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: December 14, 2015

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:

October 28, 2015 – Regular

November 10, 2015 – Special

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

1.5 Welcome to Guests and Staff Members
1.6 Open Forum

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.

1.7.2 Mr. Brian Kirby (Advisor, Phi Theta Kappa) and Officers of the EPCC Omega Gamma Chapter of Phi Theta Kappa will provide an update to the Board of Trustees on the local chapter activities.

1.7.3 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: None

1.10 Board Reports

1.10.1 Treasurer’s Report

   September 30, 2015
   October 31, 2015
   November 30, 2015

   No action is necessary.
1.10.2 President’s Report

1.10.2.1 As part of the President’s Report, Mr. Keith Townsend (Director of Forensics) will provide an update on the results of the Forensics Team Fall 2015 competitions.

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

1.11 Consent Docket

2.0 ADMINISTRATION - NONE
### 3.0 PERSONNEL

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<td>3.1 Full-Time Institutionally-Funded Actions</td>
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#### Exhibit 3.1
Pages 105-106

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<td>3.2 Full-Time Externally Funded Actions - None</td>
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<td>3.3 Information Items</td>
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#### Exhibit 3.3
Page 107
4.0 FINANCIAL SERVICES

Motion 4.1 Consideration and deliberation on the approval of the purchase of photo, video, and audio equipment for the Mass Communication labs and computer classrooms from B&H Foto and Electronics, Corp. in the amount of $84,993.

Note: To purchase specific production items to update technologies to achieve course objectives for instruction in the Mass Communication labs. Funding is provided by the Integrated Technology Committee fund.

Resource Person: Steven Smith

Motion 4.2 Consideration and deliberation on the approval to award a three (3) year contract to Speedy Buck, Inc. for Automated Teller Machine (ATM) services.

Note: To provide affordable and accessible Automated Teller Machine (ATM) services to the students, faculty, and staff of El Paso County Community College District.

Resource Person: Josette Shaughnessy
4.3 Consideration and deliberation on the approval of an extension of the current contract for beverage vending services with Bottling Group LLC (d/b/a/ Pepsi-Cola Bottling Group).

Note: To extend the term of the contract award with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group) through February 29, 2016 in order to allow the committee to conclude its evaluation of proposals and bring a recommendation for a new contract.

Resource Person: Josette Shaughnessy

5.0 PHYSICAL FACILITIES - NONE
6.0 CURRICULUM AND INSTRUCTION

6.1 Consideration and deliberation on the approval of the purchase of simulator products and equipment for the Nursing and Medical Emergency Medical Services (EMS) Programs in the amount not to exceed $360,000.

Note: To approve the purchase of simulator capable manikins (SimMom®, SimMan®, SimBaby®, and SimPad®) for student use in the Nursing and EMS Programs. Funding is provided by the Instructional Equipment budget.

Resource Person: Steven Smith

6.2 Consideration and deliberation on the acceptance of a Hispanic-Serving Institution (HSI) Science, Technology, Engineering and Math (STEM) grant award from the U.S. Department of Education for the El Paso Community College/ Texas Tech University College of Architecture in the amount of $1,132,396.

Note: To approve the fifth-year grant award of a five-year grant from the U.S. Department of Education between El Paso Community College and Texas Tech University College of Architecture.

Resource Person: Steven Smith
6.3 Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board (THECB) in the amount of $15,000.

Note: To approve a grant award from THECB to sub-contract with El Paso County Community College District to collaborate with RAND Corporation and THECB in planning activities for a mainstream study for research supporting implementation of the Texas Success Initiative (TSI).

Resource Person: Steven Smith
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**7.1 Consideration and deliberation on the approval to purchase Corbin entrance locks from IDN-Acme, Inc. for approximately 600 classrooms district-wide. Amount not to exceed $116,021.**

*Note: To approve the request to purchase Corbin entrance locks for approximately 600 classrooms district-wide. The purchase of these locks will allow students or faculty in a classroom to lock the classroom doors from inside, should it become necessary. Funding is provided by the Project Reserve fund.*

*Resource Person: Linda Gonzalez-Hensgen*

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**7.2 Consideration and deliberation on the approval of additional funds for the use of extra private security district-wide by the Police Department in the amount not to exceed $70,000 for the current budget year.**

*Note: To approve the request for additional funds for one year for the use of extra private security guards between the hours of 10:00 p.m. and 6:00 a.m., seven (7) days a week. Funding is provided by the Vehicle Registration fund.*

*Resource Person: Linda Gonzalez-Hensgen*
### 7.0 STUDENT SERVICES

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

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

*Resource Person: Steven Smith*

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

*Note: Workforce and Continuing Education Department is requesting approval for changes in tuition.*

*Resource Person: Steven Smith*

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8.0 COMMUNITY SERVICES

8.1 Consideration and deliberation on the acceptance monetary donations.

Note: To accept donations from Castro Enterprises, Inc., d/b/a/ McDonalds; Food City Supermarkets; METI, Inc.; Enrique Moreno, Attorney at Law; Senator Jose Rodriguez; USI Southwest; ZGS Communications, Inc./KTDO Telemundo; Jose Hall; Eloisa Martinez; Mayra Cordero; Keep El Paso Beautiful.

Resource Person: Josette Shaughnessy

9.0 UNFINISHED BUSINESS

10.0 ADJOURNMENT
BOARD OF TRUSTEES
MINUTES
October 28, 2015
Regular

REGULAR
December 14, 2015
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: October 28, 2015

1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:07 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. Saul Candelas (Vice President, Research and Accountability) 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 5:09 p.m.

The Board of Trustees reconvened the meeting at 6:30 p.m.
1.4 Approval of Minutes:

September 2, 2015 – Public Hearing
September 9, 2015 – Public Hearing
September 16, 2015 – 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 was made by Mr. Fierro and seconded by Trustee Brian Haggerty. Motion to approve passed.

1.5 Welcome to Guests and Staff Members

Mr. Fierro welcomed the guests and staff members in the audience to the meeting.

1.6 Open Forum – None

1.7 Presentations by Individuals, Groups, and Organizations:

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

Dr. Serrata introduced Ms. Martha Sanchez (Manager, Tutorial Support Services) and recognized her for her 24 years of dedicated service to the College District.

Exhibit 1.4
Pages 1-2
Pages 3-4
Pages 5-23
1.7.2  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.

Dr. Carina Ramirez (President, Faculty Association) addressed the Board of Trustees via a tape recorded message.

Dr. Ramirez congratulated Ms. Pamela Payne (Executive Assistant to the President and Board of Trustees) on her recognition as the Western Region Professional Board Staff Member Award by the Association of Community College Trustees (ACCT). She also congratulated the EPCC architecture students on having set up a successful interactive pavilion at the city’s recent Chalk the Block event in downtown El Paso. Dr. Ramirez praised the administration for continuing support of faculty development. She commented that the Spanish Immersion program delivered in August, remains the best language program ever to have served the faculty. She also applauded the efforts of Diversity Programs for the successful events provided during Hispanic Heritage month. She congratulated faculty at the Transmountain campus for organizing a Debate Watch and the faculty at the Valle Verde campus for organizing an event featuring Reverend Dirk Ficca (former Executive Director, Parliament of World Religions).

Dr. Ramirez addressed concerns regarding campus security and safety in light of the recent incident at the Northwest Campus. She commented that the Tejano Alerts were not sent timely.
Dr. Ramirez expressed concerns that faculty and students have not been included in committees formed to discuss guns on campuses.

She commented that the faculty would like to see locks placed on all classroom doors and to install panic buttons and emergency phones in all classrooms.

Mr. Daniel Gaytan (President, Professional Staff Association (PSA)) addressed the Board of Trustees regarding revisions to college procedures relating to employee grievances on wages, hours and working conditions and a procedure and policy relating to employee performance and dismissal of an employee. He commented that the policy and procedures had been thoroughly reviewed and revisions had been submitted. He also requested that members of the PSA be provided with proper training on procedure 2.01.03.14 relating to policies and procedures and how and what employees have to say about proposed changes to policies and procedures open for district-wide review.

Mr. Gaytan commented on the results of the compensation study conducted by Evergreen. He asked that when the results are ready for publication, the association would like aggregate data by constituency group, based on administrator, faculty, classified, professional, law enforcement, skill trades and any other group. He stated that the aggregate data include the number of salary improvements by group and the total dollar amount going to each group.
He discussed the “Keep El Paso Warm.” He noted that PSA, the EPCC Police Department, along with the El Paso County Sheriff’s department is collecting blankets, coats and warm clothing to provide to the community. He encouraged everyone to donate at any of the campus collection points.

1.8 Communications: None

1.9 Board of Trustees Business

1.9.1 The Board will deliberate on agreeing to a minor boundary change to Free Trade Zone No. 68 in El Paso County. If approved, Cazador Logistics, LLC will use the enlarged zone as a distribution facility.

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

Mr. Fierro announced that a committee needed to be formed to review contract details for the President’s evaluation.

Motion was made by Mrs. Robles and seconded by Mr. Fierro for the Chair to appoint a committee of three Trustees to review the President’s current contract and to gather additional information to provide recommendations to the Board of Trustees. Mr. Fierro asked Trustee Carmen Olivas Graham and Trustee John Uxer if they would be on the committee with him. Motion to approve passed.
Mr. Fierro and the Board of Trustees presented a framed recognition and gift to Mrs. Payne in recognition of receiving the Western Region Professional Board Staff Member award at the recent Association of Community College Trustees Conference in San Diego, California.

1.10 Board Reports

1.10.1 Treasurer’s Report

August 31, 2015

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 read a letter from District Attorney Jaime Esparza to the Board of Trustees thanking the Trustees for the use of the Valle Verde campus during the recent “Help, Hope, Healing Voice Walk for Crime Victims” event.

Dr. Serrata also addressed recent events including the STARS Scholarship Extravaganza on October 6, the Hispanic Heritage Mentor’s Dinner on October 14, a check presentation ceremony with Texas Mutual, and the Grand Opening of the Socorro Early College on October 26.
Dr. Serrata also commented that the College hosted the Hispanic Serving Institution's Community of Practice webinar on October 23. He noted that EPCC was selected by the Department of Education to serve as one of the lead colleges for this important initiative. He thanked Dr. Jenny Girón and Ms. Keri Moe for organizing the event.

Dr. Serrata thanked the members of the Board of Trustees for attending the ACCT Congress in October. He thanked Mr. Fierro and Dr. Graham for joining him in a presentation entitled: “Partnering for Student Success: Scaling Up by Moving Down.”

Dr. Serrata thanked Mr. Claude Mathis and Ms. Sue Selk for organizing the 2nd Annual Dual Credit Conference hosted by EPCC on October 24. He commented that over 200 area school administrators participated in the event. He also stated that the 10th Annual Veteran’s Business Conference was hosted by the Contract Opportunity Center earlier that day. He thanked Mr. Pablo Armendariz and Ms. Julie Suarez for organizing the event.

Dr. Serrata asked Ms. Angeles Vazquez (Statistical Research Associate, Institutional Research to come forward and presented her with a Certificate of Achievement from the Association of Institutional Research for completion of the Data and Decisions Academy.
### 1.11 Consent Docket

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

(Note: Items 3.2 and 8.1 were included on the consent docket.)

### 2.0 ADMINISTRATION – NONE
### 3.0 PERSONNEL

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

Motion to approve was made by Mr. Haggerty and seconded by Trustee Gracie Quintanilla. Motion to approve passed.

#### 3.2 Full-Time Externally Funded Actions

Item adopted on the consent docket.

#### 3.3 Information Items

(No action required)

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**Minutes**  
Regular  
October 28, 2015  
Page 9
4.0 FINANCIAL SERVICES

4.1 Consideration and deliberation on the approval of contract awards for district-wide on-site catering services in the amount not to exceed $250,000 in the aggregate.

Note: To approve contract awards to provide administrative and instructional departments with the ability to utilize on-site catering services on an as-needed basis. 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. Haggerty and seconded by Mr. Fierro. Motion to approve passed. (Note: Dr. Graham voted against this item.)

4.2 Consideration and deliberation on the approval of the purchase of Apple iMac Pro computers and laptops for the Music, Graphic Design, and Mass Communications labs and computer classrooms in the amount of $155,507.

Note: To purchase forty-nine (49) computers and twelve (12) laptops to upgrade technology. Funding is provided by the Integrated Technology Committee fund.

Resource Person: Steven Smith

Item passed. (Note: Dr. Graham voted against this item.)
4.0 FINANCIAL SERVICES

4.3 Consideration and deliberation on the approval of contract awards for district-wide storefront prepared food services in the amount not to exceed $75,000 in the aggregate.

Note: To approve contract awards to provide administrative and instructional departments with the ability to utilize storefront prepared food services on an as-needed basis. 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 Mr. Haggerty. Motion to approve passed.

4.4 Consideration and deliberation on the approval to accept a donation of PILOT funds from the Housing Authority of the City of El Paso in the amount of $43,323.

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

Resource Person: Josette Shaughnessy

No action was taken on this item.
5.0 PHYSICAL FACILITIES

5.1 Consideration and deliberation on the approval for a contract with Western Environmental Management to provide water treatment services district-wide in the amount of $67,200.

Note: The purpose of this contract is to provide water treatment services, chemicals, and training to EPCC personnel for the district-wide mechanical heating and cooling equipment. The initial contract would be one (1) year with an option to renew on an annual basis, for an additional four (4) years, for a potential maximum contract award of five (5) years. Funding is provided by the Facilities Maintenance Operations account.

Resource Person: Josette Shaughnessy

Motion to approve was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed.
6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

6.1 Consideration and deliberation on the acceptance of a grant award from the Texas Workforce Commission in the amount of $119,476.

Note: To approve the acceptance of a grant award from the Texas Workforce Commission to increase the workforce capacity in the El Paso area by offering training opportunities to local apprenticeship sponsors.

Resource Person: Steven Smith

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

Exhibit 6.1
Pages 74-75

Motion
Second
Ayes
Nays
Abstain

6.2 Consideration and deliberation on the acceptance of a grant award from the Texas Mutual Insurance Company in the amount of $100,000.

Note: To approve the acceptance of a grant award from the Texas Mutual Insurance Company to provide safety classes to students.

Resource Person: Steven Smith

Item passed.

Exhibit 6.2
Page 76
6.3 Consideration and deliberation on the addition of a new vendor for the purchase of library materials for College libraries and other departments district-wide.

Note: To add Yankee Book Peddler (YBP) Library Services to the list of approved vendors for library materials. Funding is provided by the five (5) campus library budgets.

Resource Person: Steven Smith

Motion to approve items 6.3 and 6.4 was made by Mr. Haggerty and seconded by Mr. Fierro. Motion to approve passed.

6.4 Consideration and deliberation on the approval to award a contract to American Databank for drug screening and background check services as needed district-wide.

Note: To award a contract to American Databank to provide drug screening and background check services on an as-needed basis for students, faculty, and staff district-wide. Funding is provided by the Human Resources Department.

Resource Person: Josette Shaughnessy
Steven Smith

Item passed.
Motion 7.1 Consideration and deliberation on the acceptance of a grant award from Volar Center for Independent Living and the Texas Council for Developmental Disabilities in the amount of $35,000.

Note: To accept a grant award from Volar Center for Independent Living and the Texas Council for Developmental Disabilities to provide individuals with intellectual and developmental disabilities with educational coaches and support services to assist them to complete a level one certificate.

Resource Person: Linda Gonzalez-Hensgen

Motion to approve items 7.1 and 7.2 was made by Mr. Haggerty and seconded by Ms. Solis. Motion to approve passed.

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

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

Resource Person: Steven Smith

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

Note: Workforce and Continuing Education Department is requesting approval for changes in tuition.

Resource Person: Steven Smith

Motion to approve was made by Mr. Haggerty and seconded by Ms. Solis. Motion to approve passed.
### 8.0 COMMUNITY SERVICES

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<td>8.1 Consideration and deliberation on the acceptance of a monetary donation in the amount of $200.</td>
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*Note: To accept the donation from an anonymous donor. Donation will be used to support the Vocational Nursing Program pinning ceremony.*

*Resource Person: Josette Shaughnessy*

Item adopted on the consent docket.

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Mr. Fierro announced that there would not be a regular meeting during November and the next regular meeting of the Board of Trustees will be held on Wednesday, December 16, 2015 at 5:00 p.m. in the Board Room at the Administrative Services Center.

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<td>10.0 ADJOURNMENT</td>
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Motion to adjourn was made by Mr. Haggerty and seconded by Mr. Uxer. Motion to adjourn was approved by unanimous consent. The meeting was adjourned at 7:25 p.m.
1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 12:02 p.m. by Board of Trustees Chair Art Fierro.

1.2 Roll Call – The following members were present when roll was called: Chair Fierro, Vice Chair Brian Haggerty, Trustee Belen Robles and Trustee John Uxer.

(Trustee Carmen Olivas Graham arrived at 12:03 p.m., Trustee Gracie Quintanilla arrived at 12:15 p.m. and Secretary Selena Solis arrived at 12:30 p.m.)

1.3 The Board of Trustees will deliberate on correcting the minutes of its December 2, 2014 meeting, to reflect an amendment to the President’s Employment Contract regarding remuneration.

Mr. Fierro commented that when the evaluation took place in December 2014 and the motion was made on modifications to the President’s contract, he left off a key sentence. Mr. Edward Dunbar (Legal Counsel) commented that the minutes would amend Article 2 in the President’s contract and the Board of Trustees’ intention was to award the President a one-time $10,000 lump sum to use in any matter which the President directs. The corrected minutes were attached.

Motion to approve the minutes as amended was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed. (Note: Mrs. Quintanilla and Ms. Solis were not present for the vote.)

Mr. Fierro distributed a flyer to the Board of Trustees regarding the Classified Staff Association’s Annual Turkey Drive and encouraged the Trustees to donate to this worthy cause.
1.4 The Board of Trustees will deliberate on the implementation of the College Master Plan submitted by SmithGroupJJR + Mijares-Mora, to include deliberation on the Master Plan’s recommendations, potential revisions, priorities and budgeting matters.

The Board of Trustees recessed at 12:05 p.m. and reconvened at 12:40 p.m. Ms. Solis and Mrs. Quintanilla arrived before the meeting was reconvened. Dr. Graham offered to tour the Board of Trustees at two of the new schools in the Socorro Independent School District.

Dr. Serrata reviewed the Master Plan process. He commented that the first step during the workshop was to review the priorities and then receive a presentation on the financing options. Dr. Serrata commented that the administration has continued to move the District forward by renovating a number of buildings during the process. He commented that Phase I of the recommendations may have to be broken into three phases.

Dr. Serrata invited Mr. Michael Johnson of SmithGroupJJR to begin the presentation. He introduced the other members of the SmithGroupJJR team: Mr. Eddie Garcia, Ms. Lauren Williams, Mr. Jorge Mora (Mijarres-Mora) and Mr. Scott Macpherson (Rider Levett Bucknall).

Mr. Johnson commented that there was not a presentation for the Trustees, however there was a Master Plan document and appendix to review during the discussions. Mr. Johnson reviewed the different projects by campus and discussed the potential priorities by campus.

Dr. Serrata asked Ms. Josette Shaughnessy (Interim Vice President, Administration and Financial Operations) to provide an overview of the possible funding scenarios for the Master Plan.
Ms. Shaughnessy invited Ms. Maria Urbina (Senior Vice President, First Southwest) to provide a presentation to the Board of Trustees on the various funding scenarios and the options available to the Trustees for funding.

Mr. Fierro commented that the Board of Trustees should review the materials provided and meet again in a few weeks. He asked that Dr. Serrata and the administration provide recommendations for the priorities at each campus to be discussed at this meeting. Discussion followed on possible dates for the meeting. The Board of Trustees set the date of December 4 at the Mission del Paso Campus for the next workshop on the Master Plan. Dr. Graham will make arrangements for the tour of the two new high schools (Eastlake and Pebble Hills) in the morning prior to the meeting.

1.5 Adjournment

Motion to adjourn was made by Mr. Haggerty and seconded by Ms. Solis. Motion to adjourn passed. The meeting was adjourned at 3:31 p.m.

Motion was made by Mr. Fierro and seconded by Dr. Graham to reconvene the meeting at 3:37 p.m. Motion to reconvene passed.

Motion was made by Mr. Fierro and seconded by Dr. Graham to recess into Executive Session. Motion passed.
The Board of Trustees recessed into Executive Session at 3:38 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by §551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by §551.071(1) or on a matter in which the duty of legal counsel arises under §551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by §551.074 of the code; and to deliberate regarding college district security as authorized by §551.076 of the code.

The meeting adjourned by unanimous consent at 3:50 p.m.
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Carrillo, Priscilla**  
Enrollment Services Specialist  
Classified Staff  
Financial Aid  
01/04/16 – 08/31/16  
Grade D  
Competitive Appointment  
(New Position)

**Carrizalez, Ruben**  
Instructor  
Faculty  
Mathematics  
Temporary (Lecturer) Status  
01/11/16 – 05/14/16  
Grade C/5  
Noncompetitive Appointment  
(Replacement Action)

**CassoLopez, Jose**  
Program Manager  
Professional Support  
Workforce Development  
Temporary Status  
11/01/15 – 12/31/15  
Grade D  
Extension of Appointment

**Corral, Yadira**  
Campus Life Representative  
Classified Staff  
Student Leadership & Campus Life  
Temporary Status  
01/04/16 – 08/31/16  
Grade D  
Competitive Appointment  
(Replacement Action)

**Gandara, Jaime**  
TV Production Technician  
Classified Staff  
EPCC- TV  
Temporary Status  
01/01/16 – 08/31/16  
Grade D  
Extension of Appointment

**Gross, Dolores**  
Executive Director of Resource Development  
Administrator  
Resource Development  
01/04/16 – 08/31/16  
Grade E  
Competitive Appointment  
(Replacement Action)

**Lopez, Kathleen**  
Interim Associate Vice President, Workforce & Continuing Education  
Administrator  
Workforce & Continuing Education  
Temporary Status  
01/01/16 – 05/31/16  
Grade F  
Extension of Appointment

**Martinez, Juanita**  
Administrative Assistant  
Classified Staff  
AVP, Budget & Financial Services  
Temporary Status  
01/01/16 – 08/31/16  
Grade D  
Extension of Appointment
Exhibit 3.1
Full-Time Institutionally-Funded Actions

**Munguia, Aaron**
Instructor
Faculty
Industrial Manufacturing
Temporary (AVI) Status
01/04/16 – 08/12/16
Grade B/1
Competitive Appointment
(Replacement Action)

**Rosales, Azalia**
Program Assistant
Classified Staff
Workforce Development
Temporary Status
11/01/15 – 12/31/15
Grade D
Extension of Appointment

**Navarro, Argelio**
Interim Director, Military Success
Administrator
Military Student Success
Temporary Status
12/01/15 – 03/31/16
Grade C
Extension of Appointment

**Samaniego, Roberto**
Project Manager, Construction
Professional Support
Physical Plant
Temporary Status
01/01/16 – 01/31/16
Grade F
Extension of Appointment

**Ramirez, Araceli**
Coordinator, Financial Aid Student Loans
Classified Staff
Financial Aid
01/04/16 – 08/31/16
Grade F
Competitive Appointment
(Replacement Action)

**Shaughnessy, Josette**
Vice President, Financial & Administrative Operations
Administrator
Financial & Administrative Operations
01/04/16 – 08/31/16
Grade G
Competitive Appointment
(Replacement Action)

**Ramos, Katherine**
Student Services Assistant II
Classified Staff
Counseling
01/04/16 – 08/31/16
Grade C
Competitive Appointment
(Replacement Action)
Exhibit 3.3
Information Items
(No Action Required)

Resignations:

**Galaviz, Cynthia**
Administrative Office Assistant
Small Business Development Center
11/27/15

Retirements:

**Garcia, Javier**
Accounts Receivable Clerk
Accounting Services
11/30/15

**Guerra, Francisco**
Assistant Director, Veterans Affairs
Veterans Affairs
10/31/15

**Martinez, Stephanie**
Instructor
Kinesiology
12/31/15

**Ordaz, Esperanza**
Human Resources Assistant
Human Resources
12/31/15
# FINANCIAL SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the purchase of photo, video, and audio equipment for the Mass Communication labs and computer classrooms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$84,993</td>
</tr>
<tr>
<td>Requestor:</td>
<td>Claude Mathis</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Communications and Performing Arts</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Claude Mathis</td>
</tr>
</tbody>
</table>

**Purpose:**

To purchase fifteen (15) Sony video cameras and accessories, fifteen (15) Canon still/film camera kits and accessories, fifteen (15) Sony wireless microphones, six (6) professional lighting kits, one (1) camera steadicam mount, ten (10) Sandisk camera memory cards, one (1) scanner to digitize “Tejano Tribune” archives, three (3) Behringer audio mixing boards, fifteen (15) Tascam mini audio recorders, twelve (12) Manfrotto camera tripods, fifteen (15) Sennheiser headphones, two (2) Cavision digital slates, one (1) PA system for radio station remote broadcasts, fifteen (15) Lexar card readers, and thirty (30) Kopul XLR audio cable adapters. These specific items are requested to update technologies and to ensure students are prepared for what they will encounter in the professional environment.

**Explanation:**

The equipment in the Mass Communication labs and classrooms serve over 250 students majoring in Mass Communications as well as students involved in the “Tejano Tribune” newspaper, the “Pulse” student radio station, and the “Faded Frames” student filmmaking club. At present, students are sharing equipment across several courses and activities and there are not enough items to accommodate the number of students enrolled in courses. The equipment has reached the end of its expected lifecycle and needs to be replaced to accommodate student needs and to achieve course objectives for instruction in this discipline. The request to purchase this equipment was approved by the Integrated Technology Committee.

This purchase will be conducted through the TASB BuyBoard Contract: 482-15.

Funding is provided by the Integrated Technology Committee fund.

| Date:       | 12/01/15 |
| Account:    | 91265-M91265 |
| Budget:     | $1,000,000 |
| Expenditures to date: | $588,017 |
| Balance:    | $411,983 |

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

**Vendor:** B&H Foto and Electronics, Corp.
420 Ninth Ave
New York City, NY 10001

---

(Exhibit 4.1.1) 12/14/2015
# FINANCIAL SERVICES ABSTRACT

## Item(s) to be Considered
Consideration and deliberation on the approval to award a three (3) year contract for Automated Teller Machine (ATM) services.

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

## Purpose
To provide affordable and accessible Automated Teller Machine (ATM) services to the students, faculty, and staff of El Paso County Community College District.

## Explanation
The District solicited competitive proposals from qualified vendors interested in providing high quality and affordable district-wide ATM services through Request for Proposal (RFP) #16-003. The ATMs will have the capability of processing cash withdrawal transactions and will accept cards from at least two of the specified major national networks. Additionally, they will comply with all current applicable Payment Card Industry (PCI) Data Security Standards. The RFP specified that all units proposed also comply with the Americans with Disabilities Act. The awarded vendor will provide and fund all equipment, installation and maintenance.

The evaluation committee evaluated the overall proposals and the pricing which was received from each of the two vendors. The offers were broken down into the following categories, which were individually evaluated by the committee.

- Purchase price
- The reputation of the vendor and the vendor’s goods or services
- The quality of the vendor’s goods and services
- The extent to which the vendor’s goods or services meet the District’s needs
- The vendor’s past relationship with the District
- The impact on the ability of the District to comply with laws and rules relating to historically underutilized business
- Total long term cost to the District to acquire the vendor’s goods and services
- For a contract for goods and services, other than goods and services related to telecommunications 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) employs at least 500 persons in this state and
- Any other relevant factor specifically listed in the request for bids or proposals

Speedy Buck has proposed the following:

1. Space rental income ($50.00 per ATM per month @ nine ATMs) $5,400/year
2. Revenue share $.60 per valid transaction and bonus of $.30 per each valid transaction over 1,200 transactions
3. ATM use fees of $1.90 per completed transactions in addition to user’s banking institution charges

Based on the evaluation of the overall proposals and the pricing submitted, and pursuant to the terms and conditions stipulated in Request for Proposal (RFP) #16-003, the evaluation committee recommends the approval of a three (3) year contract services with Speedy Buck.

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

## Recommendation
Approval by the Board of Trustees.

## Vendor
Speedy Buck, Inc.
6621 Cresta Bonita
El Paso, Texas 79912

(Exhibit 4.2.1)
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

AUTOMATED TELLER MACHINE SERVICES

RFP #16-003

ANALYSIS

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

Request for 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 page of the EPCC website. Proposal packets were issued to fifteen (15) entities. Proposal statements received are indicated on the RFP tabulation.

Proposers’ previous experience was reviewed, when available on the proposal statements received. References from vendors who submitted proposal statements were checked. It is the recommendation of the RFP Analysis Committee (Juan Flores, Arvis Jones, Laura Tellez, Ricardo Torres and Lillian Woon) that a contract be awarded to:

Speedy Buck
6621 Cresta Bonita
El Paso, TX  79912
## Vendor Requirements

<table>
<thead>
<tr>
<th>Vendor</th>
<th>GECU</th>
<th>Speedy Buck, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The District requires two (2) complete original proposal response packets with all the requested information, documentation, forms, etc. in each packet.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>2. ATM's must have the minimum capability of processing cash withdrawal transactions and accept cards from at least two (2) of the following major national networks, in addition to the Visa® and MasterCard® networks: Star®, NYCE, and Pulse®. Awarded respondent’s units must comply with all current, applicable PCI Data Security Standards. Respondent shall state the major national network services that they are capable of providing.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>3. The ATM units must be compact, stand-alone, not “built-in” units, and measure approximately two (2) feet by two (2) feet by four (4) feet and comply with all ADA regulations. The respondent shall state their proposed units manufacturer, model, and dimensions and include pictures in the proposal submission.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>4. The respondent shall state whether ATM units and complementary equipment are compliant with the “Americans with Disabilities Act” (ADA) and list which data security standards the equipment meets. Respondent should also state customer protection and encryption features it will use in providing services.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>5. Respondant shall state whether its ATM units have display screen capabilities for multi-lingual users and advertising capabilities for the District’s marketing needs.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>6. Respondents shall submit with their proposal a schedule detailing the frequency for the performance of preventative/routine maintenance performance on all installed units.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>7. The respondent shall state what immediate customer service assistance is available to resolve problems and access services. The respondent shall provide contact name(s) and telephone number(s) for customer service representative(s) for the coordination of services as needed by the District.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>8. The respondent shall state whether its units can provide the user the ability to decline the printing of paper receipts and provide waste receptacles as part of or complimentary to the units, in order to demonstrate its commitment towards its ecological responsibilities.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>9. Respondent shall describe its general overall capabilities and provide the total number of years it has been in business providing the services requested herein under its current name. Respondent must also disclose company ownership information using Proposal Form Attachment B.</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>10. Respondent shall submit evidence of a minimum of five (5) years of professional service of providing similar services, preferably to higher education clients. Evidence must be submitted with proposal response.</td>
<td>Provided references only</td>
<td>Provided</td>
</tr>
<tr>
<td>11. The respondent shall state whether it operates in El Paso, Texas only or is a regional or national company. If the respondent is a regional or national company, describe what resources are available locally to handle administrative issues. State the city and state where your company’s headquarters is located on the Proposal Form, page 26.</td>
<td>Texas</td>
<td>Texas</td>
</tr>
<tr>
<td>12. Respondent shall submit the appropriate insurance as set forth in Section 13 of the General Conditions, at the time of proposal submission. Awarded respondent will be required to maintain current proof of insurance during the term of the contract. Proof of current insurance must be submitted with proposal response.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>13. Respondent shall include detailed information on any pending litigation it is a party to and any litigation that it was a party to in the last five (5) years or state “none” as applicable.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>14. Respondent shall describe what separates it from other organizations performing the same services.</td>
<td>Not found in proposal</td>
<td>Provided</td>
</tr>
<tr>
<td>15. Vendor acknowledged Addendum #1</td>
<td>Acknowledged</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>16. Respondent agrees to hold the following rates and prices, if awarded, through the duration of the contract term (three years):</td>
<td>Agreed</td>
<td>Agreed</td>
</tr>
<tr>
<td>17. Family code form</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>18. Felony conviction form</td>
<td>Provided</td>
<td>Provided</td>
</tr>
<tr>
<td>19. Conflict of interest form</td>
<td>Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>
### RFP #16-003 Automated Teller Machine Services

<table>
<thead>
<tr>
<th>Vendor</th>
<th>GECU</th>
<th>Speedy Buck, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Proposal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Rent Payment to the District:</strong> (monthly, per ATM unit)</td>
<td>$100.00</td>
<td>Option A: $0.00 or Option B: $50.00/ATM per month = $50 x 9 = $450. See proposal for rationale.</td>
</tr>
<tr>
<td><strong>Proposed Additional Revenue to the District (i.e. per transaction, bonus amount over _</strong>transactions, etc.):**</td>
<td>$1.00 of revenue sharing per valid withdrawal. $.25 bonus for each valid withdrawal over 1,800 valid withdrawals.</td>
<td>Option A: Per transaction $0.90 Bonus per transaction &gt;1200 $0.50 or Option B: Per transaction $0.60 Bonus per transaction &gt;1200 $0.30 EPCC is invited to select the payout of its choice: A or B. See proposal for rationale.</td>
</tr>
<tr>
<td><strong>Proposed ATM Fees: (Per completed withdrawal)</strong></td>
<td>$2.00</td>
<td>$1.90</td>
</tr>
<tr>
<td><strong>Proposed ATM Fees: (Other fees, if applicable)</strong></td>
<td>Not found in proposal</td>
<td>None</td>
</tr>
</tbody>
</table>

**Additional Services:**

Describe any additional unique business features, pricing arrangement, special services, discounts, term, and conditions or other value services that could be provided under an agreement resulting from this RFP.

- EPCC responsible for designing and providing ad content to GECU for loading in ATM units. Static GECU logo will be on each ATM unit along with network provider list. Alarms and cameras are not provided on units. Units do not require access to EPCC network. Units are on cellular network and are stand alone. Remote monitoring is provided and response time is generally within 2 hours of receiving trouble notification. $500 max withdrawal per account in 24 hr period. Smart card ready.

1. The Triton RL5000 and Argo 12 ATMs are capable of presenting color marketing messages. Messages can be given times values compatible for display during transactions and can display in a loop while the terminal is idle. This feature offers income opportunities, and experience for graphic art and computer science students to use their skills in a real world presentation.

2. Smart card technology offers a number of opportunities at the ATM. Speedy Buck will implement enhancements as the (sic) are introduced to the market and with the approval of EPCC. Speedy Buck is willing to incorporate special pricing for EPCC smart cards used at campus ATMs.
### Evaluation Criteria Ratings Key

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Ratings Key</th>
<th>Factor</th>
<th>GECU</th>
<th>Speedy Buck, Inc.</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>
| 1. The purchase price. (10 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 2.0    | 8.40  | 6.80  | 10              |
| 2. The reputation of the vendor and of the vendor's goods or services. (5 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 1.0    | 2.80  | 4.40  | 5               |
| 3. The quality of the vendor's goods or services. (10 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 2.0    | 1.60  | 8.40  | 10              |
| 4. The extent to which the vendor's goods or services meet the District's needs. (25 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 5.0    | 4.00  | 21.00 | 25              |
| 5. The vendor's past relationship with the District. (10 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 2.0    | 0.00  | 8.80  | 10              |
| 6. The impact on the ability of the District to comply with laws and rules relating to Historically Underutilized Businesses. (1 pt.) | 0 = No  
1 = Yes | 1.0    | 0.00  | 0.00  | 1               |
| 7. The total long term cost to the District to acquire the vendor's goods or services. (35 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 7.0    | 25.20 | 25.20 | 35              |
| 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) employs at least 500 persons in this state. (1 pt.) | 0 = No  
1 = Yes | 1.0    | 1.00  | 1.00  | 1               |
| 9. Any other relevant factor specifically listed in the request for bids or proposals. (3 pts.) | 0 = Unable to evaluate due to inadequate or missing information  
1 = Unsatisfactory  
2 = Below average  
3 = Average  
4 = Above average  
5 = Superior | 0.6    | 0.48  | 2.16  | 3               |

**Total Points:** 43.48 77.76 100

**Recommend award Option B**

---

**Scope of Work as per the Specifications in RFP #16-003 Automated Teller Machine Services**

The District is requesting proposals for automated teller machine services.

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(Exhibit 4.2.5)
FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of an extension of the current contract for beverage vending services with Bottling Group LLC (d/b/a Pepsi-Cola Bottling Group).

Requestor: Juan Flores
Area Responsible: Auxiliary Services

Resource Persons: Josette Shaughnessy, Juan Flores

Purpose: To extend the term of the contract award with Bottling Group LLC (dba Pepsi-Cola Bottling Group) through February 29, 2016 to continue providing high quality and affordable vending services to the students, faculty and staff of El Paso County Community College District.

Explanation: The Board of Trustees approved a five (5) year contract award with Bottling Group LLC (dba Pepsi-Cola Bottling Group) through Request for Proposals (RFP) #09-002 in December 2008. The term of the agreement was for five (5) years, with the option to renew for an additional two (2) years, upon administrative review and assessment of satisfactory performance by the vendor.

A new Request for Proposals was advertised by the Purchasing & Contract Management Department on October 21, 2015. One of the major vendors in the business expressed concern about needing more than the usual three weeks to prepare proposals, due to the approval structure of their large organization. Another major vendor in the business expressed concern over the allotted time as well. Therefore, an extension of time for submitting proposals was approved for all vendors, from the original November 6, 2015 deadline to December 2, 2015.

An evaluation committee was convened on December 4, 2015 to review the three proposals received. The committee consists of a Dean, several administrators, and two students. However, due to the competitiveness of the proposals, no consensus on a best value recommendation was reached. That committee will reconvene in January to continue the evaluation of the proposals. This request is to extend the current contract through February 2016 in order to allow the committee to conclude its evaluation of proposals and bring a recommendation for a new contract to the Board of Trustees in January or February 2016.

Recommendation: Approval by the Board of Trustees.

Vendor: Bottling Group LLC (dba Pepsi-Cola Bottling Group)
10841 Pellicano Drive
El Paso, Texas 79935

(Exhibit 4.3.1)
<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of the purchase of simulator products and equipment for the Nursing and Emergency Medical Services (EMS) Programs.</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Not to exceed $360,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Gail Meagher</th>
<th>Area Responsible:</th>
<th>Nursing, Health Careers &amp; Technical Education, Math and Science</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resource Persons:</th>
<th>Steven Smith, Gail Meagher, Paula Mitchell</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To approve the purchase of simulator capable manikins (SimMom®, SimMan®, SimBaby®, and SimPad®) for student use in the Nursing and EMS Programs.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Explanation:</th>
<th>This equipment will allow the faculty to develop various patient care scenarios for the students to practice response and patient care. The equipment enhances student competency and allows meeting program objectives.</th>
</tr>
</thead>
</table>

Purchase will be conducted through the Buyboard Contracts #432-13 and #448-14. Purchasing through this cooperative is in compliance with Texas Education Code 44.031 (a) (4), and the provisions of Texas Government Code, Chapter 791 – Interlocal Contracts. Each of these contracts was competitively awarded.

Funding is provided by the Instructional Equipment budget.

<table>
<thead>
<tr>
<th>Date:</th>
<th>12/01/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>91271-M91271</td>
</tr>
<tr>
<td>Budget:</td>
<td>$1,415,577</td>
</tr>
<tr>
<td>Expenditures To date:</td>
<td>$ 484,613</td>
</tr>
<tr>
<td>Balance:</td>
<td>$ 930,964</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation:</th>
<th>Approval by the Board of Trustees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Laerdal Medical Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>226 FM 116</td>
</tr>
<tr>
<td></td>
<td>Gatesville, Texas  76528</td>
</tr>
</tbody>
</table>
**CURRICULUM AND INSTRUCTION ABSTRACT**

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a Hispanic-Serving Institution (HSI) Science, Technology, Engineering and Math (STEM) grant award from the U.S. Department of Education for the El Paso Community College/ Texas Tech University College of Architecture for the fifth-year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$1,132,396 ($5,813,492 over five-years)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Aditi Sarkar</th>
<th>Area Responsible:</th>
<th>Vice President of Instruction &amp; Workforce Education</th>
</tr>
</thead>
</table>

| Resource Persons: | Steven Smith, Tonie Badillo, Al Lawrence |

**Purpose:** To approve grant funding of $1,132,396 for the fifth year of a five-year grant of $5,813,492 from the U.S. Department of Education for the El Paso Community College (EPCC)/Texas Tech University (TTU) College of Architecture.

**Explanation:** The focus of this grant is to expand the partnership between El Paso Community College and Texas Tech University College of Architecture for a 2+2 program centering on developing articulation agreements between the two institutions and constructing a new Architecture facility at the EPCC Valle Verde campus.

**Budget Account Number:** 21129-F21129

**Budget Summary $1,132,396**

**October 1, 2015 – September 30, 2016**

**Detailed Budget Overview:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60000</td>
<td>Salaries and Fringe Benefits</td>
<td>$211,171</td>
</tr>
<tr>
<td>72200</td>
<td>Travel</td>
<td>5,916</td>
</tr>
<tr>
<td>73101</td>
<td>Equipment</td>
<td>48,000</td>
</tr>
<tr>
<td>70000</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>71845</td>
<td>Sub-grant</td>
<td>109,246</td>
</tr>
<tr>
<td>73603</td>
<td>Construction</td>
<td>758,063</td>
</tr>
</tbody>
</table>

**TOTAL** $1,132,396

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

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the acceptance of a grant award from the Texas Higher Education Coordinating Board.</th>
<th>Amount:</th>
<th>$15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Lucia Rodriguez</td>
<td>Area Responsible:</td>
<td>Student Success</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Lucia Rodriguez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>To approve the acceptance of a grant award from the Texas Higher Education Coordinating Board (THECB) to sub-contract with El Paso County Community College District to undertake some of the THECB work with respect to the U.S Department of Education Grant Agreement. El Paso County Community College District, in collaboration with RAND Corporation and THECB staff, will participate in planning activities for research supporting implementation of the Texas Success Initiative (TSI) through a Randomized Control Trial (RCT) experiment testing the efficacy of Accelerated Pathways Through Developmental Education, a mainstreaming study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explanation:</td>
<td>Requirements for participation in planning activities for the mainstreaming study:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participate in monthly planning calls and coordinate with key stakeholders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work with American Institutes for Research (AIR) to identify an appropriate randomization strategy for assigning students to treatment and control courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work with RAND Corporation to describe the institution’s mainstreaming approach and its developmental education pathway, including fall 2015 site visit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Account Number:** 22708-E22708: Budget Summary $15,000  
**July 1, 2015 - December 31, 2015**  
**Detailed Budget Overview:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>61061</td>
<td>Non Instructional-Fall</td>
<td>$6,440</td>
</tr>
<tr>
<td>61531</td>
<td>Counselor, PT</td>
<td>5,520</td>
</tr>
<tr>
<td>62000</td>
<td>Benefits Pool</td>
<td>3,040</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$ 15,000</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 to purchase Corbin entrance locks for approximately 600 classrooms district-wide from IDN-Acme, Inc.</th>
<th>Amount (Not to Exceed):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$116,021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Jose L. Ramirez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Responsible:</td>
<td>Police Department</td>
</tr>
</tbody>
</table>

| Resource Persons:        | Linda Gonzalez-Hensgen, Jose L. Ramirez, Rick Lobato                                           |

| Purpose:                 | To purchase Corbin entrance locks for approximately 600 classrooms district-wide.              |

| Explanation:             | Recently, heightened concerns for the safety and security of the El Paso Community College campuses have been at the forefront of everyone’s mind. The purchase of these locks will allow students or faculty in a classroom to lock the classroom doors from inside, should it become necessary. These deadlocking, latchbolt, lever-handle locks are ADA compliant, and a master key will be available at the El Paso Community College Police Department office at every campus to address accidental lock-out situations. The El Paso Community College Police Department is making the recommendation to proceed with this purchase as a capital project because it feels that this investment is an important step in the protection of our students, faculty and staff. The cost to procure 600 locks is reflected below. A contingency is included to account for classrooms missed in the initial count, if any. The services to key and install the locks district-wide will be procured separately. If that cost equals or exceeds $50,000, an item will be brought before the Board of Trustees at its January 2016 meeting. In the interest of time, it is recommended that this item be approved now to get the locks on order, as there is a three to four week lead time for delivery. |

| Corbin CL3351 NZD C6 59A1 626 | $105,474                                      |
| Contingency (10%)              | 10,547                                        |
| Total                         | $116,021                                      |

This purchase would be conducted through BuyBoard Contract #501-15, a competitively-awarded contract. Purchases conducted through BuyBoard are in compliance with Texas Education Code 44.031 (a) (4); and the provisions of Texas Government Code, Chapter 791 –Interlocal Cooperation Contacts.

Funding is provided by the Project Reserve Fund.

<table>
<thead>
<tr>
<th>Recommendation:</th>
<th>Approval by the Board of Trustees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor:</td>
<td>IDN-Acme, Inc.</td>
</tr>
<tr>
<td></td>
<td>2436 Menaul Boulevard NE</td>
</tr>
<tr>
<td></td>
<td>Albuquerque, NM  87107</td>
</tr>
</tbody>
</table>

(Exhibit 7.1.1) 12/14/15
### STUDENT SERVICES ABSTRACT

<table>
<thead>
<tr>
<th>Item(s) to be Considered:</th>
<th>Consideration and deliberation on the approval of additional funds for the use of extra private security district-wide by the Police Department.</th>
<th>Amount: Not to exceed $70,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor:</td>
<td>Jose Ramirez</td>
<td>Area Responsible: Police Department</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Linda Gonzalez-Hensgen, Jose Ramirez</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:** To approve the request for additional funds for one year for the use of extra private security guards to augment the Police Department force district-wide.

**Explanation:** The use of extra private security is to augment the Police Department for all campus locations within the district. Staff shortages preclude the department from assigning police officers throughout the campuses. The need for contract officers has remained consistent with our staff shortage.

The original contract was Board-approved for three (3) years with an option for an additional two (2) years for the amount of $53,000 annually through CSP #14-013, on August 20, 2014. An additional $70,000 for the current budget year is needed in order to promote the services of two (2) additional security officers between the hours of 10:00 p.m. and 6:00 a.m., seven (7) days a week, to patrol the campuses district-wide. Night Eyes Protective Services will also provide their own vehicles to perform this function.

Funding is provided by the Vehicle Registration fund.

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

**Vendor:** Night Eyes Protective Services Inc.
2407 E. Yandell, Suite C.
El Paso, TX 79903

| Date:       | 12/01/2015 |
| Account:    | 31001-L31001 |
| Budget:     | $740,000   |
| Expenditures to date: | $250,953 |
| Balance:    | $489,047   |
## 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>Kathleen Lopez</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Kathleen Lopez</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Approve tuition rates for new CE courses.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates.</td>
</tr>
<tr>
<td>Recommendation:</td>
<td>Approval by the Board of Trustees.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Advanced Technology</strong></td>
</tr>
<tr>
<td>CMP 157</td>
<td>PhotoShop CC Animation &amp; 3D</td>
</tr>
<tr>
<td>CMP 158</td>
<td>Adobe Photoshop CC</td>
</tr>
<tr>
<td>CMP 159</td>
<td>Introduction to Windows 8.1</td>
</tr>
<tr>
<td>CMP 160</td>
<td>Adobe Illustrator CC</td>
</tr>
<tr>
<td>CMP 161</td>
<td>3D Modeling, Animation, and Rendering with 3DS Max/Maya</td>
</tr>
<tr>
<td>DCB 004</td>
<td>Basic Defensive Truck Driving</td>
</tr>
<tr>
<td>PLT 001</td>
<td>Module I – Introduction to Plastics</td>
</tr>
<tr>
<td>PLT 005</td>
<td>Scientific Molding Refresher</td>
</tr>
<tr>
<td></td>
<td><strong>Business/Industry Training &amp; Personal Enrichment</strong></td>
</tr>
<tr>
<td>PIA 578</td>
<td>Game Day Appetizers</td>
</tr>
<tr>
<td>PIA 823</td>
<td>Floral Color Techniques</td>
</tr>
<tr>
<td>PIE 313</td>
<td>Child Daycare Assistant</td>
</tr>
<tr>
<td>PIE 412</td>
<td>Professional Development for Childcare Directors</td>
</tr>
<tr>
<td>PIE 413</td>
<td>How to Start a Childcare Business</td>
</tr>
<tr>
<td>PIE 621</td>
<td>Secrets of Better Photography – Online</td>
</tr>
<tr>
<td>PIE 622</td>
<td>Employment Law Fundamentals – Online</td>
</tr>
<tr>
<td>SDG 283</td>
<td>Fundamentals of Brake Systems</td>
</tr>
<tr>
<td>SDG 616</td>
<td>Certified Wedding &amp; Event Planner (CWEP)</td>
</tr>
<tr>
<td></td>
<td><strong>CE Health</strong></td>
</tr>
<tr>
<td>AHP 400</td>
<td>Seminario Quiero Ser Libre</td>
</tr>
<tr>
<td>AHP 401</td>
<td>Seminario Superando las Heridas de la Vida</td>
</tr>
<tr>
<td>AHP 402</td>
<td>Stretching and Exercises for Massage Therapists</td>
</tr>
<tr>
<td>AHP 403</td>
<td>Intro to Table Thai Massage</td>
</tr>
<tr>
<td>AHP 404</td>
<td>Applied Kinesiology for Massage Therapists</td>
</tr>
<tr>
<td>AHP 405</td>
<td>Focusing on Treatment for Sciatica</td>
</tr>
<tr>
<td></td>
<td><strong>Children’s College</strong></td>
</tr>
<tr>
<td>PLD 598</td>
<td>Valentine’s Day Food Crafts</td>
</tr>
<tr>
<td>PLD 599</td>
<td>Gymnastics Ages 10 – 12</td>
</tr>
<tr>
<td></td>
<td><strong>Workplace Literacy</strong></td>
</tr>
<tr>
<td>WPL 462</td>
<td>Introduction to Computer Applications Basic Literacy Skills</td>
</tr>
<tr>
<td>WPL 463</td>
<td>Introduction to Computer Applications Beginner Skills</td>
</tr>
<tr>
<td>WPL 551</td>
<td>Business Mathematics</td>
</tr>
</tbody>
</table>

(Exhibit 7.3.2)
**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>Kathleen Lopez</td>
</tr>
<tr>
<td>Area Responsible:</td>
<td>Workforce and Continuing Education</td>
</tr>
<tr>
<td>Resource Persons:</td>
<td>Steven Smith, Kathleen Lopez</td>
</tr>
</tbody>
</table>

**Purpose:** Approve tuition rates for revised CE courses.

**Explanation:** Workforce and Continuing Education Department is requesting approval for changes in tuition. Comments column describes reasons for each course.

**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>PLT 003</td>
<td>Module III – Equipment Description, Operation &amp; Troubleshooting</td>
<td>40</td>
<td>$505</td>
<td>40</td>
<td>$705</td>
<td>Correct tuition rate for industry grant applications.</td>
</tr>
<tr>
<td>PLT 004</td>
<td>Module IV – Fundamentals of Quality Control</td>
<td>40</td>
<td>$505</td>
<td>40</td>
<td>$705</td>
<td>Change in tuition cost due to grant funding.</td>
</tr>
<tr>
<td></td>
<td><strong>Business/Industry Training &amp; Personal Enrichment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIE 634</td>
<td>Introduction to QuickBooks 2014 – Online</td>
<td>24</td>
<td>$85</td>
<td>24</td>
<td>$97</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 637</td>
<td>Introduction to QuickBooks 2013 – Online</td>
<td>24</td>
<td>$80</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 644</td>
<td>Advanced Grant Proposal Writing – Online</td>
<td>24</td>
<td>$80</td>
<td>24</td>
<td>$100</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 659</td>
<td>Distribution and Logistics Management – Online</td>
<td>24</td>
<td>$90</td>
<td>24</td>
<td>$100</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 672</td>
<td>Write Fiction Like a Pro – Online</td>
<td>24</td>
<td>$80</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 685</td>
<td>Instant Italian – Online</td>
<td>24</td>
<td>$80</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 737</td>
<td>Prepare for GED Math Test – Online</td>
<td>24</td>
<td>$72</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 756</td>
<td>GED Preparation – Online</td>
<td>24</td>
<td>$84</td>
<td>24</td>
<td>$97</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 771</td>
<td>Get Grants! – Online</td>
<td>24</td>
<td>$77</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>PIE 977</td>
<td>Writing Effective Grant Proposals – Online</td>
<td>24</td>
<td>$77</td>
<td>24</td>
<td>$95</td>
<td>Price increased to comply with vendor price change.</td>
</tr>
<tr>
<td>COURSE</td>
<td>TITLE</td>
<td>OLD HOURS</td>
<td>OLD TUITION</td>
<td>NEW HOURS</td>
<td>NEW TUITION</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------</td>
<td>-----------</td>
<td>-------------</td>
<td>-----------</td>
<td>-------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>RES 885</td>
<td>Principles of Real Estate II</td>
<td>48</td>
<td>$231</td>
<td>48</td>
<td>$260</td>
<td>Tuition raised to meet credit’s Fall 2015 increase.</td>
</tr>
<tr>
<td>RES 956</td>
<td>Law of Agency</td>
<td>48</td>
<td>$231</td>
<td>48</td>
<td>$260</td>
<td>Tuition raised to meet credit’s Fall 2015 increase.</td>
</tr>
<tr>
<td>RES 957</td>
<td>Law of Contracts</td>
<td>48</td>
<td>$231</td>
<td>48</td>
<td>$260</td>
<td>Tuition raised to meet credit’s Fall 2015 increase.</td>
</tr>
<tr>
<td>SDG 614</td>
<td>Floral Design and Flower Shop Operations</td>
<td>24</td>
<td>$249</td>
<td>24</td>
<td>$299</td>
<td>Increased tuition to meet cost of the supplies.</td>
</tr>
<tr>
<td>SDG 615</td>
<td>Floral Design Specialty</td>
<td>16</td>
<td>$195</td>
<td>16</td>
<td>$245</td>
<td>Increase tuition to meet cost of the supplies.</td>
</tr>
<tr>
<td>CE Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHP 279</td>
<td>Interpretation of Lab Results</td>
<td>32</td>
<td>$184</td>
<td>32</td>
<td>$198</td>
<td>Tuition increased to match that of credit.</td>
</tr>
<tr>
<td>SDH 201</td>
<td>Counseling Alcohol &amp; Other Drug Addictions</td>
<td>48</td>
<td>$276</td>
<td>48</td>
<td>$297</td>
<td>Tuition increased to match that of credit.</td>
</tr>
<tr>
<td>Workforce Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WFD 535</td>
<td>Medical Office Specialist Externship</td>
<td>60</td>
<td>$521</td>
<td>60</td>
<td>$529.50</td>
<td>Tuition increased to include the Professional Practice Insurance Fee.</td>
</tr>
</tbody>
</table>
## COMMUNITY SERVICES ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the acceptance of monetary donations.

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Lety Jones</th>
<th>Area Responsible:</th>
<th>Marketing &amp; Community Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Persons:</td>
<td>Josette Shaughnessy, Joyce Cordell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose:**

To accept the donation of $1,000 from Castro Enterprises, Inc., d/b/a McDonald’s; $150 from Food City Supermarkets; $500 from METI, Inc.; $1,000 from Enrique Moreno, Attorney at Law; $500 from Senator Jose Rodriguez; $500 from USI Southwest; $500 from ZGS Communications, Inc./KTDO Telemundo.

To accept the donation of $50 from Jose Hall; $20 from Eloisa Martinez; $150 from Mayra Cordero; $265 from Keep El Paso Beautiful.

**Explanation:** The $4,150 monetary donation will go towards the 2015 Hispanic Heritage Celebration; $70 will go towards Philosophy Club Community Event and $415 will go towards the EPCC Recycling Program.

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