ethernet Access Layer 3 switch, 12xSFP (mini-Gbic) Shared, 4xSFP Uplink 12x10/100 1000Base-T LAN</td>
<td>8 each</td>
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<td>$30,917.84</td>
<td>$35,425.52</td>
<td>$31,057.84</td>
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<td>9.) #CD-ME3400-B2A, Cisco IOS Metro Access Product Upgrade Firmware</td>
<td>6 each</td>
<td>$3,420.00</td>
<td>$3,210.00</td>
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<td>10.) #CD-ME3400-B2I, Cisco IOS Metro Access Firmware for ME-3400 Series Switches &amp; Software Images, Product Upgrade Firmware</td>
<td>2 each</td>
<td>$3,414.00</td>
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<td>11.) #CON-SNT-3825, Cisco SMARTnet 3 year 8x5 Next Business Day for Cisco 3825</td>
<td>21 each</td>
<td>$16,054.50</td>
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<td>$15,939.00</td>
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<td>12.) #CON-SNT-AS2BUNK9, Cisco SMARTnet 3 year 8x5 Next Business Day for ASAS20</td>
<td>18 each</td>
<td>$12,083.40</td>
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<td>$11,910.78</td>
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<td>13.) #CON-SNT-3750X2TL, Cisco SMARTnet 3 year 8x5 Next Business Day for Catalyst 3750</td>
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<td>$6,880.50</td>
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<td>14.) #CON-SNT-C37SX12E, Cisco SMARTnet 3 year 8x5 Next Business Day for Catalyst 3750, 12PT</td>
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<td>$5,004.00</td>
<td>$4,968.00</td>
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<td>15.) #CON-SNT-3400G12A, Cisco SMARTnet 3 year 8x5 Next Business Day for ME3400</td>
<td>24 each</td>
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**DIR SDD-1378** | **DIR SDD-1386** | **DIR SDD-1385** | **Buy Board #331-09** | **DIR SDD-1381**
## PHYSICAL FACILITIES ABSTRACT

### Item(s) to be Considered:
Consideration and deliberation on the approval of the selection award to architectural firms for design services of upcoming college-wide projects.

<table>
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<tr>
<th>Requestor:</th>
<th>Rick Lobato</th>
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<tbody>
<tr>
<td>Area Responsible:</td>
<td>Physical Plant</td>
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| Resource Persons: | Josette Shaughnessy, Rick Lobato, Rick Torres |

### Purpose:
Approval of the selection of architectural firms that have been pre-qualified through the Request for Qualification (RFQ #12-005) process.

### Explanation:
The Physical Plant Department will coordinate the selection of firms, from the list of equally pre-qualified firms, based on the unique qualities of upcoming projects for construction or remodeling work to be done, in-house or by general contractors. The actual construction projects will be bid separately.

The selection of equally pre-qualified firms was done as per the requirements of Texas Government Code 2254 (Professional and Consulting Services), and was based on demonstrated competence and qualifications. Approval by the Board of Trustees will be required prior to negotiations and award of a contract(s) of $50,000 or more. Any architectural costs of $100,000 or more will be competitively awarded through a separate RFQ process and taken to the Board for approval.

The initial contract award shall be for one (1) year with an option to renew, on an annual basis, for an additional four (4) years for a potential maximum contract term of five (5) years upon satisfactory vendor performance and administrative approval.

Funding for upcoming projects will be provided by the budgetary allocation for each construction project.

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

### Vendors:
- Carl Daniel Architects, Inc.
  1100 N. Stanton, Ste. 500
  El Paso, TX  79902

- Mijares-Mora Architects, Inc.
  111 N. Festival
  El Paso, TX  79912

- Moore Nordell Kroeger Architects, Inc.
  7170 Westwind Drive, Ste. 105
  El Paso, TX  79912

- Parkhill, Smith & Cooper, Inc.
  810 E. Yandell
  El Paso, TX  79902
The services secured through this Request for Qualification process will be utilized by El Paso County Community College District on behalf of the Board of Trustees.

Requests for Qualifications Statements were advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Times*. Packets were issued to thirty six (36) vendors. Qualification Statements received are indicated on the RFQ tabulation.

Architectural firms awarded through this Request for Qualifications process will be used for upcoming renovation/remodeling and new construction projects for which architectural services are expected to be under $100,000. The District will conduct a separate Request for Qualification process for each project for which architectural services costs are expected to be $100,000 or higher. The District reserves the right to conduct a separate Request for Qualifications process for ANY project, regardless of size, due to the project’s unique characteristics.

The Evaluation Committee decided that the College could best benefit from the services of four equally pre-qualified firms, of varying sizes, to accommodate various-sized projects. After carefully reading each Qualification Statement over the span of several meetings, the Committee members independently scored each Qualification Statement and then their scores were used to arrive at the composite score shown on the attached tabulation. The top four scores are presented for award.

As stated in the Request for Qualifications packet that the College published, the firms’ Statements were scored by the Committee based on:

> “the firm’s history; its capabilities including personnel and staff; its project history including type of projects, if the customer was an educational institution and if project was completed on time and on budget; and their references.”

It is the recommendation of the “RFQ Analysis Committee” (Josette Shaughnessy, Fernie Flores, Joyce Ritchey, Rick Lobato, and Rick Torres) that contracts be awarded to:

- Mijares-Mora Architects, Inc.  
  111 N. Festival  
  El Paso, TX 79912

- Carl Daniel Architects, Inc.  
  1100 N. Stanton, Ste. 500  
  El Paso, TX 79902

- Moore Nordell Kroeger Architects, Inc.  
  7170 Westwind Dr., Ste. 105  
  El Paso, TX 79912

- Parkhill, Smith & Cooper, Inc.  
  810 E. Yandell  
  El Paso, TX 79902
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<td>Vendors shall supplement their annual report and/or financial statements attesting to the fiscal viability of the company. Further documentation attesting to corporate growth, market share, reputation, experience, quality of service, quality of support personnel, etc. should also be supplied.</td>
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<tr>
<td>Description of firm's litigation history and lawsuits in which the firm is a defendant in the last five (5) years and describe the circumstances surrounding same; or if not applicable state &quot;none&quot;. If applicable, describe how the litigation was settled</td>
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<td><strong>Firm's Capabilities</strong></td>
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<td>Prospective firm shall furnish documentation which shall evidence their capability to provide the required services by possessing adequate available resources, including personnel, support, systems, comprehensive methodologies and tools, organizational structure, operation controls, quality control, and other related factors.</td>
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<tr>
<td>Provide resumes for all key personnel. Each resume shall include the education and professional licensing/credentials of each person. Include a list of previous projects in which each team member has played a significant role. Indicate which team members are LEED accredited.</td>
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<td>List the names of consultants that will be used in projects, their role and related experience</td>
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<td>List of engineering companies that may be used as consultants related to work connected with District projects</td>
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<td>Firms must submit information regarding recent relevant project experience done within the past five (5) years, with an emphasis on projects for educational institutions. Information must include:</td>
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<td>Project date:</td>
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<td>Scope of project</td>
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<td>Project schedule</td>
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<td>Quality control measures</td>
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<td>Specify number of change orders requested from owner</td>
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<td>Specify if approved by owner (for each project listed)</td>
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<td>Specify if project was completed on time</td>
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<td>Specify if project was completed within budget</td>
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<td>Prospective firm must submit evidence that they have complied with the District's insurance requirements as stated on the District's General Conditions.</td>
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<td>Prospective firm must submit evidence that they possess all trade, professional, and business licenses as may be required by the work contemplated in this RFQ.</td>
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<tr>
<td>List of References – Minimum of three (3) current and verifiable references. Include a list of references where your firm has provided services emphasizing work done in a College/University/School District setting. Include contact information, name and telephone numbers and the dates when services were provided.</td>
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<td>List of References – Minimum of three (3) current and verifiable references. List of engineering companies that may be used as consultants related to work connected with District projects.</td>
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<tr>
<td><strong>Required evidence of insurance</strong></td>
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<td>Required evidence of insurance not provided.</td>
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<td>Firm’s Capabilities</td>
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<td>3 = Non Responsive</td>
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<td>66.00</td>
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Notes:

The El Paso County Community College District ("District") is requesting Qualifications Statements for Architectural Services. The District is seeking qualification statements from architectural firms to provide services for upcoming renovation/renovating and new construction projects for which architectural services are expected to be under $100,000. The purpose of conducting this solicitation is to pre-qualify architectural firms that can provide services as requested herein under provisions of Texas Government Code 2254 (Professional and Consulting Services).
## CURRICULUM AND INSTRUCTION ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the acceptance of a grant award from State Farm Mutual Automobile Insurance Company of Texas.

**Amount:** $6,600

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Area Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Bogle</td>
<td>Law Enforcement Training Academy</td>
</tr>
</tbody>
</table>

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

**Purpose:** To accept a grant award from State Farm Mutual Automobile Insurance Company in the amount of $6,600.

**Explanation:** State Farm Mutual Automobile Insurance Company of Texas awards grants to educational institutions and programs for the purpose of increasing awareness and training among new drivers in Texas. Participants are expected to gain a greater awareness and appreciation for typical traffic law violations that are more common to new (young) drivers (i.e., DWI, seatbelt violations, speeding/racing, phone use and texting while driving). This grant will offset additional instructor hours/salaries incurred while presenting the additional material to current and future driver education students over the current fiscal year.

**Budget Account Number:** 23538-P23538: Budget Summary $6,600

**January 1, 2012 – December 31, 2012**

**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>61000</td>
<td>Instructor Pool PT</td>
<td>$5,490</td>
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<tr>
<td>62000</td>
<td>Benefits Pool</td>
<td>610</td>
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<td>71130</td>
<td>Instructional Supplies</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$ 6,600</strong></td>
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</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 purchase of two 2013 Ford Police Interceptor cars for the Police Department.</th>
<th>Amount: $56,650</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Jose Ramirez</td>
<td>Area Responsible:</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Linda Gonzalez-Hensgen, Jose Ramirez</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** The purchase of two 2013 4-door Ford Police Interceptor cars will provide transportation to the El Paso Community College Police Department officers for patrolling the District. Police Department vehicles are utilized 24 hours a day to conduct campus patrols to enhance student, staff and community safety and secure all campuses at EPCC.

**Explanation:** Ford Interceptors are mid-size police vehicles that will include the manufacturer’s standard law enforcement package and all appropriate emergency equipment and necessary graphics. These police vehicles will replace high-mileage units, which are in need of mechanical and cosmetic repairs due to constant use throughout the years.

This purchase will be conducted through the TASB BuyBoard contract #358-10 which was competitively awarded. Purchases conducted through the TASB Purchasing Cooperative are in compliance with Texas Education Code 44.031 (a)(4); and the provisions of Texas Government Code, Chapter 791-Interlocal Cooperation Contracts.

Funding is provided by the Vehicle Registration fund.

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

**Vendor:** Philpott Motors  
1400 US Highway 69  
Nederland, TX 77627

| Date: | 1/23/2012 |
| Account: | L31001-31001 |
| Budget: | $1,199,491 |
| Expenditures to date: | $195,028 |
| Balance: | $1,004,463 |
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>
</tbody>
</table>

(Exhibit 7.2.1)
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
<th>TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP 297</td>
<td>NRP Skills</td>
<td>4</td>
<td>$45</td>
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<tr>
<td><strong>Allied Health</strong></td>
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<tr>
<td>PIE 798</td>
<td>Introduction Peachtree Accounting 2009-Online</td>
<td>24</td>
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<tr>
<td>PIE 799</td>
<td>Introduction to Stock Options-Online</td>
<td>24</td>
<td>$77</td>
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<tr>
<td>PIE 800</td>
<td>Keys to Effective Communication – Online</td>
<td>24</td>
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<tr>
<td><strong>Business//Industry Training and Personal Enrichment</strong></td>
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</table>

(Exhibit 7.2.2) 02/15/12
## 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><strong>Requestor:</strong></td>
<td>Yolanda Chávez Ahner</td>
</tr>
<tr>
<td><strong>Area Responsible:</strong></td>
<td>Workforce/Economic Development and Continuing Education</td>
</tr>
<tr>
<td><strong>Resource Persons:</strong></td>
<td>Yolanda Chávez Ahner</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>Approve tuition rates for revised CE courses.</td>
</tr>
<tr>
<td><strong>Explanation:</strong></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><strong>Recommendation:</strong></td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
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</tr>
<tr>
<td>SBD 0001</td>
<td>Quickbooks Pro for Small Business</td>
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</tbody>
</table>

*Small Business Development Center*
COMMUNITY SERVICE ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the acceptance of a grant from the Defense Logistics Agency, U.S. Department of Defense for the Contract Opportunities Center.

**Amount:** $272,598

**Requestor:** Joseph R. Conway  
**Area Responsible:** Contract Opportunities Center

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

**Purpose:** El Paso Community College (EPCC) received Notice of Award in the amount of $272,598 from the Defense Logistics Agency (DLA) Department of Defense (DOD) Procurement Technical Assistance Cooperative Agreement Program (PTAP) for continued operations of the Contract Opportunities Center for fiscal year 2012 (cooperative agreement number SP4800-12-2-1288).

**Explanation:** The Contract Opportunities Center promotes business and economic development throughout the County of El Paso, Texas by providing procurement technical assistance, bidding and contracting opportunities to interested businesses. The Center motivates and assists businesses with expansion and job creation through the active pursuit of federal, state, county and municipal government contracting opportunities as well as opportunities with educational institutions and the commercial sector. Services provided include outreach counseling, assistance and guidance with marketing, bid matching and assistance with electronic commerce.

**Budget Account Number:** 21313-F21313: Budget Summary $272,598

**January 1, 2012 – December 31, 2012**

**Detailed Budget Overview:**

<table>
<thead>
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<th>Item</th>
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<tbody>
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<td>61300 Professional Staff Pool</td>
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<td>61601 Classified Staff P/T</td>
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<td>61605 Classified Staff F/T</td>
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</tr>
<tr>
<td>62000 Benefits Pool</td>
<td>51,620</td>
</tr>
<tr>
<td>71120 Office Supplies</td>
<td>5,500</td>
</tr>
<tr>
<td>71420 Subscriptions</td>
<td>8,400</td>
</tr>
<tr>
<td>72200 Out of Town Travel</td>
<td>7,651</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 272,598</strong></td>
</tr>
</tbody>
</table>

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