



Regular Board of Trustees Meeting - July 26, 2023

El Paso Community College
9050 Viscount Blvd, Boardroom A200
Jul 26, 2023 4:30 PM - 5:30 PM MDT

Table of Contents

1. General Functions

A REGULAR MEETING of the Board of Trustees of the El Paso County Community College District will be held on Wednesday, July 26, 2023 beginning at 4:30 p.m. This Regular meeting will be held at the Administrative Service Center located at 9050 Viscount Blvd; Board of Trustees Room - #A200, El Paso, TX 79925, and will be viewable through the EPCC YouTube channel refer to the link <https://www.youtube.com/user/goepcc>

1.1. CALL TO ORDER

1.2. ROLL CALL

1.3. EXECUTIVE & CLOSED SESSION

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

1.3.1. Discussion with legal counsel regarding a charitable grant to the College from the National Philanthropic Trust, pursuant to Section 551.073 of the Texas Government Code.

1.3.2. Discussion with legal counsel regarding EEOC charge styled, "Guillermo Trejo v. El Paso Community College District," charge number 453-2023-00960, pursuant to Section 551.071 of the Texas Government Code.

1.3.3. Discussion with legal counsel regarding proposed termination of the term contract of an employee in the Division of Student and Enrollment Services, pursuant to Section 551.074 of the Texas Government Code

1.3.4. Discussion with legal counsel regarding proposed non-renewal of the term contract of an employee in Police Services, pursuant to Section 551.074 of the Texas Government Code.

1.3.5. Discussion with legal counsel regarding proposed state legislation related to policies, procedures, programs and initiatives of the College, and related matters, pursuant to Section 551.071 of the Texas Government Code.....1

1.3.6. Discussion with legal counsel regarding real property adjoining the EPCC Rio Grande campus, pursuant to Section 551.072 of the Texas Government Code.

1.4. APPROVAL of MINUTES - NONE

1.5. WELCOME to GUESTS & STAFF MEMBERS

1.6. OPEN FORUM
 The El Paso Community College, TASB policies limit individual presentations for any individual to three minutes under TASB BDB (Local).

1.7. PRESENTATIONS by INDIVIDUALS, GROUPS, & ORGANIZATIONS

1.7.1. Dr. William Serrata, college president, will recognize individuals who have retired from El Paso Community College.
 Retirees listed under Personnel section 3.3

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.

1.8. COMMUNICATIONS

1.8.1. Discussion and review of data, statistics, policies, and general information related to El Paso Community College by the Board of Trustees.....1

1.8.1.1. Ms. Tonie Badillo, dean dual credit and early college high school instruction, will present an annual update.

1.9. BOARD of TRUSTEES BUSINESS
 Action items

1.9.1. Discussion and action to approve resolution regarding creation of endowment fund from charitable grant to the College from the National Philanthropic Trust.....8

1.9.1
 ELPASO-#1254718-v3-EPCC_Resolution_of_Board_of_Trustees_re__\$30_Million_Gift.pdf.....8

1.9.2. Discussion and action to authorize
 Dr. William Serrata or his designee to execute a letter of support and/or no objection on behalf of the College for an expansion of Foreign Trade Zone 68 to include locations within the El Paso County Community College District in El Paso

County, Texas.

1.9.3. Discussion and action to authorize

Dr. William Serrata or his designee to execute a letter of support and/or no objection on behalf of the College for the Minor Boundary Modification of Foreign Trade 68 to include a distribution facility of Pegasus Logistics at 12291 Gateway Blvd. W., El Paso, Texas 79936.

1.10. BOARD REPORTS

1.10.1. Treasurer's Report

No Action required

1.10.1.1. June 30, 2023 Financial Statements.....12

June 2023 Financials Statements.pdf.....12

1.10.2. President's Report

1.10.2.1. Dr. William Serrata, college president, will update the Board of Trustees and audience on recent events that have transpired at El Paso Community College.

1.11. CONSENT DOCKET

Action item Note: Includes item 3.2

2. ADMINISTRATION

Action items 2.1 and 2.2 ONLY

2.1. CAK TASB (Local) Appropriations and Revenue Sources (Investment Policy) is presented41

for 2nd reading and approval. Action item Resource Person: Fernando Flores

2.1 CAK_Local_Investments Policy Abstract_2ndReading&Approval.docx.....41

2.1 CAK(LOCAL)_2-14-22.pdf.....42

2.2. CT & FFE TASB (Local) policies are presented52

for 2nd reading and approval. Action item Resource Person: Julie Penley

2.2 CT & FFE ABSTRACT Board Policies 2nd reading & approval U45.....52

2.2 45_CT Local.pdf.....53

2.2 45_FFE Local.pdf.....56

2.3. CDB TASB (Local) policy is presented for 1st reading and information.....59

NO action required Resource Person: Julie Penley

2.3 CBD ABSTRACT Board Policy 1st reading U45-CBD.docx.....59

2.3 45_Update CDB.pdf.....60

3. PERSONNEL

Action items ONLY 3.1 & 3.2

3.1. Discussion and action to approve full-time staff and faculty recruited in positions funded by the institutional budget.....	61
Action item	
3.1 Institutionally Funded Appointments and Extensions.pdf.....	61
3.2. Discussion and action to approve full-time staff and faculty recruited in positions funded by grants and/or contracts.....	65
Consent docket and Action item	
3.2 Externally funded extensions.pdf.....	65
3.3. Information items – Resignations and retirements	66
No action required	
3.3 Resignations and Retirements.pdf.....	66
4. FINANCIAL SERVICES	
Action items	
4.1. Discussion and action on the approval of a one-year campuswide support agreement with Oracle America, Inc. in the amount of \$761,066.....	67
Action item Resource Person: Marco Fernandez	
4.1 \$761,066 Abstract for Oracle America Inc .docx.....	67
4.2. Discussion and action on the approval of contracts with several purchasing cooperative-awarded vendors for the districtwide purchase of office products in an amount not to exceed \$750,000.....	68
Action item Resource Person: Fernando Flores	
4.2 NTE \$750,000 Abstract for Office Products FY 24.docx.....	68
4.3. Discussion and action on the approval of the procurement of advertising services from various radio stations for fiscal year 2023-2024 in an amount not to exceed \$350,000 (annual aggregate).....	69
Action item Resource Person: Keri Moe	
4.3 NTE \$350,000 Radio Abstract 2023-24.docx.....	69
4.3 Radio Memo.pdf.....	70
4.3 Radio Sole Source letters.pdf.....	71
4.4. Discussion and action on the approval of contract awards for catering services for events districtwide in an amount not to exceed \$300,000.....	78
Action item Resource Person: Fernando Flores	
4.4 NTE 300,000 Abstract for RFP #23-009 District-wide Catering Services .docx...78	
4.4 Analysis RFP #23-009 District-wide Catering Services .docx.....	79

4.4 RFP #23-009 Evaluation Tabulation - Board Agenda.pdf.....	80
4.4 RFP #23-009 Composite Score - Board Agenda.pdf.....	81
4.5. Discussion and action on the approval of the procurement of districtwide advertising services with several publication vendors for fiscal year 2023-2024 in an amount not to exceed \$200,000 (annual aggregate).....	82
Action item Resource Person: Keri Moe	
4.5 NTE \$200,000 Abstract for Publication vendors 2023-24 .docx.....	82
4.5 Publications Memo.pdf.....	83
4.5 Publication Sole Source letters.pdf.....	84
4.6. Discussion and action on the approval to award contracts for advertising services from various television stations for fiscal year 2023-2024 in an amount not to exceed \$200,000 (annual aggregate).....	89
Action item Resource Person: Keri Moe	
4.6 NTE \$200,000 Abstract for Television Stations 2023-24 .docx.....	89
4.6 Television Memo.pdf.....	90
4.6 TV Sole Source Letters.pdf.....	91
4.7. Discussion and action on the approval to award a contract to Clear Channel Outdoor for outdoor advertising for fiscal year 2023-2024 in an amount not to exceed \$150,000 (annual aggregate).....	100
Action item Resource Person: Keri Moe	
4.7 NTE \$150,000 Abstract for outdoor advertising (Billboard) 2023-34 .docx.....	100
4.7 Billboard Memo.pdf.....	101
4.7 Billboard Clear Channel Sole Source letter 2023.pdf.....	102
4.8. Discussion and action on the approval of a one-year contract with Innovative Interfaces, Inc. for maintenance of the Sierra Library Services Platform, which integrates all College library services in the amount of \$89,116.....	105
Action item Resource Person: Marco Fernandez	
4.8 \$89,116 Abstract for Innovative Interfaces.docx.....	105
4.9. Discussion and action on the approval of an interlocal agreement with Tarrant County College District to cooperate on the purchase of commonly used goods and services.....	106
Action item Resource Person: Fernando Flores	
4.9 Abstract for Tarrant County Interlocal Agreement .pdf.....	106
4.9 InterLocal Agreement TCCD and El Paso CC.pdf.....	107

5. PHYSICAL FACILITIES

Action items

5.1. Discussion and action on the approval113

to award a contract to Pride General Contractors, LLC for window resealing and replacement of windows at the Northwest Campus Main and Library in an amount not to exceed \$119,418. Action item Resource Person: Fernando Flores

5.1 NTE \$119,418 Abstract for window resealing at NW Campus.docx.....113

5.2. Discussion and action on the approval114

to award a contract to Pride General Contractors, LLC for the replacement of the existing water fountain between the B and C buildings at the Valle Verde Campus in an amount not to exceed \$56,292. Action item Resource Person: Fernando Flores

5.2 NTE \$56,292 Abstract for the VV Water Fountains .docx.....114

6. CURRICULUM AND INSTRUCTION

Action items

6.1. Discussion and action on the approval to purchase two portable VividS70N with Dimension v206 sonography consoles from GE Healthcare, Inc in an amount not to exceed \$304,433.....115

Action item Resource Person: Steven Smith

6.1 NTE \$304,433 Abstract for GE Healthcare VividS70N.docx.....115

6.1 MEMO GE Healthcare.pdf.....116

6.1 GE Healthcare Sole Source letter.pdf.....117

6.2. Discussion and action on the approval of a contract118

with GOBI® Library Solutions from EBSCO to purchase library materials for EPCC libraries in the amount of \$171,363. Action item Resource Person: Steven Smith

6.2 \$171,363 Abstract for GOBI Library .pdf.....118

6.3. Discussion and action on the approval of a contract119

with online database and discovery service provider EBSCO for the EPCC Libraries in the amount \$111,981. Action item Resource Person: Steven Smith

6.3 \$111,981 Abstract for EBSCO .docx.....119

6.4. Discussion and action on the acceptance of a grant from the Molina Foundation in the amount of \$230,000.....120

Action item Resource Person: Steven Smith

6.4 GRANT Molina Foundation \$230000 Book Grant .docx.....120

6.5. Discussion and action on the acceptance of a grant from the American Library Association in the amount of \$6,000.....121

Action item Resource Person: Steven Smith

6.5 GRANT American Library Association (ALA) \$6,000 .docx.....121

6.6. Discussion and action on the approval of the Canutillo ISD Criminal Justice P-TECH Academy Interlocal Agreement.....122

Action item Resource Person: Steven Smith

6.6 Abstract_Interlocal Agreement_Canutillo ISD Criminal Justice P-TECH Academy.docx.....122

6.6 MOU Canutillo ISD PTECH .pdf.....123

7. STUDENT SERVICES

Action items

7.1. Discussion and action on the approval of Continuing Education (CE) tuition rates for revised courses.....135

Action item Resource Person: Steven Smith

7.1 Abstract for Revised_CE_Rates.docx.....135

8. COMMUNITY SERVICES - NONE

9. ADJOURNMENT and announcement of next Board of Trustees meeting

Action item

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
REGARDING THE CHARITABLE GRANT TO THE COLLEGE FROM
MACKENZIE SCOTT AND DAN JEWETT**

WHEREAS, on or about May 6, 2021, the El Paso County Community College District (“El Paso Community College”) was the recipient of a charitable grant of \$30 million from MacKenzie Scott and Dan Jewett through the National Philanthropic Trust, which, to date, is the largest gift El Paso Community College has ever received (the “Grant”);

WHEREAS, the funds from the Grant are unrestricted and allow El Paso Community College to use the funds for any tax-exempt purpose whatsoever;

WHEREAS, the funds from the Grant were initially deposited and invested in TexPool, a local government investment pool in the State of Texas, resulting in accrued interest;

WHEREAS, pursuant to Section 130.007 of the Texas Education Code, a board of trustees of a public junior college may establish an endowment fund outside the state treasury in a depository selected by the board of trustees;

WHEREAS, pursuant to Section 130.007 of the Texas Education Code, a board of trustees may accept gifts and grants from any public or private source, such as the Grant, for an endowment fund and may invest those funds, to the extent allowed by law, in securities, bonds, and other investments that the board of trustees considers prudent subject to the Texas Public Funds Investment Act, as amended, and all applicable policies and procedures of El Paso Community College, including but not limited to CAK(LEGAL) and CAK(LOCAL), as amended;

WHEREAS, pursuant to Section 130.007 of the Texas Education Code, a board of trustees may not spend any corpus funds deposited in an endowment fund as local funds, gifts, or grants but may only spend any interest income derived from investing the endowment fund;

WHEREAS, El Paso Community College envisions a thriving El Paso region where all individuals have access to learning to improve their quality of life and work prospects through education;

WHEREAS, El Paso Community College is committed to support student success and college-degree completion and/or CTE certificates at El Paso Community College through scholarships and student emergency funding to help students achieve their higher-education goals and aspirations; and

WHEREAS, the Board of Trustees of El Paso Community College desires to implement directives for the creation of an endowment fund for the Grant;

NOW, IT IS THEREFORE:

RESOLVED THAT, pursuant to Section 130.007 of the Texas Education Code, El Paso

Community College shall create an endowment fund for the Grant outside the state treasury in a depository selected by the Board of Trustees, which shall be segregated from other funds of and be held in trust for the exclusive benefit of El Paso Community College;

FURTHER RESOLVED that El Paso Community College shall deposit \$30 million from the Grant and any interest accrued in TexPool for the creation of an endowment fund (the “Student Success Endowment Fund”);

FURTHER RESOLVED that El Paso Community College shall never spend any of the corpus funds deposited in the Student Success Endowment Fund for any purpose whatsoever, but it may only spend any interest income, including but not limited to any interest accrued from initially investing in TexPool, generated from investing such funds for the intended purposes stated herein;

FURTHER RESOLVED that El Paso Community College shall use ninety percent (90%) of any interest accrued every fiscal year from the Student Success Endowment Fund to award scholarships to students of El Paso Community College to promote student success, college-degree completion, and/or CTE certification;

FURTHER RESOLVED that El Paso Community College shall use nine percent (9%) of any interest accrued every fiscal year from the Student Success Endowment Fund to assist students of El Paso Community College for any emergency-related needs, as determined from time to time in the sole discretion of the Board of Trustees;

FURTHER RESOLVED that El Paso Community College shall keep, as part of the corpus funds to never be spent for any purpose whatsoever, the remaining one percent (1%) of any interest accrued every fiscal year from the Student Success Endowment Fund;

FURTHER RESOLVED that El Paso Community College may accept gifts and grants from any public or private source for the Student Success Endowment Fund;

FURTHER RESOLVED that El Paso Community College may invest the funds in the Student Success Endowment Fund, to the extent allowed by law, in securities, bonds, and other investments that the Board of Trustees on its own or through the advice of financial adviser(s) consider prudent exercising, at all times, the judgment and care under the circumstances then prevailing that a person of ordinary prudence, discretion, and intelligence exercises in the management of the person’s own affairs pursuant to the Texas Public Funds Investment Act, as amended, and applicable policies and procedures of El Paso Community College, including but not limited to CAK(LEGAL) and CAK(LOCAL), as amended;

FURTHER RESOLVED that, through the recommendation of the President of El Paso Community College, the Board of Trustees shall appoint a committee, which shall report to and be subject to the exclusive control and oversight of the Board of Trustees, to manage the Student Success Endowment Fund (the “Executive Committee”);

FURTHER RESOLVED that the President of El Paso Community College shall appoint a committee, which shall directly report to the Executive Committee, to recommend, implement,

review, and oversee the criteria and selection of students from El Paso Community College for scholarship awards through the Student Success Endowment Fund (the “Scholarship Selection Committee”);

FURTHER RESOLVED that the Executive Committee shall have the authority to create and direct the investment strategy for the Student Success Endowment Fund, which shall be independent of other invested funds of El Paso Community College, subject to the approval of the Board of Trustees;

FURTHER RESOLVED that the Executive Committee, with the prior approval of the Board of Trustees, shall have the authority to execute any agreements with, including but not limited to depositories, custodians, fiscal agents, and financial advisors, as necessary, to manage the Student Success Endowment Fund;

FURTHER RESOLVED that all financial transactions involving the Student Success Endowment Fund, including but not limited to, withdrawals, deposits, transfers, investments, commitments, encumbrances, and pledges, must be approved by the majority of the Executive Committee;

FURTHER RESOLVED that, at the first meeting of the Board of Trustees of the fiscal year of El Paso Community College, the Executive Committee shall annually prepare and present a budget and report regarding the Student Success Endowment Fund to the President and Board of Trustees that, at a minimum, (i) identifies the estimated schedule and amounts of funds to be expended in the fiscal year, (ii) lists the number of students awarded any funds in the prior fiscal year, (iii) identifies the criteria and process for the selection of any student award, (iv) reports all expenditures of funds in the prior fiscal year, and (v) details the investment strategies and expected yield or investment return of the funds for the current fiscal year, subject to the approval of the Board of Trustees;

FURTHER RESOLVED that the Executive Committee shall provide a report, at least annually, to the President and Board of Trustees regarding the Student Success Endowment Fund with the listing of individual securities held at the end of the reporting period; (ii) additions and changes to the market value during the period; (iii) listing of investments by maturity date; (iv) fully accrued interest for the reporting period; (v) average weighted yield to maturity of portfolio as compared to applicable benchmark; and (vi) statement of compliance of El Paso Community College’s investment portfolio with applicable state and federal laws and the investment strategy and policies approved by the Board of Trustees, as amended;

FURTHER RESOLVED that the Executive Committee shall annually arrange for the financial and compliance audit of management controls of the Student Success Endowment Fund on investments and adherence to the established policies and procedures of El Paso Community College at the same time El Paso Community College arranges its annual audit, which shall be presented annually to the Board of Trustees; and

FINALLY RESOLVED that the Executive Committee shall create, implement, and execute any other guidelines, criteria, procedures, and policies regarding the Student Success

Endowment Fund as necessary to faithfully implement, execute, and fulfill the intended purpose of the Board of Trustees.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of El Paso Community College during a Regular Board meeting on July 26, 2023, a quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____
Nays: _____
Abstentions: _____

To certify which, witness my hand and the official seal of the District this 26th day of July, 2023.

Brian J. Haggerty, Chair
Board of Trustees

ATTEST:

Bonnie Soria Najera, Secretary
Board of Trustees

EL PASO COMMUNITY COLLEGE

**TREASURER'S REPORT
JUNE 30, 2023**

EXHIBIT 1.10.1

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
CURRENT UNRESTRICTED FUNDS
JUNE 30, 2023**

**EL PASO COMMUNITY COLLEGE
CURRENT UNRESTRICTED FUNDS
BALANCE SHEET
JUNE 30, 2023**

	<u>Education & General</u>	<u>Student Activities</u>	<u>Auxiliary Services</u>	<u>Intercollegiate Athletics</u>	<u>Total Current Unrestricted</u>
Assets:					
Cash	\$ 19,300	\$	\$	\$	\$ 19,300
Pooled investments	215,373,429	1,840,024	4,996,075	1,820,434	224,029,962
Property taxes receivable	3,857,871				3,857,871
Accrued interest receivable	1,134,563				1,134,563
Other receivables	17,291,900		349,781		17,641,681
Deferred Outflows-Pension	8,077,689				8,077,689
Deferred Outflows-OPEB	21,461,952				21,461,952
Due from athletic funds			432,583		432,583
Prepaid expenses	751,766				751,766
Total assets	<u>\$ 267,968,470</u>	<u>\$ 1,840,024</u>	<u>\$ 5,778,439</u>	<u>\$ 1,820,434</u>	<u>\$ 277,407,367</u>
Liabilities:					
Accounts payable & accrued expenditures	\$ 5,459,861	\$	\$ 1,750	\$ 6,137	\$ 5,467,748
Due to restricted funds	1,552,342				1,552,342
Due to auxiliary funds				432,583	432,583
Accrued compensated absences	4,686,006				4,686,006
Student property deposits	537,647				537,647
Deferred Tuition and Fees	11,672,561				11,672,561
Deferred Inflows-Pension	18,732,807				18,732,807
Deferred Inflows-OPEB	17,275,726				17,275,726
Deferred Inflows-Leases	623,000				623,000
Net Pension Liability	14,660,565				14,660,565
Net OPEB Liability	91,876,559				91,876,559
Total liabilities	<u>\$ 167,077,074</u>	<u>\$ 0</u>	<u>\$ 1,750</u>	<u>\$ 438,720</u>	<u>\$ 167,517,544</u>
Fund balance:					
Beginning balance: September 1, 2022	\$ 51,729,884	\$ 1,541,033	\$ 5,012,255	\$ 680,973	\$ 58,964,145
Increase (decrease) in fund balance	49,161,512	298,991	764,434	700,741	50,925,678
Ending balance: June 30, 2023	<u>\$ 100,891,396</u>	<u>\$ 1,840,024</u>	<u>\$ 5,776,689</u>	<u>\$ 1,381,714</u>	<u>\$ 109,889,823</u>
Total liabilities and fund balance	<u>\$ 267,968,470</u>	<u>\$ 1,840,024</u>	<u>\$ 5,778,439</u>	<u>\$ 1,820,434</u>	<u>\$ 277,407,367</u>

EL PASO COMMUNITY COLLEGE
EDUCATION AND GENERAL
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

	Budget		Actual		Open Commitments	Budget Balance Available	Percent Used
	Original	Revised	Current Month	Year To Date			
Revenues:							
State Appropriations	\$ 31,592,917	\$ 31,592,917	\$ 2,996,803	\$ 25,588,074	\$	\$ 6,004,843	81%
Fed Appr/Grants	801,869	801,869	74,297	643,594		158,275	80%
Tuition & fees	40,857,849	40,857,849	79,220	38,373,738		2,484,111	94%
Property tax	67,441,484	67,441,484	(6,254)	69,760,945		(2,319,461)	103%
Interest income	3,841,431	3,841,431	1,013,707	7,840,141		(3,998,710)	204%
Other income	2,503,197	2,503,197	624,340	2,025,679		477,518	81%
Federal Recoveries	11,104,387	11,104,387	6,261,937	11,890,724		(786,337)	107%
Total revenues	<u>\$ 158,143,134</u>	<u>\$ 158,143,134</u>	<u>\$ 11,044,050</u>	<u>\$ 156,122,895</u>	<u>\$</u>	<u>\$ 2,020,239</u>	99%
Expenditures:							
Instruction	\$ 51,300,440	\$ 51,300,440	\$ 2,929,990	\$ 40,090,377	\$ 699,193	\$ 10,510,870	80%
Research	170,703	170,703	23,825	133,542	4,061	33,100	81%
Public service	5,295,737	5,295,737	305,813	2,741,327	218,222	2,336,188	56%
Academic support	17,791,999	17,791,999	1,218,505	13,573,763	610,680	3,607,556	80%
Student Services	10,016,795	10,016,795	648,534	6,011,368	415,336	3,590,091	64%
Institutional support	53,727,009	53,727,009	2,998,554	27,737,743	1,922,257	24,067,009	55%
Physical plant, operation & maintenance	12,262,196	12,262,196	883,805	8,470,675	1,265,776	2,525,745	79%
Total expenditures	<u>\$ 150,564,879</u>	<u>\$ 150,564,879</u>	<u>\$ 9,009,026</u>	<u>\$ 98,758,795</u>	<u>\$ 5,135,525</u>	<u>\$ 46,670,559</u>	69%
Transfers:							
TPEG	\$ 1,948,652	\$ 1,948,652	\$ 277,544	\$ 1,735,064	\$	\$ 213,588	89%
Student Activities	494,906	494,906	74,786	496,489		(1,583)	100%
Athletics	1,833,868	1,833,868	231,282	1,688,795		145,073	92%
Plant fund	3,300,829	3,300,829		4,282,240		(981,411)	130%
Total transfers	<u>\$ 7,578,255</u>	<u>\$ 7,578,255</u>	<u>\$ 583,612</u>	<u>\$ 8,202,588</u>	<u>\$ 0</u>	<u>\$ (624,333)</u>	108%
Net increase/(decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,451,412</u>	<u>\$ 49,161,512</u>			

EL PASO COMMUNITY COLLEGE
 STUDENT ACTIVITIES FUND
 STATEMENT OF REVENUE AND EXPENDITURES
 FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Budget</u>	<u>Actual</u>	<u>Budget Balance Available</u>
Revenues:			
Student activity fee	\$ 494,906	\$ 500,084	\$ (5,178)
Interest income		61,199	(61,199)
Other income		<u>4,380</u>	<u>(4,380)</u>
Total revenues	<u>\$ 494,906</u>	<u>\$ 565,663</u>	<u>\$ (70,757)</u>
Expenditures:			
Salaries & benefits	\$ 316,282	\$ 82,862	\$ 233,420
Supplies & services	159,624	126,969	32,655
Travel	7,000	17,883	(10,883)
Club support	<u>12,000</u>	<u>38,958</u>	<u>(26,958)</u>
Total expenditures	<u>\$ 494,906</u>	<u>\$ 266,672</u>	<u>\$ 228,234</u>
Revenues over (under) expenditures:		\$ 298,991	
Increase (decrease) in fund balance		<u>\$ 298,991</u>	

EL PASO COMMUNITY COLLEGE
AUXILIARY ENTERPRISE FUND
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

Revenues:

Federal Recovery-Vehicle Registration	\$	481,910	
Vehicle Registration		446,578	
Bookstore Commissions		276,726	
Federal Recovery-Commissions		113,329	
Pepsi Cola Commissions		38,510	
GECU		27,249	
The Basil Garden Commissions		20,240	
Vending Commissions		18,677	
Subway Commissions		14,089	
ATM Commissions		1,020	
A/R Returned Checks		380	
		380	\$ 1,438,708

Expenditures:

Staff Scholarships	\$	248,919	
Vehicle Registration Expense		245,164	
Memberships		56,201	
Bookstore/Cafeteria Utilities Expense		54,167	
Cafeteria Maint. Expenses		37,441	
Advocacy Expense		16,882	
Staff Educational Assistance		9,600	
Professional Staff Association		2,949	
Faculty Association		928	
Copy Machines Expenses		925	
Classified Staff Association		888	
College Events		210	
		210	\$ <u>674,274</u>

Revenues over (under) expenditures \$ 764,434

Increase (decrease) in fund balance \$ 764,434

EL PASO COMMUNITY COLLEGE
INTERCOLLEGIATE ATHLETICS FUND
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

Revenues:			
Athletic Fee	\$	1,688,795	
Athletic Admin Fund Raising		3,230	
Softball Camps		1,500	
Baseball		<u>23</u>	\$ 1,693,548
Expenditures:			
Baseball	\$	363,510	
Softball		320,287	
Cross Country		165,887	
Athletic Administration		<u>143,123</u>	\$ <u>992,807</u>
Revenues over (under) expenditures:			\$ 700,741
Increase (decrease) in fund balance			\$ <u><u>700,741</u></u>

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
CURRENT RESTRICTED FUNDS
JUNE 30, 2023**

**EL PASO COMMUNITY COLLEGE
CURRENT RESTRICTED FUNDS
BALANCE SHEET
JUNE 30, 2023**

	<u>Total Other Restricted</u>	<u>Total Sponsored Programs</u>	<u>Current Restricted Funds</u>
Assets:			
A/R federal agencies	\$	\$ 599,916	\$ 599,916
A/R state agencies	605,840		605,840
A/R county/local agencies	200,452		200,452
A/R students		689,711	689,711
A/R other	2,000		2,000
Due from Unrestricted funds	2,749,176	(1,196,834)	1,552,342
Net OPEB Asset	<u>16,028</u>		<u>16,028</u>
 Total assets	 <u>\$ 3,573,496</u>	 <u>\$ 92,793</u>	 <u>\$ 3,666,289</u>
Liabilities & fund balance:			
Accounts payable	\$ 13,709	\$ 47,020	\$ 60,729
Deferred income	1,657,934	45,773	1,703,707
Fund balance	<u>1,901,853</u>		<u>1,901,853</u>
 Total liabilities & fund balance	 <u>\$ 3,573,496</u>	 <u>\$ 92,793</u>	 <u>\$ 3,666,289</u>

EL PASO COMMUNITY COLLEGE
 CURRENT RESTRICTED FUNDS - OTHER
 STATEMENT OF REVENUE AND EXPENDITURES
 FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Fund Balance 09/01/22</u>	<u>Revenues Additions</u>	<u>Expenditures Deductions</u>	<u>Fund Balance 06/30/23</u>
Gifts:				
Scholarships/donations	\$ 2,272,526	\$ 1,972,552	\$ 2,674,289	\$ 1,570,789
Clubs and Associations	321,631	93,731	100,326	315,036
Grants & contracts:				
State	16,028	4,523,899	4,523,899	16,028
Local	<u> </u>	<u>1,404,656</u>	<u>1,404,656</u>	<u> 0</u>
Total	<u>\$ 2,610,185</u>	<u>\$ 7,994,838</u>	<u>\$ 8,703,170</u>	<u>\$ 1,901,853</u>

EL PASO COMMUNITY COLLEGE
CURRENT RESTRICTED FUNDS - SPONSORED PROGRAMS
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Projected Budget</u>	<u>Current Month</u>	<u>Current Year</u>	<u>Project Year</u>	<u>Open Commitments</u>	<u>Budget Balance Available</u>
Revenues:	\$ 142,422,348	\$ 11,894,871	\$ 66,474,191	\$ 119,822,626	\$ 401,860	\$ 22,197,862
Expenditures:						
2016-2017						
Rise to the Challenge Bridge 2017	\$ 327,501	\$	\$	\$ 326,027	\$	\$ 1,474
2017-2018						
Early Alert Case Management FY 2018	523,299			378,297	31,261	113,741
2018-2019						
Rise to the Challenge Bridge 2018	324,498	246	1,991	322,914	1,099	485
Early Alert Case Management 2019	506,068	160	2,751	504,845	615	608
Rise to the Challenge Bridge 2019	324,000	9,147	14,087	317,384		6,616
2019-2020						
USDOJ La Tuna HVAC & Welding Opt 2	112,875		14,888	107,136		5,739
CCAMPIS 2020	250,000		44,806	233,958	16,042	0
Early Alert Case Management 2020	516,587			513,901		2,686
CARES Higher Education Assistance	1,051,361	9,605	9,605	1,051,361		0
2020-2021						
Rise to the Challenge Bridge 2020	362,853		795	355,929		6,924
CCAMPIS 2021	367,872		22,695	40,684	148,763	178,425
Early Alert Case Management 2021	507,854	1,965	17,908	508,326		(472)
DOL - Job Corps Scholars Programs	1,186,900	39,403	342,750	562,917	4,487	619,496
GREEN Advantage Emissary Program	185,474	5,084	30,552	94,171	12,413	78,890
HEERF II CRRSAA - IHE Institution	27,983,664	949	399,691	27,983,664		0
HEERF III ARPA - IHE Institution	30,981,916	2,148,459	14,522,223	30,970,574	11,342	0
CRRSAA Higher Ed Assistance - MSI	1,954,655	1,841,326	1,954,655	1,954,655		0
ARPA Higher Ed Assistance - MSI	3,287,659	3,287,659	3,287,659	3,287,659		0
PELL 2020/2021	(15,620)		(15,620)	(15,620)		0
2021-2022						
DOE HEP 2021	474,696	78	23,002	474,584	97	15
DOE CAMP 2021	431,334		899	431,334		0
Rise to the Challenge Bridge 2021	324,000	8,657	96,515	314,107	3,444	6,449
DOE IREPO-Curriculum Development	440,564	27,732	315,439	373,615	22,845	44,104
DOE IREPO-Distance Learning Support	485,240	20,250	199,925	248,851	30,885	205,504
DOE IREPO-Dual Credit	181,869	9,914	102,828	143,003		38,866
DOE IREPO-IT	389,849	2,640	99,324	264,172		125,677
DOE IREPO-CBE.Registrar	20,526	3,534	12,797	12,797		7,729

EL PASO COMMUNITY COLLEGE
CURRENT RESTRICTED FUNDS - SPONSORED PROGRAMS
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Projected Budget</u>	<u>Current Month</u>	<u>Current Year</u>	<u>Project Year</u>	<u>Open Commitments</u>	<u>Budget Balance Available</u>
Revenues:	\$ 142,422,348	\$ 11,894,871	\$ 66,474,191	\$ 119,822,626	\$ 401,860	\$ 22,197,862
Expenditures (continued):						
SSS Prog. 2022	\$ 707,647	\$ 2,695	\$ 58,265	\$ 702,239	\$ 2,874	\$ 2,534
CCAMPIS 2022	382,127			21,556		360,571
SEOG Grant 2022	1,051,069		6,827	1,051,069		0
PELL 2021/2022	(13,455)		(13,455)	(13,455)		0
DOL - OSHA Susan Harwood Training FY22	200,000		51,164	200,000		0
DOL - Susan Harwood Training Tgt Topic	160,000		4,257	160,000		0
DOE - Accelerate@EPCC Title V	535,622	14,641	227,443	262,320	109,976	163,326
Contract Opportunity Center 2022	373,377	14,203	141,277	365,130	142	8,105
Emergency SEOG	1,508,446	(1,000)	756,949	1,507,446		1,000
2022-2023						
DOE HEP 2022 YR 2	474,785	59,339	379,238	444,898	3,838	26,049
DOE CAMP 2022 YR2	431,820	41,886	360,299	360,416	1,736	69,668
SSS Prog. 2023	707,647	45,984	446,125	446,125		261,522
Federal Work-Study FY 2022/2023	84,000					84,000
SEOG Grant 2022/2023	1,156,175	(1,050)	1,150,800	1,150,800		5,375
PELL 2022/2023	60,000,000	4,161,808	41,016,069	41,016,069		18,983,931
DOE - Accelerate@EPCC Title V YR 2	504,873					504,873
DOL - Susan Harwood Training Prog	160,000	13,956	108,560	108,560	1	51,439
Contract Opportunity Center 2023	396,177	26,825	179,432	179,432		216,745
Ft. Bliss EMT Training	114,544	98,776	98,776	98,776		15,768
Total	<u>\$ 142,422,348</u>	<u>\$ 11,894,871</u>	<u>\$ 66,474,191</u>	<u>\$ 119,822,626</u>	<u>\$ 401,860</u>	<u>\$ 22,197,862</u>

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
LOAN FUNDS
JUNE 30, 2023**

**EL PASO COMMUNITY COLLEGE
LOAN FUNDS
BALANCE SHEET
JUNE 30, 2023**

	<u>Nursing</u>	<u>Other</u>	<u>Loan Fund</u>
Assets:			
Cash & pooled investments	\$ 1,334	\$ 2,018,126	\$ 2,019,460
Loans receivable (net)	<u>13,371</u>	<u>1,383,491</u>	<u>1,396,862</u>
 Total assets	 <u>\$ 14,705</u>	 <u>\$ 3,401,617</u>	 <u>\$ 3,416,322</u>
 Liabilities and Fund Balance:			
Accounts payable general	\$	\$ 17,111	\$ 17,111
Nursing alumni loan fund		2,448	2,448
Emergency loan fund		3,337,864	3,337,864
Ed Alvarez emergency loan fund		5,000	5,000
Alternative Loans (Elm)		3,000	3,000
Direct Loan Program Subsidized		1,096	1,096
SGA Emergency Book Loan Program		35,098	35,098
Federal capital contribution	13,939		13,939
Institutional capital contribution	1,549		1,549
Interest collected	8,645		8,645
Investment income	10,532		10,532
Federal canceled reimbursement	1,320		1,320
Penalty collected	2,906		2,906
Principal cancelled	(19,001)		(19,001)
Collection cost	<u>(5,185)</u>		<u>(5,185)</u>
 Total liabilities & fund balance	 <u>\$ 14,705</u>	 <u>\$ 3,401,617</u>	 <u>\$ 3,416,322</u>

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
ENDOWMENT FUNDS
JUNE 30, 2023**

EL PASO COMMUNITY COLLEGE
ENDOWMENT FUNDS
BALANCE SHEET
JUNE 30, 2023

Assets:	
Cash & Pooled Investments	\$ 808,393
Total assets	<u>\$ 808,393</u>
Fund balance:	
Fund balance	\$ 808,393
Total fund balance	<u>\$ 808,393</u>

EL PASO COMMUNITY COLLEGE
 ENDOWMENT FUNDS
 STATEMENT OF REVENUE AND EXPENDITURES
 FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Fund Balance 09/01/22</u>	<u>Revenues Additions</u>	<u>Expenditures Deductions</u>	<u>Fund Balance 06/30/23</u>
Albert Horwitz	\$ 29,753	\$ 1,027	\$ 408	\$ 30,372
Jose Cisneros	100,381	3,465	1,320	102,526
Amado Peña	101,302	3,495	1,203	103,594
Cecilia Ochoa Levine	31,859	1,100	298	32,661
Mack Quintana	52,299	3,516	657	55,158
Adair Margo	36,683	1,267	362	37,588
George W.S. Abbey	34,948	1,206	483	35,671
P. & B. Moreno Memorial	28,234	975	339	28,870
Lucy Scarbrough	36,871	1,273	267	37,877
Diane D. Rath	34,330	1,185	377	35,138
Bob Wingo	33,698	1,163	394	34,467
Raymond Paredes	32,400	1,118	360	33,158
María A. Peña	57,688	1,992	613	59,067
Michael W. Smith	36,900	1,274	352	37,822
Gerardo de los Santos	32,978	1,138	370	33,746
Augustine D. Gallego	27,184	939	301	27,822
James Vasquez	27,059	934	288	27,705
Diana S. Natalicio	26,928	930	274	27,584
Mark David Milliron	26,909	930	272	27,567
Total	<u>\$ 788,404</u>	<u>\$ 28,927</u>	<u>\$ 8,938</u>	<u>\$ 808,393</u>

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
PLANT FUNDS
JUNE 30, 2023**

EL PASO COMMUNITY COLLEGE
PLANT FUNDS
BALANCE SHEET
JUNE 30, 2023

	<u>Unexpended Plant</u>	<u>Renewals & Replacements</u>	<u>Debt Retirement</u>	<u>Investment In Plant</u>	<u>Total Plant Funds</u>
Assets:					
Pooled investments	\$ 29,452,947	\$ 731,339	\$ 30,556,193	\$	\$ 60,740,479
Property taxes receivable			32,585		32,585
Deferred Outflow-Bond Insurance Cost			226,089		226,089
Accrued Interest	5,825		41,562		47,387
Land				13,702,219	13,702,219
Land improvements				20,833,154	20,833,154
Accum. Depr. - Land Improv./Infra				(11,812,351)	(11,812,351)
Buildings - EPCC				198,096,592	198,096,592
Buildings - federal				9,958,316	9,958,316
Construction in progress				69,189,315	69,189,315
Accum. Depr. - Buildings				(70,718,088)	(70,718,088)
Furniture & Equipment				15,510,507	15,510,507
Furniture & Equipment - federal				7,864,320	7,864,320
Accum. Depr. - Furniture & Equip.				(19,335,544)	(19,335,544)
Capital lease asset				275,401	275,401
Accum. Depr. Leases				(165,789)	(165,789)
Library books EPCC				6,200,888	6,200,888
Library books - grant				63,151	63,151
Accum. Depr. - Library Books				(4,331,642)	(4,331,642)
Total assets	<u>\$ 29,458,772</u>	<u>\$ 731,339</u>	<u>\$ 30,856,429</u>	<u>\$ 235,330,449</u>	<u>\$ 296,376,989</u>
Liabilities:					
Accounts Payable - general	\$ 475,338	\$	\$	\$	\$ 475,338
Deferred Income - General Use Fees			1,739,640		1,739,640
Revenue bonds 2016				105,140,000	105,140,000
Unamortized Bond premium 2016				11,147,144	11,147,144
Revenue bonds 2017				8,055,002	8,055,002
Deferred Inflow-Gain on Bond Refunding			230,292		230,292
Accrued interest - Bonds			1,279,149		1,279,149
Capital lease obligation				112,636	112,636
Total liabilities	<u>\$ 475,338</u>	<u>\$ 0</u>	<u>\$ 3,249,081</u>	<u>\$ 124,454,782</u>	<u>\$ 128,179,201</u>
Fund balance:					
Designated fund balance	\$ 28,983,434	\$ 731,339	\$ 27,607,348	\$	\$ 57,322,121
Invested in plant				110,875,667	110,875,667
Total fund balance	<u>\$ 28,983,434</u>	<u>\$ 731,339</u>	<u>\$ 27,607,348</u>	<u>\$ 110,875,667</u>	<u>\$ 168,197,788</u>
Total liabilities & fund balance	<u>\$ 29,458,772</u>	<u>\$ 731,339</u>	<u>\$ 30,856,429</u>	<u>\$ 235,330,449</u>	<u>\$ 296,376,989</u>

**EL PASO COMMUNITY COLLEGE
UNEXPENDED PLANT FUND
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>2016 Revenue Bond</u>	<u>Other</u>	<u>Total</u>	<u>Budget Balance</u>
Revenues:						
Transferred from current unrestricted	\$ 3,190,829	\$ 3,190,829	\$	\$ 4,172,240	\$ 4,172,240	\$ (981,411)
Intrafund transfers	9,072,036	9,072,036		5,647,431	5,647,431	3,424,605
2016 Revenue Bond Interest	10,000	10,000	57,795		57,795	(47,795)
Interest income	620,000	620,000		976,207	976,207	(356,207)
Total revenues	<u>\$ 12,892,865</u>	<u>\$ 12,892,865</u>	<u>\$ 57,795</u>	<u>\$ 10,795,878</u>	<u>\$ 10,853,673</u>	<u>\$ 2,039,192</u>
Expenditures:						
Intrafund transfers	\$ 9,072,036	\$ 9,072,036	\$	\$ 5,647,431	\$ 5,647,431	\$ 3,424,605
Interfund transfers	556,000	556,000		738,046	738,046	(182,046)
Repairs and rehabilitation	16,038,794	16,038,794		2,701,391	2,701,391	13,337,403
Equipment	5,923,120	5,923,120		1,282,947	1,282,947	4,640,173
2016 RB - Master Plan Phase I						
Buildings	1,498,363	1,498,363	438,623		438,623	1,059,740
Furniture and Equipment	234,318	234,318			0	234,318
Proj. Reserve Master Plan Phase I						
Furniture and Equipment	30,288	30,288		12,988	12,988	17,300
District Wide Projects	391,548	391,548				391,548
Total expenditures	<u>\$ 33,744,467</u>	<u>\$ 33,744,467</u>	<u>\$ 438,623</u>	<u>\$ 10,382,803</u>	<u>\$ 10,821,426</u>	<u>\$ 22,923,041</u>
Revenues over/(under) expenditures	\$ (20,851,602)	\$ (20,851,602)	\$ (380,828)	\$ 413,075	\$ 32,247	
Beginning balance - September 1, 2022	28,951,187	28,951,187	1,722,681	27,228,506	28,951,187	
Ending balance - June 30, 2023	<u>\$ 8,099,585</u>	<u>\$ 8,099,585</u>	<u>\$ 1,341,853</u>	<u>\$ 27,641,581</u>	<u>\$ 28,983,434</u>	

**EL PASO COMMUNITY COLLEGE
RENEWALS & REPLACEMENTS FUND
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Budget Balance Available</u>
Revenues:					
Transfer from unexpended plant funds	\$ 556,000	\$ 556,000	\$ 738,046	\$ 738,046	\$ (182,046)
Transfer from unrestricted current funds	110,000	110,000	110,000	110,000	0
Transfer from auxiliary enterprises	325,000	325,000		0	325,000
Other Income	20,000	20,000		0	20,000
Interest income	30,000	30,000	49,874	49,874	(19,874)
Total revenues	<u>\$ 1,041,000</u>	<u>\$ 1,041,000</u>	<u>\$ 897,920</u>	<u>\$ 897,920</u>	<u>\$ 143,080</u>
Expenditures:					
Replacements and Renovations	<u>\$ 2,872,534</u>	<u>\$ 2,872,534</u>	<u>\$ 1,998,115</u>	<u>\$ 1,998,115</u>	<u>\$ 874,419</u>
Total expenditures	<u>\$ 2,872,534</u>	<u>\$ 2,872,534</u>	<u>\$ 1,998,115</u>	<u>\$ 1,998,115</u>	<u>\$ 874,419</u>
Revenues over (under) expenditures	<u>\$ (1,831,534)</u>	<u>\$ (1,831,534)</u>	<u>\$ (1,100,195)</u>	<u>\$ (1,100,195)</u>	
Beginning balance-September 1, 2022	<u>1,831,534</u>	<u>1,831,534</u>	<u>1,831,534</u>	<u>1,831,534</u>	
Ending balance - June 30, 2023	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 731,339</u></u>	<u><u>\$ 731,339</u></u>	

EL PASO COMMUNITY COLLEGE
DEBT RETIREMENT FUND
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE TEN MONTHS ENDED JUNE 30, 2023

	Original Budget	Actual				Budget
	Debt Service	Revenue Bonds	G.O. Bonds 1975	Capital Leases	Total	Balance Available
Revenues:						
Property tax interest	\$	\$	\$ 228	\$	\$ 228	\$ (228)
General use fees	8,500,000	8,809,492			8,809,492	(309,492)
Interest income	230,000	382,193			382,193	(152,193)
Intrafund transfers	8,985,939				0	8,985,939
Capital leases	6,313			4,106	4,106	2,207
Tuition	800,000	773,933			773,933	26,067
Lost revenue recovery	1,000,000	1,827,642			1,827,642	(827,642)
Total revenues	<u>\$ 19,522,252</u>	<u>\$ 11,793,260</u>	<u>\$ 228</u>	<u>\$ 4,106</u>	<u>\$ 11,797,594</u>	<u>\$ 7,724,658</u>
Expenditures:						
Bond principal	\$ 3,905,000	\$ 3,905,000	\$	\$	\$ 3,905,000	\$ 0
Bond interest	5,164,209	4,311,443			4,311,443	852,766
Capital lease interest expense	6,313			4,106	4,106	2,207
Intrafund transfers	8,985,939				0	8,985,939
Agents fee	1,300	1,300			1,300	0
Other bond costs	10,890	4,500			4,500	6,390
Amortization of bond insurance	11,304				0	11,304
Loss (gain) on bond refunding	(76,764)				0	(76,764)
Total expenditures	<u>\$ 18,008,191</u>	<u>\$ 8,222,243</u>	<u>\$ 0</u>	<u>\$ 4,106</u>	<u>\$ 8,226,349</u>	<u>\$ 9,781,842</u>
Revenues over/(under) expenditures	\$ 1,514,061	\$ 3,571,017	\$ 228	\$	\$ 3,571,245	
Beginning balance - September 1, 2022	<u>24,036,103</u>	<u>23,993,822</u>	<u>42,281</u>		<u>24,036,103</u>	
Ending balance - June 30, 2023	<u>\$ 25,550,164</u>	<u>\$ 27,564,839</u>	<u>\$ 42,509</u>	<u>\$ 0</u>	<u>\$ 27,607,348</u>	

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
CUSTODIAL FUNDS
JUNE 30, 2023**

EL PASO COMMUNITY COLLEGE
CUSTODIAL FUNDS
BALANCE SHEET
JUNE 30, 2023

	Custodial Funds
Assets:	
Cash and cash equivalents	\$ 307,896
Total assets	\$ 307,896
Liabilities:	
Accounts payable and other liabilities	\$ 0
Total liabilities	\$ 0
Fund balance:	
Beginning balance: September 1, 2022	\$ 463,251
Increase (decrease) in fund balance	(155,355)
Ending balance: June 30, 2023	\$ 307,896
Total liabilities & fund balance	\$ 307,896

EL PASO COMMUNITY COLLEGE
CUSTODIAL FUNDS
STATEMENT OF CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED JUNE 30, 2023

	<u>Custodial Funds</u>
Additions:	
Miscellaneous	\$ <u>277,239</u>
Total additions	\$ <u>277,239</u>
Deductions:	
Scholarship payments to students	\$ <u>432,594</u>
Total deductions	\$ <u>432,594</u>
Net increase (decrease) in fund balance	\$ <u><u>(155,355)</u></u>

**EL PASO COMMUNITY COLLEGE
FINANCIAL STATEMENTS
TEMPORARY INVESTMENTS
JUNE 30, 2023**

PORTFOLIO SUMMARY
EL PASO COMMUNITY COLLEGE
JUNE 30, 2023

PORTFOLIO	Book Value			Market Value		
	Beginning Balance	Change	Ending Balance	Beginning Balance	Change	Ending Balance
Pooled Investments	\$ 274,022,212	\$ 3,529,679	\$ 277,551,891	\$ 274,022,212	\$ 3,529,679	\$ 277,551,891
Revenue Bonds	1,600,080	(266,191)	1,333,889	1,600,080	(266,191)	1,333,889
Debt Service Reserve Fund	9,865,157	42,221	9,907,378	9,865,157	42,221	9,907,378
Total Portfolio	\$ 285,487,449	\$ 3,305,709	\$ 288,793,158	\$ 285,487,449	\$ 3,305,709	\$ 288,793,158

Effective yield for June 30, 2023 = 5.0427%

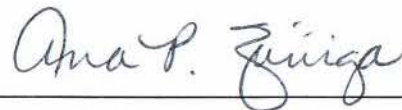
Benchmark: Average 13-week T-Bill rate for June = 5.1700%

The undersigned acknowledge that the College's investment portfolio is in compliance with Generally Accepted Accounting Principles and the policies and strategies as contained in the College's Investment Policy for El Paso Community College and also in compliance with the Public Funds Investment Act of the State of Texas.

Fernando Flores, CPA
 Interim Vice President
 Financial & Administrative Operations



Ana P. Zúñiga, CPA
 Comptroller



**EL PASO COMMUNITY COLLEGE
TEMPORARY INVESTMENTS
JUNE 30, 2023**

		Amount	Rate	Duration	Purchase	Maturity	Earned YTD	Accrued YTD
Pooled Investments	TexPool	\$ 196,393,883.96	5.0538	30	05/31/23	06/30/23	\$	\$ 808,715.53
	Texas Daily	76,273,649.50	5.1000	30	05/31/23	06/30/23		324,114.48
	Wells Fargo	1,354,678.65	1.1500	1	05/25/23	05/26/23		43.27
Balance 6/1/2023		\$ 274,022,212.11					\$ 6,714,361.07	\$ 1,132,873.28
	TexPool	\$ 5,602,632.31	5.0538	30	05/31/23	06/30/23	\$ 845,298.76	\$ 0.00
	Texas Daily	7,199,470.03	5.1000	30	05/31/23	06/30/23	326,431.53	0.00
	Wells Fargo	39,176,178.45	1.1500	35	05/25/23	06/29/23	3,460.23	1,689.51
Purchases & Transfers in June 2023		\$ 51,978,280.79					\$ 1,175,190.52	\$ 1,689.51
	TexPool	\$ 9,475,000.00	5.0538	30	05/31/23	06/30/23	\$	\$ 0.00
	Wells Fargo	38,973,601.94	1.1500	35	05/25/23	06/29/23		0.00
Maturities & Transfers in June 2023		\$ 48,448,601.94					\$ 0.00	\$ 0.00
Balance 6/30/23		\$ 277,551,890.96					\$ 7,889,551.59	\$ 1,134,562.79
Revenue Bond	Texas Daily	\$ 1,600,079.77	5.1000	30	05/31/23	06/30/23	\$	\$ 5,824.51
Balance 6/1/2023		\$ 1,600,079.77					\$ 45,123.03	\$ 5,824.51
	Texas Daily	\$ 6,847.93	5.1000	30	05/31/23	06/30/23	\$ 6,847.93	\$ 0.00
Purchases & Transfers in June 2023		\$ 6,847.93					\$ 6,847.93	\$ 0.00
	Texas Daily	\$ 273,038.50	5.1000	30	05/31/23	06/30/23	\$	\$ 0.00
Matured & Transferred in June 2023		\$ 273,038.50					\$ 0.00	\$ 0.00
Balance 6/30/23		\$ 1,333,889.20					\$ 51,970.96	\$ 5,824.51

EL PASO COMMUNITY COLLEGE
 TEMPORARY INVESTMENTS
 JUNE 30, 2023

	Amount	Rate	Duration	Purchase	Maturity	Earned YTD	Accrued YTD
Debt Reserve							
TexPool	\$ 7,568.53	5.0538	30	05/31/23	06/30/23	\$	\$ 31.44
Texas Daily	9,857,588.85	5.1000	30	05/31/23	06/30/23		41,530.24
Balance 6/1/2023	\$ 9,865,157.38					\$ 298,411.79	\$ 41,561.68
TexPool	\$ 32.16	5.0538	30	05/31/23	06/30/23	\$ 32.16	\$ 0.00
Texas Daily	42,187.94	5.1000	30	05/31/23	06/30/23	42,187.94	0.00
Purchases & Transfers in June 2023	\$ 42,220.10					\$ 42,220.10	\$ 0.00
Balance 6/30/23	\$ 9,907,377.48					\$ 340,631.89	\$ 41,561.68
All Funds	\$ 288,793,157.64					\$ 8,282,154.44	\$ 1,181,948.98

BOARD POLICY ABSTRACT

Policy to be Considered: Appropriations and Revenue Sources (Investments Policy).	Policy: CAK (Local)
Policy Section: C (Business and Support Services)	<input type="checkbox"/> New <input type="checkbox"/> Revision
Action: <input type="checkbox"/> For information only (<input type="checkbox"/> 1 st Reading) <input checked="" type="checkbox"/> For Adoption (<input checked="" type="checkbox"/> 2 nd reading and Approval)	
Resource Persons: Fernando Flores, Ana Zúñiga	
<p>Purpose: To submit the Investments Policy, contained in CAK (Local), to the Board of Trustees for annual review and approval in compliance with the Public Funds Investment Act (PFIA).</p> <p>Explanation: The Public Funds Investment Act (PFIA) and the District’s Investments Policy require the Investments Policy be submitted to the Board of Trustees for annual review. The District’s Investments Policy is currently certified by the Government Treasurers’ Organization of Texas (GTOT) through July 31, 2024.</p> <p style="margin-left: 40px;">The GTOT certification validates that the District is maintaining an investments policy that meets the requirements of the PFIA and the standards for prudent public investing established by GTOT. There were no changes in the PFIA that required any changes in the current policy.</p>	
Recommendation: Approval by the Board of Trustees.	

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Policy

The College District manages and invests financial assets as set forth below and follows these guidelines, which have been developed in accordance with Government Code 2256.

Scope

This investments policy applies to all financial assets of the College District. These funds are accounted for in the College District's audited financial statements, including, but not limited to, the following:

1. Unrestricted Fund;
2. Restricted Fund;
3. Endowment Fund;
4. Agency Fund; and
5. Plant Funds.

The College District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition to this policy, the investment of unexpended plant funds, debt service funds, and reserve funds shall be managed by their respective bond covenants and federal legislation.

Investment Authority

The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

The vice president financial and administrative operations, the associate vice president budget and financial services, and the comptroller are designated as primary investment officers and are responsible for investment decisions and activities.

An Investment Advisory Committee shall be responsible for monitoring, reviewing, and making recommendations regarding the College District's cash management and investment program. The Investment Advisory Committee will consist of the vice president, financial and administrative operations, associate vice president, budget and financial services, comptroller, and additional members appointed by those three administrators.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
5. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Standard of Care

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. According to the "prudent person" standard, investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment officers acting in accordance with the written

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

procedures and the investments policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Training

Each member of the Board and investment officer shall attend at least one training session within six months after taking office or assuming duties relating to responsibilities under Government Code 2256.

The primary investment officers shall attend not less than once in a two-year period an investment training session relating to investment responsibilities from an independent source approved by the Board. The independent sources may include:

1. Coordinating Board;
2. Center for Public Management at the University of North Texas;
3. Government Treasurer's Organization of Texas; and
4. PFM Asset Management LLC.

Ethics and Conflicts
of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the College President any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the College District, particularly with regard to the time of purchase and sale. An investment officer has a personal relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

An investment officer of the College District who has a personal business relationship with an organization seeking to sell an investment to the College District shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity and seeking to sell an investment to the College District shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the College District.

Investment Adviser

Pursuant to the Act, the College District may, at its discretion, contract with an investment management firm registered under the Investment Advisers Act of 1940 and with the State Securities Board to provide for investment and nondiscretionary management of its public funds or other funds under its control.

An appointed investment adviser shall act solely in an advisory and administrative capacity, within the guidelines of this policy. At no time shall the adviser take possession of investments or funds or otherwise be granted authority to transact business on behalf of the College District. Any contract awarded by the College District for investment advisory services shall be approved by the Board and shall not exceed two years, with an option to extend by mutual consent of both parties.

The investment adviser contracted by the College District shall abide by the "prudent expert rule," whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion, and intelligence in such matters exercised in the management of their client's affairs, not for speculation by the client or production of fee income by the adviser or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

Chapter 2263 of the Government Code mandates certain actions by governing boards of state entities involved in the management and investment of state funds and adds disclosure requirements for outside financial advisers and service providers. Ethics and disclosure requirements for outside financial advisers and service providers are in Chapters 2263.01 through 2263.06 of the Government Code.

**Liquidity and
Maturity**

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

To the extent possible, the College District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College District will not directly invest in securities maturing more than two years from the date of purchase. However, the College District may collateralize its repurchase agreements using longer-dated investments that either:

1. Have a term to maturity not to exceed ten years; or
2. Are marked-to-market at least weekly and require any valuation deficiencies below the required collateral margin to be cured within one business day.

The composite portfolio will have a weighted average maturity of one year or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Collateralization

The College District is not required to liquidate investments that were authorized investments at the time of purchase. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Collateralization

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the College District to require full collateralization of all College District investments and funds on deposit with a depository bank, other than investments, which are obligations of the U.S. Government and its agencies and instrumentalities. The collateralization level will be at not less than 100 percent of market value of the principal and accrued interest, reduced by that portion of funds insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held by an independent third party with whom the College District has a current custodial agreement and will be of any type permitted by the provisions of the Public Funds Collateral Act, Title 10, Chapter 2257 of the Texas Government Code. The vice president for financial and administrative operations is responsible for entering into collateralization agreements with third-party collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the College District and retained.

Funds / Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on the following in order of priority: an understanding of the suitability of an investment to the financial requirements of the College District, consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

The College District's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, consistent with the College District's investment risk constraints and the cash flow needs projected.

The College District's cash management portfolio shall be designed with the objective of equaling or exceeding the average returns on the 13-week U.S. Treasury bill rates.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Plant Funds	Investment strategies for plant funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
Competitive Bidding	Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally but followed by electronic or written confirmation. Funds will be authorized to be released after notification that the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in the College District's name in safekeeping at a third-party custodial institution with a safekeeping receipt being sent to the College District investment officer.
Safekeeping Agreement	All security transactions, including collateral for repurchase agreements, entered into by the College District shall be conducted on a delivery-versus-payment (DVP) basis, except those with investment pool funds and mutual funds. Securities will be held by a third-party custodian designated by the comptroller in the College District's name and evidenced by safekeeping receipts.
Sellers of Investments	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the</p>

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).

If the College District chooses to invest in securities that require the services of brokers/dealers, the Board or the Investment Advisory Committee shall adopt a list of approved qualified brokers that are authorized to engage in investment transactions with the College District. This list should be reviewed and revised at least annually.

A written copy of the investments policy shall be presented to any person offering to engage in an investment transaction with the College District. The qualified representative of the business organization offering to engage in an investment transaction with the College District shall execute a written instrument in a form acceptable to the College District and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the College District's investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organizations that are not authorized by the College District's investments policy.

Soliciting Bids for CDs

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Reporting

A written report of the College District's funds and investment transactions shall be prepared not less than quarterly and signed by the investment officers for submittal to the Board. The report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles and Government Code 2256 and will include the following:

1. A listing of individual securities held at the end of the reporting period;
2. Additions and changes to the market value during the period;
3. Listing of investments by maturity date;
4. Fully accrued interest for the reporting period;
5. Average weighted yield to maturity of portfolio as compared to applicable benchmark; and
6. Statement of compliance of the College District's investment portfolio with state law and the investment strategy and policy approved by the Board.

Market value of all securities in the portfolio will be determined on a quarterly basis if the nature of the investments warrants it. These values will be obtained from a reputable and independent source and reflected on the written report to the Board. A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported to the Board.

The investment officer shall prepare a report on any changes in Government Code 2256 and deliver the report to the Board not later than the 180th day after the last day of each regular session of the legislature.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

BOARD POLICY ABSTRACT

Policies to be Considered: TASB Local Policies	Policy #: see list below
Policy Section: C (Business and Support Services) F (Students)	_____ New <input checked="" type="checkbox"/> Revision
Action: _____ For information only (_____ 1 st Reading) <input checked="" type="checkbox"/> For Adoption (<input checked="" type="checkbox"/> 2 nd Reading and Approval)	
Resource Person: Julie Penley	
<p>Purpose: To ensure El Paso County Community College District (EPCCCD) Local Policies remain current, the Board of Trustees authorized the College President at its October 2019 Regular Meeting to execute a Community College District Policy Updating Services Agreement with the Texas Association of School Boards' (TASB). This Agreement includes numbered Local Manual Updates in response to changing legal authority.</p> <p>Explanation: TASB (Legal) Policies compile federal and state laws, as well as court decisions, and provide a statutory context for TASB (Local) Policies. TASB (Legal) Policies are posted in EPCC's TASB Portal: https://pol.tasb.org/Home/Index/435.</p> <p>As part of Local Manual Update 45, TASB recommends adoption of the attached Local Policies based on the rationale below.</p> <p>CT (INTELLECTUAL PROPERTY). Revisions are recommended throughout this local policy to better clarify the circumstances under which the college's intellectual property may be used. Other recommended revisions clarify College District Ownership and Employee Ownership of intellectual property created by employees and the limitations on the use of Copyrighted Works. Additional recommended changes have been made to conform to TASB style.</p> <p>FFE (STUDENT WELFARE: FREEDOM FROM BULLYING). Recommended revisions to this local policy have been made to update cross references to FFDA and FFDB. Also, recommended language has been added at Prohibited Conduct addressing harassment and discrimination on the basis of sex, consistent with the terminology at FFDA.</p>	
Recommendation: Approval by the Board of Trustees.	

INTELLECTUAL PROPERTY

CT
(LOCAL)

Intellectual Property Rights

All copyrights, trademarks, and other intellectual property rights ~~be-~~ **longing to the College District** shall remain with the College District at all times. **Except as provided by law, College District policy, or written authorization from the College President or designee, use of College District intellectual property shall be limited to College District-related purposes.**

Students

A student shall retain all rights to **the student's** work created as part of instruction or using College District technology resources.

Employees

College District Ownership

As an agent of the College District, an employee, including a student employee, shall not have rights to work ~~he or she creates~~ **created** on College District time or using College District technology resources. The College District shall own any work or work product created by a College District employee in the course and scope of ~~his or her~~ **College District** employment, including the right to obtain copyrights.

~~Employee Ownership~~

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to the College District for use of the patented work. ~~A College District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.~~

Employee Ownership
~~Permission~~

A College District employee ~~may apply~~ **shall own any work or work product produced during personal time and with personal equipment and materials, including the right to** ~~the~~ **obtain patents or copyrights.**

The College President or designee ~~to~~ **shall have the authority to permit use of College District materials and equipment in** ~~his or her~~ **creative** ~~developing the employee's own~~ projects, provided the employee agrees ~~either~~ **in writing** to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

~~Works for Hire~~
Independent Contractors

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

INTELLECTUAL PROPERTY

CT
(LOCAL)

Return of
Intellectual Property

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Copyright Use of
Copyrighted Works

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

~~All persons are prohibited from using~~ Use of College District technology in violation of any law, including copyright law, ~~shall be prohibited~~. Only appropriately licensed ~~images, applications, programs, or other~~ software may be used with College District technology resources. ~~No person shall use the~~ The College District's technology resources ~~shall not be used~~ to post, publicize, or duplicate information in violation of copyright law. ~~The Board shall direct the~~ College President or designee ~~to~~ shall employ all reasonable measures to prevent the use of College District technology resources in violation of the law. ~~All persons~~ Any person using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

~~Electronic Media~~
~~Unless a license or permission is obtained, electronic media in the classroom~~ Performances and Displays

The performance and display of copyrighted material, including motion pictures ~~and other audiovisual~~, dramatic works, ~~must be used in~~ musical performances, or other audio and visual works, may only occur for education purposes and in accordance with the following:

1. As a regular part of instruction and directly related to the ~~course of~~ curriculum;
2. During face-to-face teaching activities ~~as defined by law~~;
3. When viewed in a classroom or designated place of instruction; and
4. With a lawfully made copy or via an authorized account.

Designated Agent

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The College District shall include on its ~~Web site~~ website information on how to

contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark

**Use of College
District Trademarks**

College District-
Related Use

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the ~~general~~ public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without ~~the~~ written ~~permission of~~ authorization from the College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District ~~or campus~~ trademarks without appropriate authorization shall be subject to legal action.

Note: This policy addresses bullying targeting College District students. For provisions regarding discrimination and harassment targeting College District students, see [FFD](#), [FFDA](#) and [FFDB](#).

Bullying Prohibited

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Retaliation

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFE
(LOCAL)

**Reporting
Procedures**

Student Report

To obtain assistance and intervention, any student who believes that ~~he or she~~the student has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the vice president of student and enrollment services.

Report Format

A report may be made orally or in writing. ~~The vice president of student and enrollment services~~The vice president of student and enrollment services or designee shall reduce any oral reports to written form.

Prohibited Conduct

The ~~vice president of student and enrollment services~~vice president of student and enrollment services or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFDA or FFDB, including harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, disability, age, veteran status, sexual orientation, or gender identity. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB, as appropriate, shall include a determination on each type of conduct.

**Investigation of the
Report**

The ~~vice president of student and enrollment services~~vice president of student and enrollment services or designee shall conduct an appropriate investigation based on the allegations in the report. ~~The vice president of student and enrollment services~~The vice president of student and enrollment services or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

**Concluding the
Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the ~~vice president of student and enrollment services~~vice president of student and enrollment services or designee shall take additional time if necessary to complete a thorough investigation.

The ~~vice president of student and enrollment services~~vice president of student and enrollment services or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined

by this policy, occurred. A copy of the report shall be sent to the College President or designee.

**College District
Action**

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include ~~implementing~~:

- ~~Implementing~~ a training program for the individuals involved in the complaint, ~~implementing~~;
- ~~Implementing~~ a comprehensive education program for the College District community, ~~conducting~~;
- ~~Conducting~~ follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, ~~involving~~;
- ~~Involving~~ students in efforts to identify problems and improve the College District climate, ~~increasing~~;
- ~~Increasing~~ staff monitoring of areas where bullying or retaliation has occurred, ~~;~~ and ~~reaffirming~~
- ~~Reaffirming~~ the College District's policy against bullying and retaliation.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy and
Procedures**

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

BOARD POLICY ABSTRACT

Policies to be Considered: TASB Local Policies	Policy #: CDB (Local)
Policy Section: C (Business and Support Services)	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
Action: <input checked="" type="checkbox"/> For information only (<input checked="" type="checkbox"/> 1 st Reading) <input type="checkbox"/> For Adoption (<input type="checkbox"/> 2 nd Reading and Approval)	
Resource Person: Julie Penley	
<p>Purpose: To ensure El Paso County Community College District (EPCCCD) Local Policies remain current, the Board of Trustees authorized the College President at its October 2019 Regular Meeting to execute a Community College District Policy Updating Services Agreement with the Texas Association of School Boards' (TASB). This Agreement includes numbered Local Manual Updates in response to changing legal authority.</p> <p>Explanation: TASB (Legal) Policies compile federal and state laws, as well as court decisions, and provide a statutory context for TASB (Local) Policies. TASB (Legal) Policies are posted in EPCC's TASB Portal: https://pol.tasb.org/Home/Index/435.</p> <p>As part of Local Manual Update 45, TASB recommends adoption of the attached Local Policy based on the rationale below.</p> <p>CDB (ACCOUNTING: INVENTORIES). This recommended new local policy includes financial reporting requirements and guidance from the state Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges and the Governmental Accounting Standards Board (GASB) Implementation Guide regarding the Capitalization Threshold for individual and group assets. The GASB guidance regarding group assets applies to reporting periods beginning after June 15, 2023.</p>	
Recommendation: Review and comment by the Board of Trustees.	

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Al-Hanna, Jaclyn

Instructor
Faculty
Child Development
Tenure Track*
08/21/23 – 05/11/24
Grade D/4
Competitive Appointment
(Replacement Action)

Ferron Ferron, Gabriela

Senior Administrative Associate
Classified Staff
External Relations, Communication &
Development
08/01/23 – 08/31/23
Grade F
Competitive Appointment
(Replacement Action)

Armendariz, Jessica

Instructor
Faculty
English
Temporary (Lecturer) Status
08/21/23 – 05/11/24
Grade C/2
Competitive Appointment
(Replacement Action)

Field, Maria

Interim Associate Vice President, Human
Resources Management & Compliance
Administrator
Human Resources Management & Compliance
Temporary Status
08/01/23 – 08/31/23
Grade F
Noncompetitive Appointment
(New Position)

Bueno, Brenda

Instructor
Faculty
Vocational Nursing
Tenure Track*
08/21/23 – 05/11/24
Grade B/4
Competitive Appointment
(Replacement Action)

Guerrero, Hafid

Interim Dean of Nursing
Administrator
Dean of Nursing
Temporary Status
08/01/23 – 08/31/23
Grade E
Noncompetitive Appointment
(Replacement Action)

De Los Reyes, Luz

Accounts Payable Specialist
Classified Staff
Accounting Services
07/31/23 – 08/31/23
Grade E
Competitive Appointment
(Replacement Action)

Jimenez, Maria

Administrative Associate
Classified Staff
Law Enforcement Academy
07/31/23 – 08/31/23
Grade E
Competitive Appointment
(Replacement Action)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Morales, Noemy

Academic Tutor
Classified Staff
Student Success
07/31/23 – 08/31/23
Grade C
Competitive Appointment
(New Position)

Robertson, Melissa

Instructor
Faculty
Vocational Nursing
Temporary (Lecturer) Status
08/21/23 – 05/11/24
Grade B/8
Noncompetitive Appointment
(Replacement Action)

Moreno, Daniela

Academic Tutor
Classified Staff
Student Success
07/31/23 – 08/31/23
Grade C
Competitive Appointment
(New Position)

Saenz, Laura

Accounts Receivable Specialist
Classified Staff
Accounts Receivable
07/31/23 – 08/31/23
Grade E
Competitive Appointment
(Replacement Action)

Nieto, Sylvia

Instructor
Faculty
Echocardiography
Temporary (Lecturer) Status
08/21/23 – 05/11/24
Grade A/22
Noncompetitive Appointment
(Replacement Action)

Salas, Ilse

Administrative Assistant
Classified Staff
Library Technical Services
07/31/23 – 08/31/23
Grade D
Competitive Appointment
(Replacement Action)

Ornelas, Clara

Academic Resource Specialist
Classified Staff
Student Success
07/31/23 – 08/31/23
Grade E
Competitive Appointment
(Replacement Action)

Vasquez, Raymundo

Program Manager
Professional Staff
Workforce Strategic Initiatives
Temporary Status
07/01/23 – 08/31/23
Grade D
Extension of Appointment

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Zuniga, Ana

Interim Associate Vice President, Budget &
Financial Services

Administrator

Budget & Financial Services

Temporary Status

08/01/23 – 08/31/23

Grade F

Noncompetitive Appointment
(Replacement Action)

*Tenure Track faculty members serve a
period of five years in a faculty
probationary status prior to being
granted tenure status by the Board of
Trustees.

Exhibit 3.1

Full-Time Institutionally-Funded Actions

The following full-time, temporary Instructors (Lecturers) are extended for the period of 08/21/23 – 05/11/24.

<u>NAME</u>	<u>DISCIPLINE</u>	<u>GRADE</u>
Alvarez, Aaron	Philosophy	C
Childress, Mayra	Government	C
Comar, Scott	History	H
Cuvelier, Nora	Engineering	G
Diggs, Wayne	Business Management	C
Flynn, Eva	Art	E
Fong, Siusen	Biology	C
Martinez, Heber	Physics	H
Moreno, Robert	Chemistry	C
Newman, Carla	Sociology	E
Sanchez, Barbara	Government	D
Valenzuela, Erich	Chemistry	C
Wells, Claire	Biology	H

Exhibit 3.2
Full-Time Externally-Funded Actions

Lopez, Michelle

Competency Based Education Advisor
Professional Staff
Competency Based Education
Accelerate @ E.P.C.C. D.O.E. H.S.I. Title V
Temporary Status
07/24/23 – 08/31/23
Grade C
Competitive Appointment
(New Position)

Exhibit 3.3
Information Items
(No Action Required)

Resignations:

Castillo, Blanca

Instructor
Dental Hygiene
05/15/23

Marquez, Natalie

Instructor
Dental Hygiene
08/31/23

Torres, Robert

Peace Officer I
Police Department
06/18/23

Retirements:

Navarro, Vickie

Admissions & Registration Assistant
Admissions & Registrar
07/31/23

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Discussion and action on the approval of a one-year campuswide support agreement with Oracle America, Inc.	Amount: \$761,066										
Requestor: Abraham Hubail	Area Responsible: Information Technology										
Resource Persons: Marco Fernandez, Abraham Hubail											
<p>Purpose: The purpose of the Oracle campuswide support agreement is to continue the technical support services provided by Oracle Corporation for licensed software utilized by Ellucian Banner Student and Administration modules for concurrent use by El Paso Community College students, staff, and faculty. The support agreement is from September 1, 2023, through August 31, 2024.</p> <p>Explanation: Ellucian Banner has been the College's Enterprise Resource Planning (ERP) system since May 1998. Banner is a student and administrative software application suite for higher education institutions. The ERP integrates all departments and functions across the College and can serve different departmental needs. It is utilized district-wide by the following student support areas: Admissions & Registrar, Student Financial Aid, Counseling, and Student Web Services. The administrative support areas are: Finance, Budget, Accounting Services, Payroll, Accounts Payable, Accounts Receivable, Cashier Services, Purchasing & Contract Management, Human Resources, Records Management, and Banner Employee Web Services. Banner is highly integrated, and all modules use a common database.</p> <p>The Oracle database is an enterprise Relational Database Management System (RDMS) online transaction processing and data warehousing. It is also the foundation of the College's Ellucian Banner system. The Oracle database system supports Banner Student and Administration modules. EPCC needs to continue the Oracle license agreement for support and the requirement to stay current with Oracle database version upgrades that coincide with our Ellucian Banner system. Oracle database upgrades are essential for improved security and database system performance. This ensures that online administrative and student systems are always up and running for the College's students and staff. This support agreement will ensure uninterrupted services and support for all Oracle databases and applications, in conjunction with our ERP, to enable the College to serve our students, faculty, and staff most effectively.</p> <p>This purchase will be conducted through the State of Texas Department of Information Resources, contract DIR-TSO-4158, as allowed by the Information Resources Act, Texas Government Code, Section 2054. Such contracts are competitively awarded.</p> <p>Funding is provided by the Technology Fund (50%) and the Information Technology Software Maintenance accounts (50%).</p>											
Recommendation: Approval by the Board of Trustees.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Date:</td><td style="text-align: right;">09/01/23</td></tr> <tr><td>Account:</td><td style="text-align: right;">91326-M91326</td></tr> <tr><td>Budget:</td><td style="text-align: right;">\$1,594,117</td></tr> <tr><td>Expenditures to date:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Balance:</td><td style="text-align: right;">\$1,594,117</td></tr> </table>	Date:	09/01/23	Account:	91326-M91326	Budget:	\$1,594,117	Expenditures to date:	\$0.00	Balance:	\$1,594,117
Date:	09/01/23										
Account:	91326-M91326										
Budget:	\$1,594,117										
Expenditures to date:	\$0.00										
Balance:	\$1,594,117										
Vendor: Oracle America, Inc. 500 Oracle Parkway Redwood Shores, CA 94065	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Date:</td><td style="text-align: right;">09/01/23</td></tr> <tr><td>Account:</td><td style="text-align: right;">11000-75006</td></tr> <tr><td>Budget:</td><td style="text-align: right;">\$1,937,693</td></tr> <tr><td>Expenditures to date:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Balance:</td><td style="text-align: right;">\$1,937,693</td></tr> </table>	Date:	09/01/23	Account:	11000-75006	Budget:	\$1,937,693	Expenditures to date:	\$0.00	Balance:	\$1,937,693
Date:	09/01/23										
Account:	11000-75006										
Budget:	\$1,937,693										
Expenditures to date:	\$0.00										
Balance:	\$1,937,693										


FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Discussion and action on the approval of contracts with several purchasing cooperative-awarded vendors for the districtwide purchase of office products.	Amount (Not to Exceed): \$750,000 <i>(Estimated annual aggregate amount)</i>			
Requestor:	Ruben Gallardo	Area Responsible: Purchasing & Contract Management			
Resource Persons:	Fernando Flores, Ruben Gallardo				
Purpose:	To request approval of contracts with various vendors as districtwide suppliers of office products for the period of September 1, 2023 – August 31, 2024.				
Explanation:	<p>The District uses office supplies and products in the course of normal operations.</p> <p>Purchase orders are placed on-line and departments receive next day delivery to 170 districtwide locations. This program reduces the number of paper-generated purchase orders and minimizes the use of District resources for the ordering and delivery of these products.</p> <p>Purchases conducted through these purchasing cooperatives are in compliance with Texas Education Code 44.031; and the provisions of Texas Government Code, Chapter 791 – Inter-local Cooperation Contracts. Each contract was competitively awarded.</p> <p>Awarded vendors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <i>Through OMNIA Partners #19-12R</i> ODP Business Solutions, LLC 1313 George Dieter Dr., Ste. B El Paso, TX 79936 </td> <td style="width: 33%; vertical-align: top;"> <i>Through Region 19 #20-7373</i> Pencil Cup Office Products Inc. 1701 Texas Ave. El Paso, Texas 79901 </td> <td style="width: 33%; vertical-align: top;"> <i>Through Region 19 #20-7373</i> El Paso Office Products 1550 Lionel El Paso, Texas 79936 </td> </tr> </table> <p><i>Through Sourcewell #012320-SCC</i> Staples Contract & Commercial LLC, 500 Staples Drive, Framingham, MA 01702</p> <p>The District reserves the right to purchase office products from any competitively-awarded contract. Items are ordered on an as-needed basis only. There is no guarantee of any level of business to any vendor.</p> <p>Funding is provided by each individual College department’s budget.</p>		<i>Through OMNIA Partners #19-12R</i> ODP Business Solutions, LLC 1313 George Dieter Dr., Ste. B El Paso, TX 79936	<i>Through Region 19 #20-7373</i> Pencil Cup Office Products Inc. 1701 Texas Ave. El Paso, Texas 79901	<i>Through Region 19 #20-7373</i> El Paso Office Products 1550 Lionel El Paso, Texas 79936
<i>Through OMNIA Partners #19-12R</i> ODP Business Solutions, LLC 1313 George Dieter Dr., Ste. B El Paso, TX 79936	<i>Through Region 19 #20-7373</i> Pencil Cup Office Products Inc. 1701 Texas Ave. El Paso, Texas 79901	<i>Through Region 19 #20-7373</i> El Paso Office Products 1550 Lionel El Paso, Texas 79936			
Recommendation:	Approval by the Board of Trustees.				
Vendors:	Various – see above				

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Discussion and action on the approval of the procurement of advertising services from various radio stations for fiscal year 2023-2024.	Amount (Not to Exceed): \$350,000 <i>(Annual aggregate)</i>						
Requestor: Jim Heiney	Area Responsible: Marketing & Community Relations						
Resource Persons: Keri Moe, Jim Heiney							
Purpose: To request approval to award contracts for College advertising to various radio stations for fiscal year 2023-2024.							
Explanation: Radio stations define their audience by age, gender, income, education and other demographics in creating the station's format. The radio station formats reach EPCC's diverse targeted audiences. The radio stations listed below are sole source providers due to individual proprietary broadcasting rights.							
<p style="margin-left: 40px;"><u>El Paso Radio Stations and Formats:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> KLAQ 95.5 (Album Oriented Rock) KSII 93.1 (Hot Contemporary Adult) KROD 600 AM (Sports Talk Radio) KPRR 102.1 (Contemporary Hit Rhythmic) KTSM 99.9 (Soft Adult Contemporary) KHEY 96.3 (Country) KPRR-HD2 (Old School Hits) KINT 93.9 (Regional/Contemporary) </td> <td style="width: 50%; vertical-align: top;"> KYSE 94.7 (Norteña, Grupera) KOFX 92.3 (Classic Hits) XHTO 104.3 (Contemporary Hits) XHEM 103.5 (Mexican Regional) KBNA 97.5 (Spanish Regional) XHPX-FM (EXA FM 98.3) (Spanish Contemporary Hits) </td> </tr> </table>		KLAQ 95.5 (Album Oriented Rock) KSII 93.1 (Hot Contemporary Adult) KROD 600 AM (Sports Talk Radio) KPRR 102.1 (Contemporary Hit Rhythmic) KTSM 99.9 (Soft Adult Contemporary) KHEY 96.3 (Country) KPRR-HD2 (Old School Hits) KINT 93.9 (Regional/Contemporary)	KYSE 94.7 (Norteña, Grupera) KOFX 92.3 (Classic Hits) XHTO 104.3 (Contemporary Hits) XHEM 103.5 (Mexican Regional) KBNA 97.5 (Spanish Regional) XHPX-FM (EXA FM 98.3) (Spanish Contemporary Hits)				
KLAQ 95.5 (Album Oriented Rock) KSII 93.1 (Hot Contemporary Adult) KROD 600 AM (Sports Talk Radio) KPRR 102.1 (Contemporary Hit Rhythmic) KTSM 99.9 (Soft Adult Contemporary) KHEY 96.3 (Country) KPRR-HD2 (Old School Hits) KINT 93.9 (Regional/Contemporary)	KYSE 94.7 (Norteña, Grupera) KOFX 92.3 (Classic Hits) XHTO 104.3 (Contemporary Hits) XHEM 103.5 (Mexican Regional) KBNA 97.5 (Spanish Regional) XHPX-FM (EXA FM 98.3) (Spanish Contemporary Hits)						
<p style="margin-left: 40px;">Sole source letters follow this item.</p> <p style="margin-left: 40px;">Funding is provided by the Marketing & Community Relations budget and other College departments.</p>							
Recommendation: Approval by the Board of Trustees.							
Vendors: <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> Townsquare Media, LLC 4180 N. Mesa El Paso, TX 79902 KLAQ KSII KROD (600 ESPN) </td> <td style="width: 50%; vertical-align: top;"> iHeart MEDIA 4045 N. Mesa El Paso, TX 79902 KPRR KTSM KHEY KPRR-HD2 </td> </tr> <tr> <td style="vertical-align: top;"> Entravision Communications 5426 N. Mesa El Paso, TX 79912 KINT KYSE KOFX </td> <td style="vertical-align: top;"> MVS/EXA Radio 5862 Cromo Suite 151 El Paso, TX 79912 XHPX </td> </tr> <tr> <td style="vertical-align: top;"> Pro.Radio 2100 Trawood El Paso, TX 79935 XHTO XHEM KBNA </td> <td></td> </tr> </table>		Townsquare Media, LLC 4180 N. Mesa El Paso, TX 79902 KLAQ KSII KROD (600 ESPN)	iHeart MEDIA 4045 N. Mesa El Paso, TX 79902 KPRR KTSM KHEY KPRR-HD2	Entravision Communications 5426 N. Mesa El Paso, TX 79912 KINT KYSE KOFX	MVS/EXA Radio 5862 Cromo Suite 151 El Paso, TX 79912 XHPX	Pro.Radio 2100 Trawood El Paso, TX 79935 XHTO XHEM KBNA	
Townsquare Media, LLC 4180 N. Mesa El Paso, TX 79902 KLAQ KSII KROD (600 ESPN)	iHeart MEDIA 4045 N. Mesa El Paso, TX 79902 KPRR KTSM KHEY KPRR-HD2						
Entravision Communications 5426 N. Mesa El Paso, TX 79912 KINT KYSE KOFX	MVS/EXA Radio 5862 Cromo Suite 151 El Paso, TX 79912 XHPX						
Pro.Radio 2100 Trawood El Paso, TX 79935 XHTO XHEM KBNA							

MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Management
FROM: Jim Heiney, Interim Director, Marketing & Community Relations
THROUGH:  Keri Moe, AVP, External Relations, Communication, and Development
DATE: June 28, 2023
SUBJECT: LOCAL RADIO STATIONS AS SOLE SOURCES

The purpose of this memo is to justify using local radio stations as sole sources.

Marketing & Community Relations Mission

To increase awareness and visibility about EPCC to internal and external stakeholders in support of the district-wide mission and goals.

Marketing & Community Relations Vision

To position EPCC as the regional higher educational and workforce expert and ensure the entire community knows that EPCC is the Best Place to Start & Finish!

Advertising through various media outlets is essential to reach EPCC’s mission. In a highly competitive market, it is critical that the community recognizes EPCC as a leading institution and reach potential students. Therefore, to support the District’s goals, various media advertising is needed to publicize messages in order to reach diverse target audiences.

Each local radio station has a unique format that reaches a different target demographic. Therefore, each radio format (i.e. Classic Rock, Spanish Contemporary Hits, and Country) reaches different audiences based on age, occupation or location, etc. Marketing looks at our target demographics and how they choose to listen to their music (i.e. radio, car, satellite, computer streaming). Based on the data, EPCC advertises on each local station depending on the target audience we are seeking to reach. To reach a variety of external stakeholders, EPCC must advertise to diverse target audiences to reach the College’s mission and goals.

El Paso Radio Stations, including online display advertising:

- **Townsquare Media, LLC**
 - KLAQ 95.5 FM (Classic Rock)
 - KSII 93.1 FM (Adult Contemporary)
 - KROD 600 AM (Sports Talk Radio)
- **iHeart MEDIA**
 - KPRR 102.1 FM (Contemporary Hits)
 - KTSM 99.9 FM (Soft Rock)
 - KHEY 96.3 FM (Country)
 - KPRR-HD2 (Old School Hits)
- **MVS/EXA Radio**
 - XHPX-FM (EXA FM 98.3) (Spanish Hit)
- **Entravision Communications**
 - KINT 93.9 FM (Regional Contemporary)
 - KYSE 94.7 FM (Norteña, Grupera)
 - KOFX 92.3 FM (Classics)
- **Pro.Radio**
 - XHTO 104.3 (Contemporary Hits)
 - XHEM 103.5 (Mexican Regional)
 - KBNA 97.5 (Spanish Regional)



Date: June 13, 2023

To: Jim Heiney
El Paso Community College

From: Adrian Broaddus

To whom it may concern:

As per your guidelines, this is to inform you that Townsquare Media, LLC is the sole source and proprietor of broadcasting rights to KLAQ, KSII FM and 600 ESPN EL Paso pursuant to license issued by the Federal Communications Commission. Townsquare Media, LLC holds and retains and all necessary licenses and permits required by the Federal Communications Commission.

KLAQ FM is an Album Oriented Rock station that targets men 18-49 years of age and is consistently ranked #1 in the Demographic (See attached). KLAQ FM is one of two Local Primary Entry Points for the Regional Emergency Alert System covering El Paso and Las Cruces and by law is monitored by all El Paso and Las Cruces radio and Television stations.

KISS FM is a Hot Contemporary Adult station that targets Women 18-49 years of age and is consistently ranked #1 in this Demographic.

600 ESPN El Paso is an AM Sports Talk Radio Format targeting Men 18+ with National programs like Greeny in the Morning, First Take, Your Take, and live local broadcasts with SportsTalk Live. 600 ESPN is the sole National Primary Entry Point for the National Emergency Alert System covering El Paso and Las Cruces and by law is monitored by all El Paso and Las Cruces radio and television stations. Should a National alert be issued, 600 ESPN is one of sixty National Emergency Alert Systems to get information and channel it to the public.

Townsquare Events, LLC provide services in event management hosting several local live events including Cool Canyon Nights, Back to School Expo and many others.

Townsquare Interactive, LLC and all aspects of interactive services, including website design, Facebook and social media management. Townsquare Interactive, LLC developed and maintains the rights to Ultimate Classic Rock, Loudwire, Screen Crush and Guy Speed; all National Internet and News sites accessible to all Townsquare Media, LLC broadcast stations.

Townsquare Ignite, LLC is a full service digital media provider. Townsquare Ignite aggregates multiple digital providers and top tier data solutions from all over the country to execute advertising anywhere on the globe. Townsquare does comply with all digital advertising rules, regulations and guidelines.

If you have any questions, please do not hesitate to call me at (915) 544-9550.

Sincerely,


Brad Dubow,
Vice President, General Manager
Townsquare Media, LLC



4180 North Mesa • El Paso, Texas 79902 • (915) 544-9550 • Fax (915) 532-3334

June 1, 2023

Purchasing Department - El Paso Community College
P.O. Box 20500
El Paso TX 79998



To whom it may concern:

iHeartMedia El Paso is El Paso Community College's sole source, due to our proprietary rights and applicable justification related to the demographic reach of the radio cluster, broadcasting programming and digital advertising reach. iHeartMedia has six broadcast stations with six distinct formats, which are as follows:

- KPRR FM - Comprised of today's contemporary rhythmic hits, Power 102.1 is formatted in a Contemporary Hit Rhythmic Radio (CHR) format and reaches 152,000 listeners in the general audience of people ages 12+ demographic and for the ages 18-34 demographic reaches 71,000 weekly listeners.
- KPRR FM HD2 – The Hot 93.5 format focuses on Old School Hip-Hop and R&B and reaches 52,000 listeners in the general audience of people 12+ each week.
- KHEY FM - The only country station in town, exclusive to iHeartMedia. The station is ranked #6 in the Nielsen Rankings reaching 97,000 weekly listeners 12+ and #5 in the ages 18-34 demographic reaching 31,700 weekly listeners
- KHEY-AM – Our Fox Sports AM station reaches 15,100 listeners weekly, with an emphasis on a 45+, male demographic.
- KTSM FM - Sunny 99.9's format is referred as a Soft Adult Contemporary Radio Format (MAINSTREAM AC) and is 2nd in the Nielsen Rankings reaching 154,000 people weekly in the general audience demographic of people 12+ and #4 in the ages 18-34 demographic reaching 45,000 weekly listeners.
- KTSM AM – This News format station reached 33,200 listeners weekly with an emphasis on 60+ males.

Our six iHeartMedia stations reach over 433,000 listeners collectively in the El Paso's market every month. This level of cumulative reach is unsurpassed by any other single radio company in the El Paso metro market. In addition to our broadcast stations, we provide a strong presence on streaming and podcasting mediums.

- Our monthly iHeart Audience Network (iAN) streaming reach in the El Paso market is 210,912 persons.
- Our monthly iHeart Audience Network (iAN) podcasting reach in the El Paso market in 316,347 persons.

For any questions you can contact Walter Alvarez, Market President El Paso/Las Cruces at 915.351.5473 or by email at walteralvarez@iheartmedia.com.

Sincerely,

Walter Alvarez

Walter Alvarez, Market President





June 8, 2023.
Purchasing Department
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500

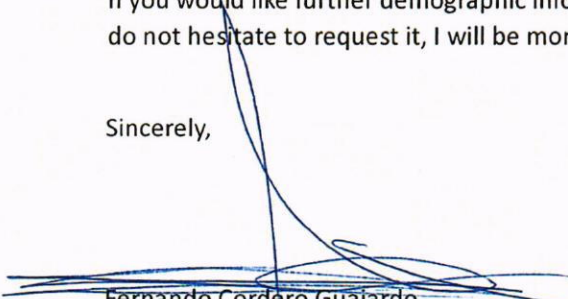
To Whom it May Concern

This is to confirm that XHPX-FM (EXA FM 98.3) is the sole source provider for providing advertising on the EXA network in the El Paso/ Las Cruces market. Here at XHPX-FM we strive to carefully select quality primetime programming and syndicated programs that we know will deliver the needed results for advertisers in the El Paso/ Las Cruces area. Specifically, XHPX has proved to lead the market in the demographic spanish spoken persons 18-34 and 18-49. These specific demographics are one of the strongest as far buying power and taking action after listening a particular ad on radio. Some of our highest rated shows in this demographic are El Wey Cup, Regrexa, Traffic Mix y Por el Placer de Vivir con el Dr. Lozano.

We are also the only station in the market that makes a concert in this border foraround 30,000 people.

If you would like further demographic information or any other information about XHPX-FM please do not hesitate to request it, I will be more than happy to provide it to you.

Sincerely,



Fernando Cordero Guajardo
CEO MVS

MVS INTERNATIONAL CORPORATION
5862 Cromo Suite 151, El Paso TX. 79912
T. (915) 231-5500



2100 Trawood Dr.
El Paso TX 79935
915-542-2969

June 8, 2023

Purchasing Department
El Paso Community College
El Paso, TX

Pro Radio LLC is the sole proprietor of broadcasting rights to XHTO FM pursuant to license issued by the Federal Communications Commission. Pro radio LLC is also the exclusive sales representative for XHEM FM, KAMA AM, and KBNA FM. Pro Radio LLC. is locally owned and Operated.

Pro Radio LLC and the stations that we represent are very committed to the local community and its interests. We strongly encourage participation in community activities among our staff and listeners.

HIT FM (XHTO FM) is Contemporary Hit Radio whose primer demographic is 18- 34 years of age. Hit FM is consistently highly ranked by Nielsen in El Paso listening area which includes El Paso, Las Cruces & Juarez

La Ke Buena (KBNA) airs Mexican Regional Music. La K Buena prime demographic is 18-49 years of age. We continually strive to be at the forefront in meeting our advertisers and listeners need.

All programming for HIT FM (XHTO FM) and La Ke Buena's (KBNA) is produced locally and aired live from our studios in El Paso. By producing our programming in-house and airing live from El Paso we are in the unique position to meet the continuing changes and demands of our community.
Pro Radio LLC is also exclusive sales representative for the following stations.

La Zeta (XHEM FM) airs Mexican Regional music. La Zeta's prime demographic is 21-49 years of age. La Zeta is consistently ranked among the top 3 by Nielsen in the El Paso Market.

We also have KAMA 750 AM which offers community service programs to the El Paso/Las Cruces,N.M. area. The doors are open to El Paso Community College for PSA interviews.
Pro Radio LLC is also in the unique position of being able to offer advertisers a variety of music formats to reach their intended audience.

Sincerely,
Denise Johnson
Corporate Secretary/Vice President



June 13, 2023

Director of Purchasing & Contact Management
El Paso Community College
9050 Viscount Blvd.
El Paso Texas 79935

To Whom It May Concern,

This letter is to confirm that Entravision Communications is the sole source provider for advertising on the KINT Univision 26, KTFN Unimás 65, KINT-FM 93.9 (La Suavecita), KYSE-FM 94.7 (Tricolor), and KOFX-FM 92.3 (The Fox), affiliates in the El Paso Market. This Market extends coverage to El Paso County, Dona Ana County New Mexico, Culberson County, and Hudspeth County as well as Cd. Juarez, Mexico. Entravision Communications provides our clients programming to a unique demographic that cannot be matched by any English or Spanish Radio or Television competitor in El Paso. We have an ongoing commitment to educating and training ourselves, and our clients in how to get better results while developing the full potential of this culturally diverse market. No other El Paso station-group matches our know-how or our commitment to getting results from the General and Hispanic market.

We use Brainstorming and Creative Problem-Solving to develop breakthrough ideas, so that the Value you receive is targeted to your needs. We know which copy and creative approaches work on English and Spanish media. We have the talent and the facilities in-house to turn concept into reality. This expands the impact of a broadcast schedule with a near limitless range of promotional capabilities and event marketing.

We'll work harder than you would expect to ensure your profit and, your Return on Investment (ROI). Our commitment runs deep. So does our involvement. You can expect to have a different relationship with us than you do with other station-groups. We are partners. Partners depend on each other. Let us depend on you for a full understanding of your marketing challenges, problems, and opportunities, and you can depend on us for profitable ideas, plans, and solutions.

Entravision El Paso Radio helps hundreds of advertisers reach English and Spanish language speaking consumers. Our three FM stations have a combined **weekly cume audience persons 18+ of 190,600**, that is **12,300 average persons** and have a AQH Share (average quarter hour share) of total radio audience of **16.4** and the average time spend listening (TSL) to our three FM stations is **8:15 hours weekly** (Hrs:Mins).

- Each week KOFX FM **reaches over 144,00 target persons 18+ every week** and have an average Time Spend Listening (TSL) was nearly eight hours.
- Each week KINT FM **reaches over 45,700 target persons 18+ every week** and have an average TSL of over seven hours.
- Each week KYSE FM **reaches over 26,800 target persons 18+ every week** and have an average TSL of over three hours.

47% of Hispanics in the El Paso DMA speak Spanish at home and 44% are bilingual.

- Each week Univision KINT-TV and Unimás KTFN-TV **reach over 456,346 persons 18+.**
- Univision KINT-TV and Unimás KTFN-TV **reach 65% of Hispanics 18+** in the El Paso DMA
- **14% of Hispanic adults 18-49** did not watch an **English language** broadcast television network.
- **#1** among adults 18-49 early **5p news** & late local newscast at **10p news** on Univision KINT-TV since regardless of language for the last 5 years.
- **#1** among bilingual adults 18-49 early & late local newscasts on Univision KINT-TV.
- Latinos represent **100% of the growth** among adults 18-49 & adults 25-54.
- **85% of Spanish** dominant Latino adults 18+ prefer to watch television in Spanish.

(Source: Nielsen Audio, El Paso Metro, April 2023, M-Sun 6a-12a. AVERAGE PERSONS, WEEKLY CUME PERSONS, AQH SHARE, & TSL, A18+ MRI-Simmons Crosstab 2022 Spring (El Paso) Local Flex MRI-Simmons Field Study Dates: 08/04/2020-05/05/2022 Nielsen NSI, El Paso (Las Cruces) DMA, 2023 M-F 5p-5:30p & M-F 10p-10:30p A18+ May 2023 Time Period Impressions Ratings. Nielsen Universe Estimates, El Paso (Las Cruces) DMA growth comparison 2023 vs. 2010.)

Spanish Television advertising has proven to be three times more effective among bilingual Hispanics, according to Nielsen Universe Estimates. Entravision Communications represents a sense of familiarity to the Southwest and continues to be the number one broadcasted Spanish television network, with Univision & Unimás, dominating the El Paso DMA.

Univision KINT-TV and Unimás KTFN-TV continue the commitment to helping improve academic achievement among Hispanic students by encouraging parents to become advocates of a quality education. Entravision Communications Inc. continues a comprehensive, multi-year National Hispanic education initiative called Es El Momento (The Moment is Now) in partnership with the Bill & Melinda Gates Foundation, the U.S. Department of Education, educators and civic and community leaders from around the Country. The Es El Momento initiative is aimed at improving academic achievement among K-12 Hispanic students with a specific focus on high school graduation and college readiness.

This program provides information on providing a clear and consistent framework to prepare students for college and careers. It also creates awareness to ensure they are abreast on the educational resources available to them and to create an advocate to ensure the child's academic success in order to achieve a better life and increase college enrollment among the area's Hispanic teens and young adults.

Along with the steadfast support of its advisory board and longstanding partners the Bill & Melinda Gates Foundation, the U.S. Department of Education, and other educators and civic and community leaders.

Entravision Communications will continue its efforts to improve academic achievement among Hispanic students and foster a college-bound culture.

The Univision Network is the home for Hispanic families living the American Dream---the place where they connect with their culture. No other network can deliver such an unparalleled connection with America's youngest and fastest-growing consumer group. No other network can deliver such an engaged and unduplicated audience. And, no other broadcast network is delivering Primetime year-to-year growth each season.

We appreciate the opportunity to partner in your business! I thank you for your support and look forward to our continued working relationship. Should you need anything further in regards to Entravision Communications El Paso, please feel free to contact me at your earliest convenience.

Sincerely,



Diana De Lara Zamudio
Senior Vice President/General Manager
Entravision Communications



Deborah Quintana
Integrated Marketing Solutions Consultant
Entravision Communications

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Discussion and action on the approval of contract awards for catering services for events districtwide.	Amount (Not to Exceed): \$300,000 <i>(Estimated annual aggregate)</i>												
Requestor:	Ruben Gallardo	Area Responsible: Purchasing & Contract Management												
Resource Persons:	Fernando Flores, Ruben Gallardo													
Purpose:	To approve contract awards to provide administrative and instructional departments with the ability to utilize on-site catering services for events on an as-needed basis. The aggregate annual amount spent on on-site catering services by El Paso Community College requires that this commodity be competitively procured.													
Explanation:	<p>The services of the vendors awarded through Request for Proposal (RFP) #23-009 will be procured on an as-needed basis. Purchases will be made in the District's best interest. There is no guarantee of any level of business to any vendor.</p> <p>If this item is approved by the Board of Trustees, the EPCC Purchasing & Contract Management Department will ensure that each vendor provides evidence of the proper level of insurance and lists El Paso Community College as additional insured prior to the execution of any contract with that vendor.</p> <p>Contract award will be for a period of one (1) year, with an option to renew, on an annual basis, for an additional two (2) years, with administrative approval, for a potential maximum contract term of three (3) years. The District reserves the right to purchase food catering services from any competitively awarded contract. This RFP process complies with Texas Education Code 44.031.</p> <p>Funding is provided by each individual College departments' budget.</p>													
Recommended vendors:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> Around The World Food Services 1920 N. Zaragoza Ste. 114 El Paso, Tx 79938 </td> <td style="width: 33%; vertical-align: top;"> Ranch Restaurants, LLC (dba Cattleman's Steakhouse) 3450 S. Fabens Carlsbad Rd. Fabens, TX. 79838 </td> <td style="width: 33%; vertical-align: top;"> AJMartinez, LLC dba Chick-fil-A 1300-A Airway Blvd. El Paso, TX 79925 </td> </tr> <tr> <td style="vertical-align: top;"> Chuy's Opcó, Inc. 1623 Toomey Rd. Austin, TX 78704 </td> <td style="vertical-align: top;"> FLRA VAZQUEZ, LLC DBA Diamond Catering 11940 Vista Del Sol El Paso, Texas 79936 </td> <td style="vertical-align: top;"> HoneyBaked Ham of El Paso 6600 N Mesa Ste 304 El Paso, TX 79912 </td> </tr> <tr> <td style="vertical-align: top;"> Coastal Deli Inc dba Jason's deli 6000 South Staples Street, Suite 300 Corpus Christi, TX 78413 </td> <td style="vertical-align: top;"> JERSEY MIKE'S SUBS 14200 Meadow Lake Ave. El Paso, TX 79938 </td> <td style="vertical-align: top;"> Off the Grill 3523 Polk Avenue El Paso, TX 79930 </td> </tr> <tr> <td style="vertical-align: top;"> Pizza Properties, Inc. dba Peter Piper Pizza 4445 N. Mesa St. Suite 100 El Paso, TX 79902 </td> <td style="vertical-align: top;"> Super Chef Inc. 7244 North Loop Drive Ste. A El Paso, Texas 79915 </td> <td></td> </tr> </table>		Around The World Food Services 1920 N. Zaragoza Ste. 114 El Paso, Tx 79938	Ranch Restaurants, LLC (dba Cattleman's Steakhouse) 3450 S. Fabens Carlsbad Rd. Fabens, TX. 79838	AJMartinez, LLC dba Chick-fil-A 1300-A Airway Blvd. El Paso, TX 79925	Chuy's Opcó, Inc. 1623 Toomey Rd. Austin, TX 78704	FLRA VAZQUEZ, LLC DBA Diamond Catering 11940 Vista Del Sol El Paso, Texas 79936	HoneyBaked Ham of El Paso 6600 N Mesa Ste 304 El Paso, TX 79912	Coastal Deli Inc dba Jason's deli 6000 South Staples Street, Suite 300 Corpus Christi, TX 78413	JERSEY MIKE'S SUBS 14200 Meadow Lake Ave. El Paso, TX 79938	Off the Grill 3523 Polk Avenue El Paso, TX 79930	Pizza Properties, Inc. dba Peter Piper Pizza 4445 N. Mesa St. Suite 100 El Paso, TX 79902	Super Chef Inc. 7244 North Loop Drive Ste. A El Paso, Texas 79915	
Around The World Food Services 1920 N. Zaragoza Ste. 114 El Paso, Tx 79938	Ranch Restaurants, LLC (dba Cattleman's Steakhouse) 3450 S. Fabens Carlsbad Rd. Fabens, TX. 79838	AJMartinez, LLC dba Chick-fil-A 1300-A Airway Blvd. El Paso, TX 79925												
Chuy's Opcó, Inc. 1623 Toomey Rd. Austin, TX 78704	FLRA VAZQUEZ, LLC DBA Diamond Catering 11940 Vista Del Sol El Paso, Texas 79936	HoneyBaked Ham of El Paso 6600 N Mesa Ste 304 El Paso, TX 79912												
Coastal Deli Inc dba Jason's deli 6000 South Staples Street, Suite 300 Corpus Christi, TX 78413	JERSEY MIKE'S SUBS 14200 Meadow Lake Ave. El Paso, TX 79938	Off the Grill 3523 Polk Avenue El Paso, TX 79930												
Pizza Properties, Inc. dba Peter Piper Pizza 4445 N. Mesa St. Suite 100 El Paso, TX 79902	Super Chef Inc. 7244 North Loop Drive Ste. A El Paso, Texas 79915													
Recommendation:	Approval by the Board of Trustees.													
Vendor:	Various – see above.													

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

DISTRICT-WIDE CATERING SERVICES

RFP #23-009

ANALYSIS

The services secured through this Request for Proposals (RFP) process will be utilized by El Paso County Community College District.

This RFP process complies with all applicable statutes, rules, policies, and procedures related to procurement as it relates to contracting for goods and/or services, including compliance with conflict of interest disclosure requirements.

RFP was advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Inc.* All such solicitations are also posted on the Purchasing & Contract Management Department's page of the EPCC website. Sixteen (16) proposal packets were downloaded. The proposals received are indicated on the RFP tabulation. The accompanying tabulation page is used for reference only.

The RFP Analysis Committee was required to carefully read and evaluate each response to the solicitation for offers, and every member of the Committee was told that if there is a discrepancy between the vendor's written offer and the accompanying tabulation page, the written offer always prevails.

The Committee evaluated and scored the written proposals and took into consideration the proposers' previous experience. References from the vendors who submitted proposals were also checked. It is the recommendation of the Committee (Maribel Castruita, Alicia Subia, and Leticia Jones) that a contract be awarded to:

Around The World Food Services 1920 N. Zaragoza Ste. 114 El Paso, Tx 79938	Ranch Restaurants, LLC (dba Cattleman's Steakhouse) 3450 S. Fabens Carlsbad Rd. Fabens, TX. 79838	AJMartinez, LLC dba Chick-fil-A 1300-A Airway Blvd. El Paso, TX 79925
Chuy's Opco, Inc. 1623 Toomey Rd. Austin, TX 78704	FLRA VAZQUEZ, LLC DBA Diamond Catering 11940 Vista Del Sol El Paso, Texas 79936	HoneyBaked Ham of El Paso 6600 N Mesa STE 304 El Paso, TX 79912
Coastal Deli Inc dba Jason's deli 6000 South Staples Street, Suite 300 Corpus Christi, TX 78413	JERSEY MIKE'S SUBS 14200 Meadow Lake Ave. El Paso, TX 79938	Off the Grill 3523 Polk Avenue El Paso, TX 79930
Pizza Properties, Inc. dba Peter Piper Pizza 4445 N. Mesa St. Suite 100 El Paso, TX 79902	Super Chef Inc. 7244 North Loop Drive Ste. A El Paso, Texas 79915	

The contract award will be for a period of one (1) year, with an option to renew on an annual basis for an additional two (2) years, with administrative approval, for a potential maximum contract term of three (3) years. Annual renewals will be based upon satisfactory vendor performance and administrative approval.

RFP #231-009 District-wide Catering Services											
Vendor	AMartinez LLC dba Chick-fil-A	Around The World Food Services	Chap's Opres, Inc.	Coastal Deli Inc dba Jason's deli	FLRA VAZQUEZ LLC DBA Diamond Catering	HoneyBaked Ham of El Paso	JERSEY MIKES SUB	Off The Grill	Piza Properties, Inc. dba Peter Papper Piza	Ranch Restaurants, LLC dba Curran's Steakhouses	Super Chef Inc.
Requested Information											
Signed Proposal Form	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided (left address blank)	Provided	Provided	Provided
Respondents shall provide menu(s) to include pricing of meals or portions of meals, in any/all of the following categories: breakfast, lunch, dinner, beverages, desserts, snacks, etc. If possible, provide a minimum of 3 menu options for each submitted meal, e.g., 3 for breakfast, 3 for lunch, and 3 for dinner. Pricing to include service and delivery fees, fuel charges, etc. Pricing must be per person to include all charges required to provide food for the event, e.g., tablecloths/ware, napkins, etc. If awarded, respondent agrees to hold pricing through, at minimum, duration of contract term, which is (one) 1 year from date of award by the Board of Trustees.	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Describe any additional unique business features, pricing arrangements, special services, prompt-pay discounts, terms, and conditions or other value-added services that could be provided under any agreement resulting from this RFP.	Provided	Provided	Provided	Provided	Provided	Provided	Not found in proposal	Provided	Provided	Provided/desert menu	Provided
Respondent agrees to issue a reply to the requesting party within no more than two (2) business days of the requested quote to confirm acceptance or rejection of the event.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Respondent agrees to provide services upon receipt of a purchase order. Billing shall be done upon satisfactory completion of services and based on net 30-day terms.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Respondent agrees, if awarded, to comply at all times with the District's exclusive Beverages contract, currently awarded to Pepsi Beverages Company.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Respondents may describe what separates their company from other organizations performing the same service.	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Respondents should attach with their proposal response evidence that they have complied with the District's insurance requirements as stated on the District's General Conditions of Contract.	Provided	Provided only a copy of Common Policy Declarations (District additional insured)	Provided	Provided	Provided	Provided	Partially provided (Director named as additional insured)	Partially provided (did not provide evidence of automotive insurance)	Provided	Provided	Provided
Respondents shall submit evidence of a minimum of two (2) years of professional service of providing similar services, preferably to higher education clients. Evidence must be submitted with proposal response.	Provided	Provided	Provided	Provided	Provided	Provided	Partially provided (Provided Attachment A - References; no dates of service indicated)	Partially provided (listed education clients, no dates)	Partially provided (listed education clients, no dates)	Provided	Provided copy of Region 19 RFP response dated 02/11/2016)
Respondents shall indicate what size group they can accommodate for any particular catering event held by the District. In other words, please specify the minimum and maximum group size that can be accommodated for catering services.	Provided	Provided	Provided	Provided	Provided	Provided	Not found in proposal (provided menu)	Provided	Provided	Provided	Provided
Respondents shall describe the types of services it is capable of providing, e.g., boxed lunch, self-served buffet style, buffet style, full sit-down service, semi-formal, or formal sit-down service.	Provided	Provided	Provided	Provided	Provided	Provided	Not found in proposal (provided menu)	Provided	Provided	Provided	Provided
Respondents should provide simple order form (if applicable). A sample "catering services request order form" should be included and attached. If form is not used by respondent, please state this in your proposal response.	Provided	Provided	Provided	Provided	Provided	Provided	Not found in proposal (provided menu)	Provided	Provided	Provided	Provided
Respondents shall provide copy of or evidence of all required state and city licenses, certificates, and/or permits with proposal response, e.g., Certified Food Manager License, Food Handler's License, Establishment Permit, etc.	Provided	Provided	Provided	Provided	Provided	Provided	Provided a only copy of food handlers card for Abelardo Gonzalez	Provided City Mobile Permit	Provided	Provided	Provided
Respondents shall provide their hours of operation.	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Respondents shall provide contact name(s), email address(es), and telephone number(s) for customer service representative(s) for the coordination of services as needed by the District.	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Vendor acknowledged Addenda #1.	Yes	Yes	Yes	Yes	Yes	Not found in proposal	Yes	Not found in proposal	Yes	Yes	Yes
Attachment B - Organization Details	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Texas Family Code Form - Signature and SSN or Federal Tax ID Number Required	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Required Contract Clauses (Federal Funds) - Signatures Required	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Conflict of Interest Questionnaire - Name of Vendor, Signature and Date Required	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided

RFP #23-009 District-wide Catering Services Evaluation Scoring Summary

06/19/23

Supplier / Max Points	/ 100 pts	/ 20 pts	/ 15 pts	/ 20 pts	/ 20 pts	/ 20 pts	/ 5 pts	/ 1 pt	/ 10 pts	/ 1 pt	/ 8 pts	Recommend award? (Yes/No)
Total												
Pizza Properties, Inc.	79.87	17.33	13	16	16	3.333	0	7.333	1	5.867	Yes	
Cattlemen's Steakhouse	78.87	13.33	13	18.67	16	3.667	0	7.333	1	5.867	Yes	
Chick-fil-A	78.2	16	13	16	16	3.667	0	6.667	1	5.867	Yes	
Jason's Deli	77.67	16	13	17.33	14.67	3.667	0	6.667	1	5.333	Yes	
SUPER CHEF INC	75.53	17.33	11	13.33	14.67	4	1	7.333	1	5.867	Yes	
HoneyBaked of El Paso	74.67	14.67	12	14.67	16	3.667	0	7.333	1	5.333	Yes	
FLRA VAZQUEZ, LLC DBA DIAMOND CATERING	68	16	11	14.67	13.33	0	0	6.667	1	5.333	Yes	
Off the Grill	67.33	14.67	11	13.33	12	3.333	0	6.667	1	5.333	Yes	
Around The World Food Service	63	14.67	10	13.33	12	0	0	6.667	1	5.333	Yes	
Chuy's	61	12	10	14.67	12	0	0	6	1	5.333	Yes	
Jersey Mike's Subs	53.67	13.33	0	14.67	13.33	0	0	6	1	5.333	Yes	

Total composite score rounded to the nearest hundredth.

Scope of Work per Specifications for RFP #23-009
The El Paso County Community College District ("District") is seeking proposals from qualified vendors to provide catering services (for rendered services on District property).

FINANCIAL SERVICES ABSTRACT


Item(s) to be Considered: Discussion and action on the procurement of districtwide advertising services with several publication vendors for fiscal year 2023-2024.	Amount (Not to Exceed): \$200,000 <i>(Annual aggregate)</i>						
Requestor: Jim Heiney	Area Responsible: Marketing & Community Relations						
Resource Persons: Keri Moe, Jim Heiney, Ruben Gallardo, Andrew Peña							
<p>Purpose: To request approval of expenditures for districtwide advertising services with several publication vendors for fiscal year 2023-2024.</p> <p>Explanation: The Human Resources, Purchasing & Contract Management, and Marketing & Community Relations departments require advertising services for the recruitment of faculty and staff, procurement of goods and services, and to promote enrollment and EPCC visibility from the following publication vendors.</p> <p>The publication vendors listed below are sole sources. They each offer news to unique demographic audiences. These publications are utilized to advertise to specific target audiences. The vendors listed below serve the target audiences that support the College's mission and goals.</p> <p>Advertising services will be provided for fiscal year 2023-2024 with a total annual aggregate amount not to exceed \$200,000.</p> <p>Sole source letters follow this item.</p> <p>Funding is provided by each individual departmental budget.</p> <p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> El Paso Inc./El Paso Kids Inc. 209 Noble St. El Paso, TX 79901 </td> <td style="width: 50%; vertical-align: top;"> El Diario 1801 Texas Ave. El Paso, TX 79901 </td> </tr> <tr> <td style="vertical-align: top;"> Laven Publishing Group Fort Bliss Bugle/Stars and Stripes 5959 Gateway Blvd. West El Paso, TX 79925 </td> <td style="vertical-align: top;"> El Paso Matters 500 W. Overland Ave. Ste. 200 El Paso, TX 79901 </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> E. P. Mass Media Advertising Inc. Spotlight EP News 11385 James Watt Ste. B-16 El Paso, TX 79936 </td> </tr> </table>		El Paso Inc./El Paso Kids Inc. 209 Noble St. El Paso, TX 79901	El Diario 1801 Texas Ave. El Paso, TX 79901	Laven Publishing Group Fort Bliss Bugle/Stars and Stripes 5959 Gateway Blvd. West El Paso, TX 79925	El Paso Matters 500 W. Overland Ave. Ste. 200 El Paso, TX 79901	E. P. Mass Media Advertising Inc. Spotlight EP News 11385 James Watt Ste. B-16 El Paso, TX 79936	
El Paso Inc./El Paso Kids Inc. 209 Noble St. El Paso, TX 79901	El Diario 1801 Texas Ave. El Paso, TX 79901						
Laven Publishing Group Fort Bliss Bugle/Stars and Stripes 5959 Gateway Blvd. West El Paso, TX 79925	El Paso Matters 500 W. Overland Ave. Ste. 200 El Paso, TX 79901						
E. P. Mass Media Advertising Inc. Spotlight EP News 11385 James Watt Ste. B-16 El Paso, TX 79936							



MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Management

FROM: Jim Heiney, Interim Director, Marketing & Community Relations

THROUGH:  Keri Moe, AVP, External Relations, Communication, and Development

DATE: June 28, 2023

SUBJECT: LOCAL PUBLICATIONS AS SOLE SOURCES

The purpose of this memo is to justify using various local publications as sole sources.

Marketing & Community Relations Mission

To increase awareness and visibility about EPCC to internal and external stakeholders in support of the district-wide mission and goals.

Marketing & Community Relations Vision

To position EPCC as the regional higher educational and workforce expert and ensure the entire community knows that EPCC is the Best Place to Start & Finish!

Advertising through various media outlets is essential to reach EPCC's mission. In a highly competitive market, it is critical that the community recognizes EPCC as a leading institution. Therefore, to support the District's goals, various media advertising is needed to publicize messages in order to reach diverse target audiences and potential students. The following publications are sole sources of readership and digital content that reach different demographics that are EPCC's target audience:

- El Diario (Spanish Language, International)
- Laven Publishing Group: The Ft. Bliss Bugle/Stars and Stripes (Military, Veterans and Dependents)
- El Paso Inc. (Business-News-Notices)/El Paso Kids Inc. (Elementary and Middle School Parents)
- E.P. Mass Media Advertising Inc./Marksman Media, LLC/ Spotlight EP News (Features)
- El Paso Matters (El Paso Oriented Online)

The Marketing Department will also advertise in other smaller community publications, not to exceed \$10,000 per vendor, on an as-needed basis as determined by the Marketing Director.

June 8, 2023

El Paso Community College
P.O. Box 20500
El Paso, Texas 79998-0500

Sole Source Letter

Dear Purchasing Department

Please accept this letter as a formal Sole Source Letter.


El Paso Inc is the only paid local weekly business and lifestyle journal delivered to subscriber homes on Sunday and businesses on Monday. El Paso Inc. targets the business and professional community and their families, a demographic with enormous buying power. 8200 circulation. 27 years in business.

The B Section is part of the El Paso Inc but we circulate 15,000. 8,200 goes in the El Paso Inc and the other 6800 is distributed throughout El Paso and Fort Bliss at distribution points on racks.

El Paso Inc Magazine A local high-gloss quarterly magazine devoted to telling the stories of the people, places and experiences that make El Paso a dynamic place to live. A lifestyle magazine that builds on the strengths of the business journal – outstanding writing and reporting, insights you can't get anywhere else. Will target the mature adult and their families with enormous buying Power. Demographics 45 plus. Circulation 13,000 Mailed to selected households based on age & income \$75,000 Plus.

All publications are locally owned.

I appreciate your consideration and look forward working with you.



Debra Fraire
Secretary of the Board



06.23.23

El Paso Community College
9050 Viscount Blvd. A 100
El Paso, TX 79925

RE: Fort Bliss publication advertising sole source

Laven Publishing Group has been the proud publisher for Fort Bliss for more than 38 years. We publish and sell advertising for the US edition of the Stars & Stripes newspaper.

We are the only authorized seller of advertising space in this Fort Bliss publication.

Thank you.

A handwritten signature in black ink, appearing to read "S. Laven".

Susan Laven
President
Laven Publishing Group
P.O. Box 972942
El Paso TX, 79997
O 915-772-0934
C 915-329-7769



E.P. MASS MEDIA ADVERTISING INC.

SPOTLIGHT

To: EPCC Media Buyer
From: SPOTLIGHT EP NEWS
DATE: July 17, 2023
SUBJECT: SOLE SOURCE LETTER

SPOTLIGHT EP NEWS is the only Free publication in El Paso of its kind.

It has served the El Paso/Fort Bliss community for 22 years.

Content: Human interest stories for the family.

It features sections such as "Life Styles" a collection of family Stories, health-related & wellness stories. A kids section "Just Kidding", "Pet connection", "Golf Insider", "Nascar Insider" "Select" (music articles, movies, and a regional calendar of events). The first section is about local human interest stories.

Distribution: Home delivery, rack and stack locations and online digital

Publication at www.spotlightepnews.com

SPOTLIGHT EP NEWS is Published by E.P. Mass Media Advertising Inc.
Orlando Rodriguez is the sole source of E.P. Mass Media Advertising Inc.

Orlando Rodriguez.....President / Publisher

11385 James Watt. Suite B- 16 • El Paso, Tx 79936
media@massmediaadvertising.com

El Diario
de EL PASO



El Diario  **El Diario**
DE CHIHUAHUA

PASO DEL NORTE PUBLISHING

El Paso Community College
P.O. BOX 20500
EL PASO, TX 7798-0500
Attn: Jim Heiney

June 8, 2023.

Dear Purchasing Department:

RE: Sole Source Letter

El Diario de El Paso is the only daily Hispanic newspaper in El Paso, TX. El Diario de El Paso reaches the El Paso Hispanic market, surrounding El Paso County Communities and Las Cruces, New Mexico. El Diario de El Paso is paid daily publication, targeting the Hispanic market, 18 years of age up demographics. Our daily circulation, Monday thru Saturday is 24,292 and Sunday circulation 28,269

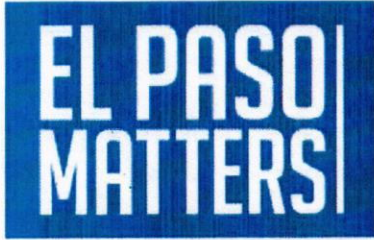
El Diario de El Paso has been in business in El Paso since May 2005 up until this current day. El Diario de El Paso with their other publications such as El Diario de Juarez and El Diario de Chihuahua can reach the Mexican market like no other media in El Paso, Texas. The daily circulation of El Diario de Juarez, Monday thru Saturday is 72,580, and 74,225. El Diario de Juarez has been in business for 46 years.

El Diario de Chihuahua has daily circulation, Monday thru Saturday 26,750 and on Sundays 29,580 El Diario de Chihuahua has been in business for 36 years.

We appreciate very much the partnership that we have shared over the past 13 years and hope to continue this partnership for many years to come.

Sincerely,

Osvaldo Rodriguez
Vice-President
Ph: 915-838-1600



June 26, 2023
Purchasing Department
El Paso Community College
9050 Viscount Blvd.
El Paso, TX. 79925

To whom it may concern:

El Paso Matters is a local, non-profit, 501C3, news organization. We are the sole source provider of digital-only, non-profit, local investigative Journalism that receives support from members and donors. El Paso Matters has the largest newsroom of any digital-only publication in El Paso. El Paso Matters provides all its news at no cost to readers as part of its mission to the community.

Please feel free to contact me for any other information needed.

A handwritten signature in black ink, appearing to read "Robert Moore", written in a cursive style.

Robert Moore
Founder, El Paso Matters


FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Discussion and action on the approval to award contracts for advertising services from various television stations for fiscal year 2023-2024.	Amount (Not to Exceed): \$200,000 <i>(Annual aggregate)</i>						
Requestor: Jim Heiney	Area Responsible: Marketing & Community Relations						
Resource Persons: Keri Moe, Jim Heiney							
<p>Purpose: To request approval to award contracts for College advertising to various TV stations for fiscal year 2023-2024.</p> <p>Explanation: In supporting the District’s mission, it is critical that EPCC is visible and recognized in the community as the leading educational institution. Therefore, our message and advertising must reach a diverse target audience, including potential students.</p> <p>Each television station is considered a sole source because each affiliate airs programming from different national broadcast companies that reach different target audiences. This allows them the diversity of programming for their varied audiences based on age, gender, ethnicity, income and other demographics. The audience demographic varies for each media outlet. To reach a variety of external stakeholders, including potential students, EPCC must advertise to diverse target audiences.</p> <p>The TV stations listed below are sole source providers due to individual proprietary broadcasting rights.</p> <p>Sole source letters follow this item.</p> <p>Funding is provided by the Marketing & Community Relations budget and other College departments.</p> <p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> KTDO 10033 Carnegie El Paso, TX 79925 </td> <td style="width: 50%; vertical-align: top;"> KTSM 3801 Constitution El Paso, TX 79922 </td> </tr> <tr> <td style="vertical-align: top;"> KFOX/KDBC 200 S. Alto Mesa El Paso, TX 79912 </td> <td style="vertical-align: top;"> Spectrum Reach 201 E. Main St. Suite 1701 El Paso, TX 79901 </td> </tr> <tr> <td style="vertical-align: top;"> Entravision Communications KINT / KTFN 5426 N. Mesa El Paso, TX 79912 </td> <td style="vertical-align: top;"> KVIA/NVIA-CW 4140 Rio Bravo El Paso, TX 79902 </td> </tr> </table>		KTDO 10033 Carnegie El Paso, TX 79925	KTSM 3801 Constitution El Paso, TX 79922	KFOX/KDBC 200 S. Alto Mesa El Paso, TX 79912	Spectrum Reach 201 E. Main St. Suite 1701 El Paso, TX 79901	Entravision Communications KINT / KTFN 5426 N. Mesa El Paso, TX 79912	KVIA/NVIA-CW 4140 Rio Bravo El Paso, TX 79902
KTDO 10033 Carnegie El Paso, TX 79925	KTSM 3801 Constitution El Paso, TX 79922						
KFOX/KDBC 200 S. Alto Mesa El Paso, TX 79912	Spectrum Reach 201 E. Main St. Suite 1701 El Paso, TX 79901						
Entravision Communications KINT / KTFN 5426 N. Mesa El Paso, TX 79912	KVIA/NVIA-CW 4140 Rio Bravo El Paso, TX 79902						

MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Management

FROM: Jim Heiney, Interim Director, Marketing & Community Relations

THROUGH:  Keri Moe, AVP, External Relations, Communication, and Development

DATE: June 28, 2023

SUBJECT: LOCAL TV STATIONS AS SOLE SOURCES

The purpose of this memo is to justify local TV stations as sole sources.

Marketing & Community Relations Mission

To increase awareness and visibility about EPCC to internal and external stakeholders in support of the district-wide mission and goals.

Marketing & Community Relations Vision

To position EPCC as the regional higher educational and workforce expert and ensure the entire community knows that EPCC is the Best Place to Start & Finish!

Advertising through various media outlets is essential to reach EPCC's mission. In a highly competitive market, it is critical that the community recognizes EPCC as a leading institution. Therefore, to support District's goals, various media advertising is needed to reach diverse target audiences and potential students.

Each television station is considered a sole source because each affiliate airs programming from different national broadcast companies that reach different target audiences. This allows them the diversity of programming for their varied audiences based on age, gender, ethnicity and other demographics. For example, some stations serve a Spanish speaking audience versus a younger audience versus a 30-plus male audience. Other factors such as income, educational level, or occupation are examples of other target audiences that can be reached. The audience demographic varies for each media outlet. To reach a variety of external stakeholders, EPCC must advertise to diverse target audiences.

The following local TV stations' programming reaches EPCC's target demographics:

- KTSM-TV, Channel 9- NBC affiliate
- KFOX-TV, Channel 14-Fox affiliate and KDBC-TV, Channel 4-CBS affiliate
- KINT-TV, Channel 26-Univision affiliate (Spanish language)
- KTDO-TV, Channel 48-Telemundo affiliate (Spanish language)
- Spectrum Reach cable networks include, but not limited to TNT, MTV, VH-1, A&E, Discovery, and SYFY
- KVIA-TV, Channel 7 – ABC affiliate and NVIA-CW affiliate



Attention: Purchasing Department

El Paso Community College

P.O. Box 20500

El Paso, TX 79998

Sinclair Broadcast Group

June 9, 2023

As per your request, KFOX-TV is the sole source of distribution for all KFOX/KDBC Network programming including Prime Time shows and sports in the El Paso/ Las Cruces market. Our stations are also the sole source for many of the syndicated programs per our contracts with various syndication companies.

KFOX-TV, home of the most critically acclaimed programs in recent years like "The Masked Singer", "9-1-1", "9-1-1 Lone Star", Master Chef, and the Dallas Cowboys and World Series, but we are much more than that. It is our great programming that bestows KFOX-TV with our unique and loyal audience, continuously ranked as the #1 English TV station amongst 18-49 demographic and the #1 evening newscast across multiple demographics. Our stations Prime Programming tends to attract a younger audience than our competitors. This is one of the many reasons why KFOX-TV has become one of the most, if not the most used station to advertise to Universities, Technical, and Secondary Schools.

*ComScore Research shows 82% of KFOX viewers are Hispanic with 65% that speak more English than Spanish and 15% that speak more Spanish than English. Our coverage map covers as far as Otero, Hudspeth and parts of Mexico helping reach potential student population. Our News programs are very unique amongst our competitors'. KFOX's *Coverage You Can Count On* can be found on-air, online, on your phone, and on popular social networking sites such as Facebook and Twitter. KDBC has "critically acclaimed programming" such as 60 Minutes, CBS Evening News, NCIS, Jeopardy, Wheel of Fortune, etc. KDBC is also the home of SEC College Football, NFL (AFC), March Madness and the PGA.

If you desire additional information, please do not hesitate to call me at 915-834-2102

Matt Kaplowitz – Vice President/Station Manager



June 13, 2023

Director of Purchasing & Contact Management
El Paso Community College
9050 Viscount Blvd.
El Paso Texas 79935

To Whom It May Concern,

This letter is to confirm that Entravision Communications is the sole source provider for advertising on the KINT Univision 26, KTFN Unimás 65, KINT-FM 93.9 (La Suavecita), KYSE-FM 94.7 (Tricolor), and KOFX-FM 92.3 (The Fox), affiliates in the El Paso Market. This Market extends coverage to El Paso County, Dona Ana County New Mexico, Culberson County, and Hudspeth County as well as Cd. Juarez, Mexico. Entravision Communications provides our clients programming to a unique demographic that cannot be matched by any English or Spanish Radio or Television competitor in El Paso. We have an ongoing commitment to educating and training ourselves, and our clients in how to get better results while developing the full potential of this culturally diverse market. No other El Paso station-group matches our know-how or our commitment to getting results from the General and Hispanic market.

We use Brainstorming and Creative Problem-Solving to develop breakthrough ideas, so that the Value you receive is targeted to your needs. We know which copy and creative approaches work on English and Spanish media. We have the talent and the facilities in-house to turn concept into reality. This expands the impact of a broadcast schedule with a near limitless range of promotional capabilities and event marketing.

We'll work harder than you would expect to ensure your profit and, your Return on Investment (ROI). Our commitment runs deep. So does our involvement. You can expect to have a different relationship with us than you do with other station-groups. We are partners. Partners depend on each other. Let us depend on you for a full understanding of your marketing challenges, problems, and opportunities, and you can depend on us for profitable ideas, plans, and solutions.

Entravision El Paso Radio helps hundreds of advertisers reach English and Spanish language speaking consumers. Our three FM stations have a combined **weekly cume audience persons 18+ of 190,600**, that is **12,300 average persons** and have a AQH Share (average quarter hour share) of total radio audience of **16.4** and the average time spend listening (TSL) to our three FM stations is **8:15 hours weekly** (Hrs:Mins).

- Each week KOFX FM **reaches over 144,00 target persons 18+ every week** and have an average Time Spend Listening (TSL) was nearly eight hours.
- Each week KINT FM **reaches over 45,700 target persons 18+ every week** and have an average TSL of over seven hours.
- Each week KYSE FM **reaches over 26,800 target persons 18+ every week** and have an average TSL of over three hours.

47% of Hispanics in the El Paso DMA speak Spanish at home and 44% are bilingual.

- Each week Univision KINT-TV and Unimás KTFN-TV **reach over 456,346 persons 18+**.
- Univision KINT-TV and Unimás KTFN-TV **reach 65% of Hispanics 18+** in the El Paso DMA
- **14% of Hispanic adults 18-49** did not watch an **English language** broadcast television network.
- **#1** among adults 18-49 early **5p news** & late local newscast at **10p news** on Univision KINT-TV since regardless of language for the last 5 years.
- **#1** among bilingual adults 18-49 early & late local newscasts on Univision KINT-TV.
- Latinos represent **100% of the growth** among adults 18-49 & adults 25-54.
- **85% of Spanish** dominant Latino adults 18+ prefer to watch television in Spanish.

(Source: Nielsen Audio, El Paso Metro, April 2023, M-Sun 6a-12a. AVERAGE PERSONS, WEEKLY CUME PERSONS, AQH SHARE, & TSL, A18+. MRI-Simmons Crosstab2022 Spring (El Paso) Local Flex MRI-Simmons Field Study Dates: 08/04/2020-05/05/2022 Nielsen NSI, El Paso (Las Cruces) DMA, 2023 M-F 5p-5:30p & M-F 10p-10:30p A18+ May 2023 Time Period Impressions Ratings. Nielsen Universe Estimates, El Paso (Las Cruces) DMA growth comparison 2023 vs. 2010.)

Spanish Television advertising has proven to be three times more effective among bilingual Hispanics, according to Nielsen Universe Estimates. Entravision Communications represents a sense of familiarity to the Southwest and continues to be the number one broadcasted Spanish television network, with Univision & Unimás, dominating the El Paso DMA.

Univision KINT-TV and Unimás KTFN-TV continue the commitment to helping improve academic achievement among Hispanic students by encouraging parents to become advocates of a quality education. Entravision Communications Inc. continues a comprehensive, multi-year National Hispanic education initiative called Es El Momento (The Moment is Now) in partnership with the Bill & Melinda Gates Foundation, the U.S. Department of Education, educators and civic and community leaders from around the Country. The Es El Momento initiative is aimed at improving academic achievement among K-12 Hispanic students with a specific focus on high school graduation and college readiness.

This program provides information on providing a clear and consistent framework to prepare students for college and careers. It also creates awareness to ensure they are abreast on the educational resources available to them and to create an advocate to ensure the child's academic success in order to achieve a better life and increase college enrollment among the area's Hispanic teens and young adults.

Along with the steadfast support of its advisory board and longstanding partners the Bill & Melinda Gates Foundation, the U.S. Department of Education, and other educators and civic and community leaders.

Entravision Communications will continue its efforts to improve academic achievement among Hispanic students and foster a college-bound culture.

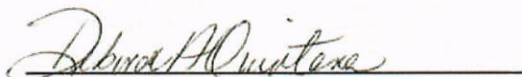
The Univision Network is the home for Hispanic families living the American Dream—the place where they connect with their culture. No other network can deliver such an unparalleled connection with America's youngest and fastest-growing consumer group. No other network can deliver such an engaged and unduplicated audience. And, no other broadcast network is delivering Primetime year-to-year growth each season.

We appreciate the opportunity to partner in your business! I thank you for your support and look forward to our continued working relationship. Should you need anything further in regards to Entravision Communications El Paso, please feel free to contact me at your earliest convenience.

Sincerely,



Diana De Lara Zamudio
Senior Vice President/General Manager
Entravision Communications



Deborah Quintana
Integrated Marketing Solutions Consultant
Entravision Communications



June 9, 2023,

El Paso Community College

This is to verify that KTSM is the sole source provider for advertising on the NBC affiliate station in the El Paso market. This market covers El Paso, West Texas, Southern New Mexico, and Juarez, Mexico.

As the sole affiliate for NBC, per contractual agreement for this market, we are obligated to follow all of the rules and regulations set forth by NBC.

Formed in 1926 by the Radio Corporation of America (RCA), NBC is the oldest major broadcast network in the United States.

KTSM-TV, NBC Channel 9, is owned by Nexstar Media, Inc.

Nexstar was founded in 1996 by broadcast industry veteran Perry A. Sook to own, operate, and provide services to television stations in mid-size markets across the United States. Nexstar's organization – wide commitment to broadcasting excellence for local viewers and unparalleled marketing results for advertisers has been a key component of the company's success and long-term growth.

KTSM-TV, NBC Channel 9 offers in depth news coverage for El Paso, Las Cruces, and the borderland.

KTSM 9 News Evening newscasts at 5pm, 6pm, 630pm, and 10pm.

We are also the sole provider for Spanish language Estrella TV, NTSM-TV.

On air since September 2009, Estrella TV is the only network producing 100% original content in the US, specifically for US Hispanics in contrast to novela heavy networks.

KTSM, News Channel 9 also sets the standard for local digital marketing with its own owned and operated website KTSM.COM. For regional and national digital marketing, Nexstar Digital Agency Services, our digital partners, provide solutions through programmatic approaches that target specific niches.

Regards,

David Candelaria
Vice President and General Manager



June 19, 2023
Purchasing Department
El Paso Community College
P.O. Box 20500
El Paso, TX 79998-0500

To Whom It May Concern:

This Letter serves as conformation that Spectrum Reach is the sole provider for all television advertising originated on the Spectrum Cable system in El Paso, Texas.

Our product is provided to advertisers in the market by a direct sales force that is comprised by Spectrum Reach employees in the El Paso, TX market. Total DMA TV households in this market is 371,730 as stated by Nielsen Media 2023 DMA Rankings. Spectrum Cable subscribers, combined with AT&T U-Verse and Comcast subscribers total 95,316. In addition, we added another 29,324 Direct TV subscribers to our footprint. The number of Cable subscribers is subject to fluctuation throughout the year.

Spectrum offers 79 networks such as, but not limited to, Lifetime, TNT, A&E, TLC, NGC, BRAVO, CNN, HGTV, SYFY, TBS, FOOD, and ESPN. We also integrated new Spanish networks such as, but not limited to, ESPD, FXD, HSTE, and CNNE. According to Scarborough, Cable Subscribers are 52 percent female and 48 percent male. 29 percent of Cable subscribers, are fluent in speaking Spanish; however, 31 percent prefer to speak English over Spanish in the home. In regards to Cable subscribers, 67 percent of households have Cable services.

Spectrum Reach has evolved into a media company that can now offer the capabilities of reaching people on a digital landscape with First Party Data using contextual and behavioral targeting. We also have the capabilities to insert in our television app making it easier to reach milleninals and audiences on the go. We pride ourselves on helping you reach your target audience on any device.

Effective July 1, 2019 we will be inserting on ComCast in Las Cruces. The following is the household breakdown for the new El Paso/LasCruces interconnect:

Demographics

- Med. Age 33%
- Female 51%
- Med. HH Income \$44,762
- Bachelor's Degree + 14%
- Owner-Occupied 58%
- HHs. w/ Kids 39%
- Med HU value \$147,403
- Hispanic 81%



Spectrum, along with Spectrum Reach, takes pride in community outreach with programs such as the "Spectrum Housing Assistance Program, Pay It Forward" and others.

Spectrum is the exclusive Cable & Internet service provider for Fort Bliss Army Base/Biggs Army Airfield for Military housing and most commercial areas on base.

We also provide service to the following communities:

- Santa Teresa, NM
- Sunland Park, NM
- Chaparral, NM
- Anthony, NM
- Anthony, TX
- Canutillo, TX
- El Paso, TX
- Fabens, TX
- Socorro, TX
- Horizon, TX

The information provided is based on Scarborough and Nielsen research for the El Paso, TX DMA. For further information please reach out to the El Paso, TX local Sales Manager, Raymond May

Sincerely,

Name: Jeff Gregg

A handwritten signature in black ink, appearing to read "Jeff Gregg", written over a horizontal line.

Title: RVP



June 26, 2023

To Whom It May Concern:

This is to confirm that KVIA-TV/ABC 7 is the sole source provider for advertising with the ABC network in the El Paso/Las Cruces market. KVIA strives to select quality Borderland news and syndicated programs combined with the ABC prime programming that delivers the sought-after results for advertisers in the El Paso/Las Cruces area. Specifically, KVIA leads the market in reaching the Women 25-54 demographic. The Women 25-54 demographic has the most significant impact as far as buying power and taking action after seeing an advertisement on television. Some of the highest rated shows capturing the attention of Women 25-54 are: Good Morning El Paso, Good Morning America, Live with Kelly & Mark, American Idol, The Good Doctor, Grey's Anatomy and, of course, ABC-7 News.

KVIA is the only station in the El Paso/Las Cruces market to generate over 36 hours of local news programming every week. ABC-7 News captures the largest audiences from 4:30 Monday morning until 11:00 Sunday night. More viewers choose KVIA as their news and entertainment station, including Hispanics and military personnel, than any other station in the market.

EPCC students and potential students find entertainment on The CW, watching incredible viewer favorites: Walker, All-American and The Flash. The CW also airs tried and true syndicated programs like Seinfeld, Neighbors, and Young Sheldon. There is something for everyone to watch on KVIA's CW!

The El Paso/Las Cruces market covers West Texas, Southern New Mexico and Ciudad Juarez, Mexico. There are over 258,000 homes with TVs in West Texas and Southern New Mexico. KVIA is viewed each week in more homes throughout the year than any other station in our market.

If you would like to review specific viewership of our shows, we would gladly provide them.

Thank you for your business!

Respectfully,

A handwritten signature in black ink, appearing to read 'Mike Meara'.

Mike Meara
News Press and Gazette/Broadcast
President



KTDO Telemundo 48
12285 Pellicano, Bldg. C El Paso, Tx. 79936

07/19/2023

Overview

This sole source letter reflects that Telemundo 48/KTDO is NBCUniversals Owned & Operated television station serving Spanish-language viewers in El Paso, TX. and Las Cruces, NM. Telemundo 48 delivers its audiences five hours of live, locally produced news each week across all platforms. KTDO's newscasts feature local breaking news, real-time weather forecasts, consumer reports and sports information. Telemundo 48 also airs world-class programming produced by Telemundo Network. Telemundo 48's local news and information can be accessed by audiences across all of its platforms, including online at telemundo48elpaso.com, through its social media channels, and on local over-the-air channel 48.1, Spectrum channel 11/ HD 803, Comcast channel 11, AT&T U-Verse channel 48, Dish channel 48, and Direct TV channel 48.

Station Leadership

Andrew Deschappelles- President and General Manager for Telemundo 48 El Paso. In this role, Deschappelles is responsible for the overall management of the station's broadcast, digital, sales, marketing, finance and community affairs operations.

Programming

Telemundo 48 delivers its audiences ten hours of live, locally produced news each week across all platforms. KTDO's local newscasts "Noticias Telemundo 48" air on weekdays at 4 PM, 4:30 PM, 5 PM and 10 PM.

Telemundo 48 also airs world-class programming produced by Telemundo Network.

Online/Mobile/Social

Telemundo 48 El Paso's website Telemundo48ElPaso.com and station app, "Telemundo 48 El Paso" provides breaking news, weather forecasts as well as sports and entertainment information to local Spanish-language audiences on-the-go.

KTDO's digital platforms also deliver audiences hyper-local weather forecasts including an exclusive 10-day weather forecast and provide users access to a new state-of-the-art "Live Radar" that is powered by the station's proprietary network of radars. KTDO's "Live Radar" is also powered by the existing network of national weather radars.

Follow KTDO on social media @TelemundoEP on [Facebook](https://www.facebook.com/Telemundo48ElPaso) and [Twitter](https://twitter.com/Telemundo48ElPaso).

Andrew Deschappelles

President and General Manager
KTDO Telemundo 48 El Paso

Date


6/28/2023

FINANCIAL SERVICES ABSTRACT

<p>Item(s) to be Considered: Discussion and action on the approval to award a contract to Clear Channel Outdoor for outdoor advertising for fiscal year 2023-2024.</p>	<p>Amount (Not to Exceed): \$150,000 <i>(Annual aggregate)</i></p>
<p>Requestor: Jim Heiney</p>	<p>Area Responsible: Marketing & Community Relations</p>
<p>Resource Persons: Keri Moe, Jim Heiney</p>	
<p>Purpose: Approval to award a contract for outdoor advertising to Clear Channel Outdoor for fiscal year 2023-2024.</p>	
<p>Explanation: Clear Channel Outdoor will provide outdoor advertising through billboards including a network of digital boards throughout the city.</p> <p>Approval of this item will allow the College to advertise on the city’s only digital billboard network.</p> <p>Clear Channel Outdoor is the sole source provider for these services by way of location and products. They reach unique demographics of viewers (age, gender, ethnicity, income, area of town, drive time) in the highest-traffic area of El Paso. No other vendors have the exact locations and products important to EPCC to carry out its advertising campaigns.</p> <p>El Paso’s City Ordinances enforce strict regulations on billboards and their locations. Due to the large amount of inventory each of these companies have, the Marketing & Community Relations department requests flexibility in choosing locations of the billboards, which will best promote the College.</p> <p>Sole source letter follows this item.</p> <p>Funding is provided by the Marketing & Community Relations budget and other College departments.</p>	
<p>Recommendation: Approval by the Board of Trustees.</p>	
<p>Vendors: Clear Channel Outdoor 2305 Sparkman St. El Paso, TX 79903</p>	



MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Management
FROM: Jim Heiney, Interim Director, Marketing & Community Relations
THROUGH:  Veri Moe, AVP, External Relations, Communication, and Development
DATE: June 28, 2023
SUBJECT: CLEAR CHANNEL OUTDOOR AS A SOLE SOURCE

The purpose of this memo is to justify using Clear Channel as a sole source.

Marketing & Community Relations Mission

To increase awareness and visibility about EPCC to internal and external stakeholders in support of the district-wide mission and goals.

Marketing & Community Relations Vision

To position EPCC as the regional higher educational and workforce expert and ensure the entire community knows that EPCC is the Best Place to Start & Finish!

Advertising through various media outlets is essential to reach EPCC's mission. In a highly competitive market, it is critical that the community recognizes EPCC as a leading institution. Therefore, to support the District's goals, various media advertising is needed to publicize messages in order to reach diverse target audiences and potential students. In a competitive market, it is critical that EPCC is easily recognizable in the community through branding and various other marketing and advertising campaigns. Billboards is just one way of maintaining community visibility.

Clear Channel Outdoors is a sole source for outdoor advertising because it reaches a unique demographic (age, gender, ethnicity, income, area of town, drive-time, etc.) of viewers by way of location and products.

Clear Channel Outdoor is the *only* operator in El Paso for digital billboards and has a network of 12 digital billboards throughout the city, which includes two digital billboards located on I-10, plus smaller boards in neighborhoods and on roadways.

June 15, 2023

Purchasing Department
El Paso Community College
P.O. Box 20500
El Paso, TX 79998

To Whom It May Concern:

This letter will serve to certify that Clear Channel Outdoor is the "Sole Source" provider for combined Traditional; Bulletin, Posters, and Jr. Posters, as well as Digital Out-of-Home advertising in the El Paso DMA.

Clear Channel Outdoor provides a continuous and effective presence in the El Paso market place with extensive reach and frequency. With its ability to target quickly, accurately and cost effectively; Clear Channel Outdoor is an excellent addition to El Paso Community College media mix.

Advertising with Clear Channel Outdoor allows you to reach customers that other media often miss or do not reach effectively. The mobilization of El Pasoans is not a new phenomenon. For years the amount of time the average El Pasoan spends on the road daily has been steadily rising.

Today we know that "During an average week, U.S. travelers spend an average of 14 hours and 34 minutes driving or riding in a vehicle (one way)." **(2020 Release 1 Nielsen Study).**

This means that TV Advertising, while a good start, is no longer enough to reach a significant amount of consumers. With Out-of-home advertising you can reach consumers throughout their day, whether they are traveling to work, going out for lunch, shopping, taking their children to the park, traveling, or doing one of the thousands of activities that make us a society that is in constant motion. Wherever consumers are, whatever they are doing, Clear Channel Outdoor can help guarantee that El Paso Community College can reach them:

18+ Males & Females (Scarborough El Paso, TX 2020 Release 1 *Revised 5/22/20* Total (Feb 2020- Feb 2020)

- **Drive (any purpose) - 88.5%**
- **Time Spent Commuting (One Way)**
 - o **Less than 10 minutes: 11.1%**
 - o **10-19 minutes: 17.9%**
 - o **20-29 minutes: 14.6%**
 - o **30+ minutes: 9.0%**
- **Average Travel Time to Work: 15 minutes one - way**
- **Top 5 roads traveled:**

- **1-10**
- **Loop 375**
- **Lee Trevino**
- **Highway 54**
- **Montana**

Clear Channel Outdoor is the "Sole Source" for the following out-of-home products:

- ▶ **Premiere Panels, 12' 3" h x 24' 6" w**
- ▶ **Premiere Squares, 25' 5" h x 24' 6" w**
- ▶ **Posters, (30-sheets Posters) 10' 5" h x 22' 8" w**

Clear Channel Outdoor is the "Sole Source" provider for digital out-of-home advertising in El Paso, TX; Anthony, NM; The Village of Vinton and Horizon City. Clear Channel Outdoor will guarantee ultimate separation for advertisers within the same product/service category to allow for absolute branding and clear delivery of message.

The Digital Market-wide Network consists of 14 Units that capture approximately 83% of the El Paso:

- ▶ **027935 - Montana SS 310ft E/O McRae F/W - 2**
- ▶ **027960 - Mesa WS 50ft S/O Camille F/S - 1**
- ▶ **029180 - Zaragosa NS 430ft E/O Sun Fire Blvd F/E - 2**
- ▶ **030050 - Dyer St ES 375ft S/O Diana Dr F/N - 1**
- ▶ **080100 - Alameda NS 50ft E/O Delta F/W - 1**
- ▶ **080200 - Executive Center Blvd. NS 450ft W/O Mesa F/W - 1**
- ▶ **080300 - Viscount WS 300ft N/O I-10 F/S - 1**
- ▶ **080400 - Montana SS 300ft W/O Piedras F/E - 1**
- ▶ **080500 - Dyer WS 150ft N/O Hercules F/S - 1**
- ▶ **080600 - Lee Trevino ES 30ft N/O Rojas F/S - 2**
- ▶ **080700 - Zaragosa ES 350ft E/O George Dieter F/S - 2**
- ▶ **080800 - Sunland Park NS 600ft E/O Doniphan F/W - 1**
- ▶ **080900 - Mesa WS 30ft N/O Brentwood F/S - 1**
- ▶ **081000 - Zaragosa ES 350ft E/O George Dieter F/N - 1**

Digital Bulletins 14 Units:

- ▶ **030480 I-10 NS 250ft E/O Cotton St F/W - 1**
- ▶ **030645 I-10 WS 800ft N/O Executive Center BI F/N - 2**
- ▶ **031080 I-10 NS 250ft W/O Hawkins BI F/E - 2**
- ▶ **031340 I-10 NS 800ft W/O Lee Trevino Dr F/E - 2**
- ▶ **031360 I-10 SS 250ft E/O Lomaland Dr F/W - 2**
- ▶ **031980 I-10 WS 600ft S/O SH 20 Mesa St F/S - 1**

- ▶ **032910 US 54 ES 0.2mi S/O Dyer St F/S - 2**
- ▶ **033390 SH 375 Joe Battle WS 750ft S/O Pebble Hills F/N - 2**
- ▶ **033470 SH 375 Joe Battle WS 0.6mi N/O Rojas F/N - 2**
- ▶ **033710 I-10 NS 0.2mi E/O George Dieter F/W - 1**
- ▶ **033850 I-10 NS 0.25mi W/O Piedras F/E - 2**
- ▶ **034000 I-10 NS 200ft E/O McRae Blvd F/W - 1**
- ▶ **037040 I-10 NS 0.75mi W/O George Dieter F/E - 2**
- ▶ **070100 I-10 SS 250ft E/O Geronimo F/W - 2**

On average these digital bulletins deliver an average of 143,903 weekly impressions each reaching 95% of the El Paso Market.

All clients that have annual commitment with Clear Channel Outdoor and contract(s) with permanent locations will have the first right of refusal. However, contracts for renewal must be signed two months prior to the expiration date of the current contract.

Please feel free to reach out to me if you have any additional questions or need further detail.

Sincerely,

Ruben Batista

Ruben Batista
Vice President of Sales

FINANCIAL SERVICES ABSTRACT

<p>Item(s) to be Considered: Discussion and action on the approval of a one-year contract with Innovative Interfaces, Inc. for maintenance of the Sierra Library Services Platform, which integrates all College library services.</p>	<p>Amount: \$89,116</p>										
<p>Requestor: Abraham Hubail</p>	<p>Area Responsible: Information Technology</p>										
<p>Resource Persons: Marco Fernandez, Abraham Hubail</p>											
<p>Purpose: To continue the maintenance and services provided by Innovative Interfaces, Incorporated for fiscal year 2023-2024, starting September 1, 2023, through August 31, 2024. An upgrade to Sierra from the original Innovative Interfaces product, Millennium, was Board approved in October 2011.</p>											
<p>Explanation: College library resources, books, and journals, both physical and online, are integrated in Sierra Library Services Platform. Materials borrowed are tracked to borrowers, and materials purchased and all other transactions are documented. External hosting optimizes IT staff involvement and minimizes costs associated with in-house servers, minimizing downtime and optimizing staff time. Hosting includes warranty, software enhancements, and installation of system patches.</p> <p>Sierra maintenance would continue to ensure day-to-day operations and provide unlimited access to 24x7x365 helpdesk assistance, technical support, and web-based troubleshooting and tracking, all of which ensure instructional business continuity. The Sierra Learning Services Platform gives EPCC students a state-of-the-art library experience. It eases their transition to UTEP, our Innovative Interfaces Library Partner.</p> <p>The purchase is in compliance with Texas Education Code 44.031 and Texas Education Code 130.0101, which state that the competitive bidding requirements that generally apply to Texas school districts and junior colleges (i.e., Subchapter B of Chapter 44 of the Texas Education Code) do not apply to the acquisition of these library goods and services by junior colleges.</p> <p>Future annual costs may be subject to increase of up to 6% per annum.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Sierra Software Maintenance</td> <td style="text-align: right;">\$73,388.84</td> </tr> <tr> <td>External Hosting</td> <td style="text-align: right;">\$15,726.62</td> </tr> <tr> <td>Total Innovative Interfaces Contract</td> <td style="text-align: right; border-top: 1px solid black;">\$89,115.46</td> </tr> </table>		Sierra Software Maintenance	\$73,388.84	External Hosting	\$15,726.62	Total Innovative Interfaces Contract	\$89,115.46				
Sierra Software Maintenance	\$73,388.84										
External Hosting	\$15,726.62										
Total Innovative Interfaces Contract	\$89,115.46										
<p>Recommendation: Approval by the Board of Trustees</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="text-align: right; padding: 2px;"><u>09/01/23</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="text-align: right; padding: 2px;"><u>11000-75006</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="text-align: right; padding: 2px;"><u>\$1,937,693</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="text-align: right; padding: 2px;">\$ 0.00</td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="text-align: right; padding: 2px;"><u>\$1,937,693</u></td> </tr> </table>	Date:	<u>09/01/23</u>	Account:	<u>11000-75006</u>	Budget:	<u>\$1,937,693</u>	Expenditures to date:	\$ 0.00	Balance:	<u>\$1,937,693</u>
Date:	<u>09/01/23</u>										
Account:	<u>11000-75006</u>										
Budget:	<u>\$1,937,693</u>										
Expenditures to date:	\$ 0.00										
Balance:	<u>\$1,937,693</u>										
<p>Funding is provided by the Information Technology Software Maintenance account.</p>											
<p>Vendor: Innovative Interfaces, Incorporated 3133 W. Frye Rd. Chandler, AZ 85226</p>											

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Discussion and action on the approval of an interlocal agreement with Tarrant County College District to cooperate on the purchase of commonly used goods and services.		
Requestor:	Ruben Gallardo	Area Responsible:	Purchasing & Contract Management
Resource Persons:	Fernando Flores, Ruben Gallardo		
Purpose:	To request authorization to enter into an interlocal agreement with Tarrant County College District (TCCD).		
Explanation:	<p>EPCC and TCCD wish to cooperate on the purchase of various goods and services commonly utilized by both colleges.</p> <p>EPCC and TCCD often procure goods and services by publicly soliciting offers using methods required by Texas Education Code Section 44.031, including by way of example and not limitation, Request for Proposals (RFP) and Request for Competitive Sealed Proposals (RFCSP) processes. These processes, and others allowed by the Education Code, provide vendors with an opportunity to compete for our institutions' contracts. Unfortunately, these processes are also lengthy and add to administrative costs.</p> <p>This item, if approved by the Board of Trustees, will allow one institution to contract for goods and services using a competitive process, such as an RFP, issued and awarded by the other institution. Each institution would be responsible for payment of goods and services that particular institution purchased. There would be no administrative fees associated with any purchases made under this Agreement. There would be no mandatory purchases of any kind.</p> <p>This interlocal agreement will allow both parties to "piggyback" on each other's contracts, if and when practical, but neither District is obligated to do so.</p> <p>EPCC already has interlocal agreements like this in place with our local ISDs and San Jacinto Community College District. The interlocal agreement with San Jacinto Community College District was approved by the Board of Trustees in May 2023.</p> <p>Interlocal agreements are authorized under the Texas Interlocal Cooperation Act, Tex. Gov't Code Section 791.001 et seq., to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the State.</p> <p>Please refer to the proposed interlocal agreement in the following pages.</p>		
Recommendation:	Approval by the Board of Trustees.		
Interlocal Agreement with:	Tarrant County College District 300 Trinity Campus Circle Fort Worth, TX 76102		

INTERLOCAL AGREEMENT

This Interlocal Agreement (“Agreement”) is by and between TARRANT COUNTY COLLEGE DISTRICT, a public community college district established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“TCCD”) and EL PASO COUNTY COMMUNITY COLLEGE DISTRICT, a public community college district established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“EPCC”), and shall become effective as of the date of the last signature below (“Effective Date”). TCCD and EPCC may individually be referred to herein as “party” and collectively, “the Parties.”

RECITALS

WHEREAS, TCCD and EPCC are both governmental entities authorized to enter into agreements in accordance with the Texas Interlocal Cooperation Act, Tex. Gov’t Code Section 791.001 et seq., for the purpose of achieving efficiency in the accomplishment of governmental administrative functions, including the purchase of goods and services; and

WHEREAS, the purpose of this Agreement is to facilitate compliance with the state procurement requirements, to relieve the burdens of the governmental purchasing function, and to realize the potential economies of scale available through cooperative purchasing, including administrative cost savings to the Parties; and

WHEREAS, Chapter 791 of the Texas Government Code (“Interlocal Cooperation Act”) increases efficiency and effectiveness of local governments by permitting governmental entities to contract with one another through interlocal agreements to perform a service or governmental function that each party is authorized to perform; and

WHEREAS, TCCD and EPCC wish to enter into an Interlocal Contract pursuant to Chapter 791.003 of the Texas Government Code to set forth the terms and conditions upon which TCCD and EPCC may purchase various goods and services commonly utilized by each entity; and

NOW, THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the Parties agree as follows:

AGREEMENT

1. **Incorporation.** The above recitals are incorporated as part of the agreement between the Parties.
2. **Definitions.**
 - a. “Procuring District” shall mean the party which holds the underlying contract or solicitation agreement with the vendor and has satisfied the competitive procurement requirements of Chapter 44 of the Texas Education Code in procuring such goods, materials and services.
 - b. “Purchasing District” shall mean the party which seeks to purchase or purchases goods, materials or services under this Agreement utilizing the contracts, solicitation agreements or pricing competitively procured and negotiated by the Procuring District.

3. **Purpose.** The Parties competitively bid and award contracts for contracted purchases to awarded vendors in accordance with purchasing procedures mandated by Texas procurement laws and regulations. The Parties' contracts are available for use and benefit of all entities that must comply with Texas purchasing laws. This Agreement will allow the Parties to extend such contracts to each other to the extent permitted by law, and in a manner agreed upon by the Parties.
4. **Administration.** No separate and distinct legal entity shall be created to conduct this undertaking.
5. **Term.** This Agreement shall commence as of the Effective Date and shall continue in effect for a period of one year from that date. The Agreement will thereafter automatically renew for successive one-year terms on the anniversary of the initial term unless the Agreement is sooner terminated in accordance with the provisions herein.
6. **Termination.** This Agreement may be terminated by either TCCD or EPCC, with or without cause, at any time, by providing thirty (30) days prior written notice by Certified Mail, Return Receipt Requested to the other party at the address provided for that party in the signature block of this Agreement or at such other address as is provided in writing by either party to the other during the term of this Agreement. Upon termination of the Agreement the Parties shall each bear the full financial responsibility for all its purchases made under or through this Agreement.
7. **Compliance with Applicable Laws.** The Parties agree to comply with all applicable laws relating to procurement of the contracted purchases.
8. **Respective Rights and Obligations of the Parties.**
 - a. TCCD and EPCC agree to cooperate in the purchase of various goods and services commonly used by the Parties, where available and applicable, and may purchase goods and services competitively procured by the other, in compliance with Chapter 44 of the Texas Education Code, from vendors under present and future contracts with TCCD or EPCC. There shall be no administrative fees associated with purchases made under this Agreement.
 - b. The Purchasing District, whether TCCD or EPCC, agrees to make timely payments to the vendor for the goods, materials and services received in accordance with the contracts, terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the Purchasing District shall be the exclusive obligation of that District and not the Procuring District. Furthermore, the Purchasing District is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Purchasing District deems necessary or desirable under state or local law, local policy or rule, or within its business judgment.

- c. The terms and conditions contained in the Procuring District's contract between it and the awarded vendor shall be incorporated into the contract between the Purchasing District and that vendor. Neither party shall be precluded from including in its contract with that vendor any supplemental terms and conditions so long as such provisions are not in conflict with those contained in the original Procuring District's contract.
- d. In the event of any dispute between the Procuring District and the awarded vendor, the respective Purchasing District will assist in resolving any issues and will make every effort to facilitate a favorable remedy.

9. General Provisions.

- a. TCCD and EPCC each represent and warrant to the other that its respective governing body has duly authorized its participation in this Agreement and that it will comply with all state and local laws and local district policies pertaining to purchasing of goods and services through its participation in this Agreement.
- b. The Parties agree that they will cooperate in compliance with any reasonable requests for information and/or records made by the other for purposes of compliance with purchasing laws or their respective local policies.
- c. TCCD and EPCC each represent and warrant to the other that each shall make its respective payments under this Agreement from current revenue available to the District.
- d. This Agreement supersedes all prior verbal and written agreements and understandings between the Parties with respect to the subject matter contained herein.
- e. This Agreement shall not be altered, changed or amended except by written revision or addendum executed by the Parties.
- f. This Agreement and all performance hereunder shall be governed by and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions.
- g. Each party warrants to the other the following:
 - i) It meets the definition of "Local Government" or "State Agency" under the Interlocal Cooperation Act ("Act"), Chapter 791 of the Texas Government Code;
 - ii) The functions and services to be performed under the Agreement will be limited to "Governmental Functions and services" as defined in the Act, which includes purchasing;
 - iii) Purchases made under this Agreement will satisfy all procedural procurement requirements that the purchasing party must meet under all applicable local policy, regulation, or state law; and

- iv) All state, local or third-party requirements to approve, record or authorize the Agreement have been met.
- h. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.
- i. The Parties have participated fully in the review and revisions of this Agreement. Any rule of construction to then effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this Agreement.
- j. Neither party waives or relinquishes any governmental, official, or other immunity or defense on behalf of itself, its officers, employees, and agents as a result of its execution of this Agreement or the performance under this Agreement. Further, any failure of either party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provisions of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged.
- k. This Agreement is not intended to waive, alter or reallocate any defense or immunity available to either party by law. Each party paying for the performance of governmental functions or services hereunder shall make such payments from current revenues available to then paying party, and all obligations entered into by the Parties in then future will be subjected to appropriation.
- l. This Agreement and all activities under this Agreement are solely for the benefit of the Parties and nothing contained herein should be construed or operate to create any third-party rights including those of a third party beneficiary.
- m. This Agreement may be executed in identical separate counterparts, each of which shall be deemed an original for all purposes. The Parties also agree that facsimile signatures shall have the same effect as original signatures.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties acting through their duly authorized representatives accept the Agreement as of the Effective Date:

TARRANT COUNTY COLLEGE DISTRICT

By: Susan Alanis
Susan Alanis
Chief Operating Officer

Date: Jul 14, 2023

Mailing Address:
Tarrant County College District
300 Trinity Campus Circle
Fort Worth, TX 76102

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Dr. William Serrata
President

Date: _____

Mailing Address:
El Paso County Community College District
PO Box 20500
El Paso, TX 79998






E2023-07-18 El Paso Community College Inter-Local Agreement

Final Audit Report

2023-07-14

Created:	2023-07-13
By:	Mike Herndon (michael.herndon@tccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAak-c0U3-vnx2UVRWMWGCEyTCqhCk75au1

"E2023-07-18 El Paso Community College Inter-Local Agreement" History

-  Document created by Mike Herndon (michael.herndon@tccd.edu)
2023-07-13 - 10:12:46 PM GMT- IP address: 64.28.248.140
-  Document emailed to Susan Alanis (susan.alanis@tccd.edu) for signature
2023-07-13 - 10:13:19 PM GMT
-  Email viewed by Susan Alanis (susan.alanis@tccd.edu)
2023-07-14 - 12:34:58 PM GMT- IP address: 104.47.57.126
-  Document e-signed by Susan Alanis (susan.alanis@tccd.edu)
Signature Date: 2023-07-14 - 12:35:09 PM GMT - Time Source: server- IP address: 47.42.67.214
-  Agreement completed.
2023-07-14 - 12:35:09 PM GMT



Powered by
Adobe
Acrobat Sign

PHYSICAL FACILITIES ABSTRACT

Item(s) to be Considered: Discussion and action on the approval to award a contract to Pride General Contractors, LLC for window resealing and replacement of windows at the Northwest Campus Main and Library.	Amount (Not to Exceed): \$119,418										
Requestor: Rick Lobato	Area Responsible: Physical Plant										
Resource Persons: Fernando Flores, Rick Lobato											
Purpose: To approve a contract award for the purposes of wet sealing windows, replacing and installing new windows at the Northwest Campus Main and Library buildings.											
Explanation: The window resealing and replacement project at the Northwest Campus Main and Library Buildings consists of wet sealing twenty-two (22) windows and replacing seven (7) windows that are cracked. The completion of this project will ensure that the windows at the campus are properly sealed and weather tight which will keep them from leaking and allowing water into the building. This project will also eliminate the condensation in the windows, which will allow a clear line of vision through the windows. Windows that are cracked and/or broken will also be replaced as a part of this project.											
<p>This purchase is conducted through ESC Region 19 Allied States Cooperative RFP #23-7457 and is in compliance with Texas Education Code 44.031 and the provisions of Texas Government Code, Chapter 791-Interlocal Cooperation Contracts. Such contracts are competitively awarded.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Construction</td> <td style="text-align: right;">\$108,562</td> </tr> <tr> <td>Contingency 10%</td> <td style="text-align: right;"><u>10,856</u></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">\$119,418</td> </tr> </table> <p style="text-align: center;">Funding provided by NW Campus Window Resealing Budget.</p>		Construction	\$108,562	Contingency 10%	<u>10,856</u>	Total	\$119,418				
Construction	\$108,562										
Contingency 10%	<u>10,856</u>										
Total	\$119,418										
Recommendation: Approval by the Board of Trustees.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="text-align: right; padding: 2px;"><u>09/01/23</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="text-align: right; padding: 2px;"><u>91874-M91874</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="text-align: right; padding: 2px;"><u>\$120,000</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="text-align: right; padding: 2px;"><u>-0-</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="text-align: right; padding: 2px;"><u>\$120,000</u></td> </tr> </table>	Date:	<u>09/01/23</u>	Account:	<u>91874-M91874</u>	Budget:	<u>\$120,000</u>	Expenditures to date:	<u>-0-</u>	Balance:	<u>\$120,000</u>
Date:	<u>09/01/23</u>										
Account:	<u>91874-M91874</u>										
Budget:	<u>\$120,000</u>										
Expenditures to date:	<u>-0-</u>										
Balance:	<u>\$120,000</u>										
Vendor: Pride General Contractors, LLC 700 N. Copia El Paso, TX 79903											

PHYSICAL FACILITIES ABSTRACT



Item(s) to be Considered:	Discussion and action regarding the approval to award a contract to Pride General Contractors, LLC. for the replacement of the existing water fountain between B and C building at the Valle Verde Campus.	Amount (Not to Exceed): \$56,292										
Requestor: Rick Lobato	Area Responsible: Physical Plant											
Resource Persons: Fernando Flores, Rick Lobato												
Purpose:	To request approval to award a contract to Pride General Contractor, LLC. for the replacement and removal of the existing water fountain at the Valle Verde Campus.											
Explanation:	<p>This proposal is to replace the current water fountain between the B and C building court yard at the Valle Verde Campus. The water fountain has been in place for several decades and in need refurbishment. The water fountain between the B and C building will be completely updated with a modern fountain that will be more in line with the architecture style of this campus. This water fountain will be demolished and replace by a new (72" high by 84" wide) water fountain. There will be a new perimeter wall to accommodate the new fountain along with lighting along the perimeter catch basin.</p> <p>This purchase is conducted through ESC Region 19 Allied States Cooperative RFP #23-7457 and is in compliance with Texas Education Code 44.031 and the provisions of Texas Government Code, Chapter 791-Interlocal Cooperation Contracts. Such contracts are competitively awarded.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Contract amount</td> <td style="text-align: right;">\$51,175</td> </tr> <tr> <td style="text-align: right;">Contingency 10%</td> <td style="text-align: right;"><u>5,117</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$56,292</td> </tr> </table> <p>Funding is provided by VV Water Fountains Renovation Budget.</p>		Contract amount	\$51,175	Contingency 10%	<u>5,117</u>	Total	\$56,292				
Contract amount	\$51,175											
Contingency 10%	<u>5,117</u>											
Total	\$56,292											
Recommendation:	Approval by the Board of Trustees.											
Vendor:	Pride General Contractors, LLC 700 N. Copia El Paso, TX 79903											
	<table style="width:100%;"> <tr> <td>Date:</td> <td style="text-align: right;"><u>07/07/23</u></td> </tr> <tr> <td>Account:</td> <td style="text-align: right;"><u>91910-M91910</u></td> </tr> <tr> <td>Budget:</td> <td style="text-align: right;"><u>\$185,000</u></td> </tr> <tr> <td>Expenditures to date:</td> <td style="text-align: right;"><u>-0-</u></td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;"><u>\$185,000</u></td> </tr> </table>		Date:	<u>07/07/23</u>	Account:	<u>91910-M91910</u>	Budget:	<u>\$185,000</u>	Expenditures to date:	<u>-0-</u>	Balance:	<u>\$185,000</u>
Date:	<u>07/07/23</u>											
Account:	<u>91910-M91910</u>											
Budget:	<u>\$185,000</u>											
Expenditures to date:	<u>-0-</u>											
Balance:	<u>\$185,000</u>											

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered:	Discussion and action on the approval to purchase two portable VividS70N with Dimension v206 sonography consoles from GE Healthcare, Inc.	Amount: (Not to Exceed) \$304,433										
Requestor: Souraya Hajjar	Area Responsible: Health Career, Tech. Edu., Math & Science											
Resource Persons: Steven Smith, Souraya Hajjar, James Williams												
<p>Purpose: To approve the purchase of two VividS70N with Dimension v206 consoles to upgrade and increase existing resources in the Echocardiography program.</p> <p>Explanation: The Vivid S70N combines the Vivid product line's proven breadth, quality, and performance with a new innovative software image processing platform, making it GE Healthcare's high-end cardiovascular ultrasound system. The Vivid S70N with Dimension supports the following applications: Pediatric (small organ), Neonatal cephalic, adult cephalic, cardiac (adult and pediatric), peripheral vascular, musculoskeletal conventional, thoracic/pleural, and intraoperative, making it mobile and adaptable.</p> <p>With the purchase of these two portable ultrasound machines, students will have more time to acquire hands-on training in the program. These are the same machines used at different EPCC clinical health affiliates. The purchase of these machines allows for an increase in the number of Echocardiography students accepted into the program and affords them ample opportunity to scan and practice skills to address health diagnosis. They also allow the students and the program to stay current with recent field advances.</p> <p>A sole source letter follows this item.</p> <p>Funding is provided by the Instructional Equipment budget.</p>												
Recommendation:	Approval by the Board of Trustees.											
Vendor:	GE Medical Systems. Ultrasound Primary Care Diagnostics, LLC P.O. Box 74008831 Chicago, IL 60674-8831											
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Date:</td> <td style="text-align: right;"><u>06/27/23</u></td> </tr> <tr> <td>Account:</td> <td style="text-align: right;"><u>91271-M91271</u></td> </tr> <tr> <td>Budget:</td> <td style="text-align: right;"><u>\$2,510,583</u></td> </tr> <tr> <td>Expenditures to date:</td> <td style="text-align: right;"><u>\$1,168,939</u></td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;"><u>\$1,341,643</u></td> </tr> </table>	Date:	<u>06/27/23</u>	Account:	<u>91271-M91271</u>	Budget:	<u>\$2,510,583</u>	Expenditures to date:	<u>\$1,168,939</u>	Balance:	<u>\$1,341,643</u>
Date:	<u>06/27/23</u>											
Account:	<u>91271-M91271</u>											
Budget:	<u>\$2,510,583</u>											
Expenditures to date:	<u>\$1,168,939</u>											
Balance:	<u>\$1,341,643</u>											

Memorandum

June 27, 2023

To: Mr. Ruben Gallardo, Contracts & Purchasing
Thru: Dr. Steven E. Smith, VP of Instruction and Workforce Education 
From: Dr. Souraya Hajjar, Dean of Health CTE, Math & Science, and Dean of RG Campus 
Re: Sole Source Justification for the Vivid 70 N-Mobile Heart Sonography machines

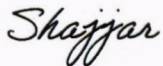
Specifically, I would like to highlight the benefits of Vivid S 70 N with cSound software beam forming technology for preparing individuals for employment in the El Paso area.

As you are aware, the Vivid S 70 N is a high-end portable cardiovascular ultrasound system that offers exceptional breadth, quality, and performance. The innovative and patented software image processing platform, cSound, provides dimension probes and applications that are used in pediatric, neonatal, adult, cardiac, peripheral vascular, musculo-skeletal conventional, thoracic/pleural, and intraoperative settings. This technology is unmatched in the field in terms of noise to signal ratio and can provide an invaluable educational experience for students in the Echocardiography program.

With the acquisition of these machines, students will have more time to scan in the labs, providing them with invaluable experience and skill-building opportunities. Additionally, our lab, as well as affiliates such as Cath labs and hospitals, will have two more scanning machines of the same brand and style, allowing for a more streamlined and consistent educational experience. By keeping up-to-date with the latest advances in the field, students are better equipped to address health diagnoses and become competitive candidates for employment in the El Paso area which is predominately using the GE Vivid platform.

In light of these benefits, I respectfully request your approval of the purchase of two GE Vivid S 70 N machines. Thank you for your time and consideration.

Sincerely,



Souraya Hajjar



June 22, 2023

El Paso Community College
100 W Rio Grande Ave
El Paso, TX, US, 79902-3914

To Whom It May Concern,

GE HealthCare is the original equipment manufacturer (OEM) of the Vivid S70N with Dimension Ultra Edition v206 which is a GE HealthCare proprietary product, covered by GE HealthCare patents and/or other intellectual property rights. GE HealthCare maintains certain proprietary service technologies relating to the Vivid S70N with Dimension Ultra Edition v206, covered under patents such as 8,012,090; 9,949,718; 8,998,812; 9,332,966; 11,474,219; and 10,937,155. Please note, however, that other parties and service providers are not prevented from servicing GE Healthcare equipment. As of the date of this letter, GE HealthCare and its authorized distribution partners are the sole source providers of the new Vivid S70N with Dimension Ultra Edition v206 products in the cardiovascular market.

The Vivid S70N with Dimension Ultra Edition v206 is the only portable/mobile system on the market that has cSound software beamforming patented technology (referenced above) and transthoracic 2D/3D imaging in a lightweight, small-footprint system. Other innovative features include AI auto measurements and View Recognition, 2D strain (AFI) validated against tagged MRI, and tri-plane technology.

Sincerely,

A handwritten signature in cursive script that reads "Will Andersen".

Will Andersen
Vice President, Cardiovascular Ultrasound
GE HealthCare
201-232-5151

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Discussion and action on the approval of a contract with GOBI® Library Solutions from EBSCO to purchase library materials for EPCC libraries.	Amount: \$171,363										
Requestor: Paula Mitchell	Area Responsible: Instruction and Student Success										
Resource Persons: Steven Smith, Paula Mitchell, Norma Ballenger											
<p>Purpose: To continue the ability to purchase library materials for the 2023-2024 Academic Year.</p> <p>Explanation: GOBI® Library Solutions from EBSCO is the leading web-based acquisition tool for finding, ordering, and managing e-books and print books. GOBI® provides subscribers access to more than 15 million e-books and print books from thousands of publishers and university presses. This collection is available to GOBI® subscribers only. EPCC librarians can select and order print and digital titles to develop a curriculum-based library collection that meets our students' information and educational needs.</p> <p>The purchase is in compliance with Texas Education Code 44.031 and Texas Education Code 130.0101, which state that the competitive bidding requirements that generally apply to Texas school districts and junior colleges (i.e., Subchapter B of Chapter 44 of the Texas Education Code) do not apply to the acquisition of these library goods and services by junior colleges.</p> <p>Funding is provided by all five-campus library budgets.</p>											
<p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendor: GOBI® Library Solutions from EBSCO 999 Maple Street Contoocook, NH 03229</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="text-align: right; padding: 2px;"><u>09/01/23</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="text-align: right; padding: 2px;"><u>11000-</u> <u>52123,24,25,26,27</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="text-align: right; padding: 2px;"><u>\$282,629</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="text-align: right; padding: 2px;"><u>-0-</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="text-align: right; padding: 2px;"><u>\$282,629</u></td> </tr> </table>	Date:	<u>09/01/23</u>	Account:	<u>11000-</u> <u>52123,24,25,26,27</u>	Budget:	<u>\$282,629</u>	Expenditures to date:	<u>-0-</u>	Balance:	<u>\$282,629</u>
Date:	<u>09/01/23</u>										
Account:	<u>11000-</u> <u>52123,24,25,26,27</u>										
Budget:	<u>\$282,629</u>										
Expenditures to date:	<u>-0-</u>										
Balance:	<u>\$282,629</u>										

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Discussion and action on the approval of a contract with online database and discovery service provider EBSCO for the EPCC Libraries.		Amount: \$111,981										
Requestor: Paula Mitchell	Area Responsible: Instruction and Student Success											
Resource Persons: Steven Smith, Paula Mitchell, Norma Ballenger												
<p>Purpose: To approve a contract with online database and discovery service provider EBSCO for the EPCC Libraries for the 2023-2024 Academic Year.</p> <p>Explanation: To continue to provide our students access to diverse electronic resources, the EPCC librarians have reviewed and identified EBSCO, electronic information vendor, as essential.</p> <p>EBSCO eBooks Academic Subscription Collection is a multidisciplinary collection that includes thousands of e-books covering a large selection of academic subjects and features e-books from leading publishers and university presses.</p> <p>The purchase is in compliance with Texas Education Code 44.031 and Texas Education Code 130.0101, which state that the competitive bidding requirements that generally apply to Texas school districts and junior colleges (i.e., Subchapter B of Chapter 44 of the Texas Education Code) do not apply to the acquisition of these library goods and services by junior colleges.</p> <p>Funding is provided by the districtwide Library Databases budget and the Library Materials Replacement Fund.</p>												
		<table border="1"> <tr><td>Date:</td><td align="right"><u>09/01/23</u></td></tr> <tr><td>Account:</td><td align="right"><u>11000-52154</u></td></tr> <tr><td>Budget:</td><td align="right"><u>\$199,940</u></td></tr> <tr><td>Expenditures to date:</td><td align="right"><u> -0-</u></td></tr> <tr><td>Balance:</td><td align="right"><u>\$199,940</u></td></tr> </table>	Date:	<u>09/01/23</u>	Account:	<u>11000-52154</u>	Budget:	<u>\$199,940</u>	Expenditures to date:	<u> -0-</u>	Balance:	<u>\$199,940</u>
Date:	<u>09/01/23</u>											
Account:	<u>11000-52154</u>											
Budget:	<u>\$199,940</u>											
Expenditures to date:	<u> -0-</u>											
Balance:	<u>\$199,940</u>											
Recommendation: Approval by the Board of Trustees.												
Vendors: EBSCO 10 Estes St. P.O. Box 682 Ipswich, MA 01938	<table border="1"> <tr><td>Date:</td><td align="right"><u>09/01/23</u></td></tr> <tr><td>Account:</td><td align="right"><u>12290-S12290</u></td></tr> <tr><td>Budget:</td><td align="right"><u>\$17,168</u></td></tr> <tr><td>Expenditures to date:</td><td align="right"><u> -0-</u></td></tr> <tr><td>Balance:</td><td align="right"><u>\$17,168</u></td></tr> </table>		Date:	<u>09/01/23</u>	Account:	<u>12290-S12290</u>	Budget:	<u>\$17,168</u>	Expenditures to date:	<u> -0-</u>	Balance:	<u>\$17,168</u>
Date:	<u>09/01/23</u>											
Account:	<u>12290-S12290</u>											
Budget:	<u>\$17,168</u>											
Expenditures to date:	<u> -0-</u>											
Balance:	<u>\$17,168</u>											

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Discussion and action on the acceptance of a grant from the Molina Foundation.	Amount: \$230,000
Requestor: Paula Mitchell	Area Responsible: Instruction and Student Success
Resource Persons: Steven Smith, Paula Mitchell, Robert Elliot, Lorely Ambriz	
<p>Purpose: The purpose of the grant is to enhance the Reading and Outreach Programs at the Jenna Welch and Laura Bush Community Library at the Northwest Campus.</p> <p>Explanation: The Molina Foundation has awarded a book grant to the Jenna Welch and Laura Bush Community Library. The grant includes 35,000 books valued at \$230,000. The library serves families and students of El Paso by providing the library facility, technology, a library collection, staff, and other support services. The Jenna Welch and Laura Bush Community Library is also home to EPCC's Summer Reading Program, which instills a love of reading for recreation by encouraging teens and children to read books of their choice, as well as collaborating in other outreach activities with the El Paso Public Library and local library associations.</p> <p>The acceptance of the grant allows the opportunity to enhance the program by providing each participant with their own book. This grant will also support other outreach programs throughout the year, such as the October and Christmas fall programs. The program aims to target children and youth from K-12 and their families; 18% percent of the books will be for ages 4-12, 30% will be for ages 13-18, and the remainder, 52%, will be for college students and adult populations.</p>	
Recommendation: Approval by the Board of Trustees.	

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered:	Discussion and action on the acceptance of a grant from the American Library Association.	Amount: \$6,000																		
Requestor: Paula Mitchell	Area Responsible: Instruction & Student Success																			
Resource Persons: Steven Smith, Paula Mitchell, Robert Elliott, Lorely Ambriz																				
Purpose:	To approve a grant from the American Library Association that provides a second phase for up-skill and re-skill for youth and adult workforce training through Digital Literacy Workshops at the Jenna Welch and Laura Bush Community Library at the Northwest campus.																			
Explanation:	The American Library Association up-skill and re-skill digital literacy training for the youth and adult workforce is critical in today’s job market. Last year we received \$7,000 for Phase I, and this year we were selected for Phase II in the amount of \$6,000. Our free Digital Literacy Programming will focus on career and work skills for adult learners, caregivers, immigrant teenagers, low-income parents, and immigrant families of our community. The library staff is bilingual, and the programming will be available in English and Spanish. We will provide two workshops with four 1.5-hour tracks from August through December 2023. The workshops will be offered mornings and evenings with hybrid and face-to-face options. Training includes basic computer skills, safe online practices, and job skills. Funds will be used to pay for social media ads to promote workshops, hospitality, facilitator, and printing of materials.																			
<p>Budget Account Number: 23874-P23874 Budget Summary: \$6,000 August 1, 2023 – January 31, 2024 Detailed Budget Overview:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">71130</td> <td style="padding-right: 20px;">Instructional Supplies</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>71313</td> <td>Consultant</td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>71330</td> <td>Printing</td> <td style="text-align: right;">500</td> </tr> <tr> <td>71440</td> <td>Hospitality</td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>71430</td> <td>Advertising</td> <td style="text-align: right;"><u>2,000</u></td> </tr> <tr> <td></td> <td>TOTAL</td> <td style="text-align: right;">\$6,000</td> </tr> </table>			71130	Instructional Supplies	\$500	71313	Consultant	1,500	71330	Printing	500	71440	Hospitality	1,500	71430	Advertising	<u>2,000</u>		TOTAL	\$6,000
71130	Instructional Supplies	\$500																		
71313	Consultant	1,500																		
71330	Printing	500																		
71440	Hospitality	1,500																		
71430	Advertising	<u>2,000</u>																		
	TOTAL	\$6,000																		
Recommendation:	Approval by the Board of Trustees.																			



Interlocal Agreement
between El Paso County Community College District
and Canutillo Independent School District
for the Development and Support of Canutillo ISD Criminal Justice
P-TECH Academy



This Interlocal Agreement (the “Agreement”) is made and entered into between El Paso County Community College District (EPCC) and Canutillo Independent School District (Canutillo ISD) (collectively, the “Parties”) for the purpose of the development and support of a Pathways in Technology Early College High School (P-TECH or P-TECH Program) at Canutillo HS effective as of this 19th day of June 2023.

1. Recitals

WHEREAS, EPCC and Canutillo ISD desire to collaborate for the development and support of a P-TECH school authorized by Sections 29.551 – 29.557 of the Texas Education Code; and

WHEREAS, the P-TECH model provides students the opportunity to earn a high school diploma and college credit towards an Associate Degree, postsecondary certificate, or industry certification, as well as authentic work experiences designed to prepare students for positions in their field;

WHEREAS, Canutillo ISD Criminal Justice P-TECH Academy will be located at 6675 South Desert Blvd., El Paso, TX 79932 with a total enrollment of no more than one hundred (100) students;

WHEREAS, the Parties intend this Agreement to serve as an Articulation Agreement under Section 29.551 of the Texas Education Code;

WHEREAS, EPCC and Canutillo ISD are authorized to enter into this Agreement pursuant to Section 791.001, Texas Government Code, and

WHEREAS, this Agreement will provide efficiencies and cost savings to EPCC and Canutillo ISD and will benefit the students and taxpayers of EPCC and Canutillo ISD;

NOW, THEREFORE, for and in consideration of the recitals, agreements, and covenants set forth herein, the Parties hereby agree as follows:

2. Mission Statement

The P-TECH will provide a select population of Canutillo ISD students a unique educational opportunity to attend both high school and college in a special campus environment that will challenge students to excel in their academic and personal endeavors. Students will follow a course of study that will combine high school courses and postsecondary courses to enable students to earn a high school diploma and college course credits towards an Associate Degree, postsecondary certificate, or industry certification within four years of entering high school. EPCC and Canutillo ISD will collaborate with private sector partners in industry to develop and provide students relevant work experience and access to work-based training and education. P-TECH will provide participating students flexibility in class scheduling and academic mentoring to achieve these objectives.

3. Term

The term of this Agreement is for five (5) years commencing on 6/19/2023 and concluding on 6/19/2028, unless terminated earlier pursuant to paragraph 18 hereof.

4. Definitions

- A. **College Courses for Dual Credit** are those courses for which students receive both high school and College credit and are taught in a variety of delivery modes:
 - (i) At the P-TECH by a Canutillo ISD teacher credentialed by EPCC;
 - (ii) At the EPCC campus taught by an EPCC faculty member;
 - (iii) Through a distance learning course taught by an EPCC faculty member.
- B. **College Courses for College Credit** courses are those courses for which students receive College credit only. These courses do not have a high school equivalent and therefore cannot be offered for high school credit or dual credit. These courses are taught by an EPCC faculty member at the college campus, through a distance education class, or in some circumstances at the P-TECH school campus.
- C. **Program of Study** means Programs of Study comprised of courses leading to an Associate degree, two-year postsecondary certificate, or industry certification.
- D. **Degree** means an associate degree, two-year postsecondary certificate, or industry certification from EPCC in a Program of Study.
- E. **P-TECH Sections** are courses for dual credit taught in a high school that are designated for P-TECH students who have satisfactorily met the prerequisite Texas Success Initiative Assessment (TSIA2) scores for that course, if appropriate.

5. Academic Plan

An academic plan developed by EPCC and Canutillo ISD will enable each student to earn a high school diploma and an associate degree, postsecondary certificate, or industry certification. High School and College credit will be earned through College courses for dual credit. P-TECH will administer all applicable statewide assessment instruments under Subchapter B, Chapter 39 of the Texas Education Code. Both high school and College credit will be transcribed immediately upon a student's completion of the course.

- A. **College Curriculum.** EPCC will have full control over faculty assignments, faculty credentials, and faculty evaluations for all dual credit sections as it pertains to College courses. EPCC will have full control over the College curriculum, College syllabi, and College textbook selection. P-TECH teachers will comply with any EPCC Student Learning Outcomes and Core Curriculum assessments and interventions as required by the College disciplines. EPCC will not provide classes that only meet high school requirements.
- B. **Grading Periods and Policies.** P-TECH students will adhere to the grading periods and policies of EPCC for dual credit and College credit courses, but will adhere to the grading periods and policies of Canutillo ISD, as well as the district calendar, for high school credit courses.
- C. **Courses of Study.** The P-TECH will primarily provide courses of study that meet the requirements of an associate degree, postsecondary certificate, or industry certification and the Distinguished Level of Achievement diploma in the following endorsement categories: STEM, Business and Industry, Public Services, Arts and Humanities, and Multidisciplinary Studies. Students will also have the opportunity to earn an embedded certificate of completion. Enrollment into high demand or clinical courses may be contingent upon availability.
- D. **Curriculum Alignment.** A curriculum crosswalk, similar to the form set forth below in Appendix A, will be developed for the purpose of granting each student the opportunity to earn a high school diploma and college course credit towards an associate degree, postsecondary certificate, or industry certification in the Program of Study within four years of first entering high school. The curriculum alignment will be reviewed annually by the P-TECH Advisory Committee, and updates will be documented in the annual Texas Education Agency (TEA) P-TECH re-designation application.

E. Instructional Materials. Textbooks for P-TECH students will be provided by Canutillo ISD. All other instructional materials for College credit courses and research activities will be provided jointly by EPCC and Canutillo ISD at no charge to the students. In all cases, Canutillo ISD will provide those items typically required for purchase by students. College courses for dual credit taught on the high school campus will require dual credit faculty with EPCC approved credentials to teach the College courses and to handle the appropriate lab equipment at the high school campus. For College courses for dual credit only, EPCC will provide supplies/consumables typically provided as part of the curriculum.

F. Instructional Calendar. P-TECH students will follow the instructional calendar for both EPCC and Canutillo ISD as it relates to enrolled coursework. Students enrolled in high school only courses only will attend classes on days outlined in the Canutillo ISD Instructional Calendar. Students enrolled in College courses for dual credit or College credit courses will attend classes on days outlined in the EPCC Instructional Calendar.

G. Student Enrollment and Attendance Policies. P-TECH students are required to meet Canutillo ISD attendance requirements for all dual credit and high school courses and the EPCC attendance requirements for all College credit courses taught by an EPCC credentialed instructor.

6. General Roles and Responsibilities

A. EPCC. EPCC will be responsible for:

- i) Admitting qualified students into EPCC;
- ii) Providing the appropriate classrooms, facilities, tools and equipment for college credit courses at the EPCC campus appropriate for each identified Program of Study;
- iii) Hiring and supervising EPCC faculty and staff;
- iv) Providing professional development opportunities for the P-TECH instructors credentialed by EPCC
- v) Providing College courses as appropriate and;
- vi) Transcribing College credit immediately upon a student's completion of the course.

B. Canutillo ISD. Canutillo ISD will be responsible for:

- i) Recruiting students;
- ii) Providing and maintaining the appropriate classrooms, facilities, tools, and equipment;
- iii) Hiring and supervising P-TECH faculty and staff;
- iv) Developing and delivering the high school curriculum;
- v) Operating and maintaining the P-TECH Program;
- vi) Transcribing high school credit immediately upon a student's completion of the course.

C. JOINT RESPONSIBILITIES. EPCC and Canutillo ISD will be responsible for:

- i) Aligning the high school and College courses;
- ii) Sharing in the scheduling of College courses for the P-TECH;
- iii) Advising students throughout their collegiate academic experience;
- iv) Developing memoranda of understanding with regional industry or business partners;
- v) Providing joint professional development opportunities.

D. INDUSTRY OR BUSINESS PARTNER(S). A memorandum of understanding with Industry or business partners will provide that such partners will be responsible for:

- i) Providing P-TECH students with access to work-based training and education;
- ii) Participating in P-TECH Advisory Committee meetings;
- iii) Sharing industry knowledge and expertise to help enhance student learning;
- iv) Providing business facility tours, job shadowing, and internship opportunities to students and prospective students where available/applicable;

- v) Giving a P-TECH student who receives work-based training or education from the partner under the P-TECH program first priority in interviewing for any jobs for which the student is qualified that are available upon the student's completion of the program.

7. Use of Facilities.

A. Buildings and Site. Canutillo ISD will house P-TECH at the following site:

Canutillo ISD Criminal Justice P-TECH Academy will be located at 6675 South Desert Blvd., El Paso, TX 79932

The space will include core learning classrooms, a library, learning resources, and administrative and student support areas. All P-TECH classes will be located in a dedicated and contiguous space or stand-alone building adjacent to the main building. Construction and installation, maintenance, utilities, and operation will be at Canutillo ISD's sole expense.

B. Safety and Health. In case of a health emergency on the P-TECH campus, the Canutillo ISD Emergency Operations Plan will be followed. If the health emergency occurs on the EPCC campus, the ECHS Emergency Plan will be followed. EPCC police will be the first responder but will not be responsible for providing other than life-saving health care for any P-TECH student.

8. Staffing. All Canutillo ISD Criminal Justice P-TECH Academy staff shall be exclusive employees of Canutillo ISD ("Canutillo ISD staff"). There will be no joint employment relationship between EPCC and Canutillo ISD of any Canutillo ISD staff. Canutillo ISD shall exclusively pay all salaries and provide benefits to all Canutillo ISD Staff. Except as otherwise provided herein, EPCC shall have no responsibility to control, discipline, hire, terminate, compensate, or provide benefits to any of the Canutillo ISD Staff.

Credentials of prospective P-TECH teachers who will teach College courses will be pre-screened by the appropriate EPCC administrator. EPCC discipline faculty will be invited to serve on P-TECH teacher hiring committees. For those areas in which dual credit classes will be offered, P-TECH will hire teachers who can meet EPCC credentialing requirements.

The P-TECH will staff the schools with the following personnel, provided, however, that until the maximum enrollment is reached, Canutillo ISD shall provide a staff sufficient to deal with the then current enrollment:

- A P-TECH Assistant Principal, shared with the comprehensive high school;
- A Counselor, shared with the comprehensive high school;
- The appropriate number of highly qualified teachers based on enrollment and/or curriculum needs;
- A Nurse, shared with the comprehensive high school;
- A Secretary, shared with the comprehensive high school;
- A Clerk, shared with the comprehensive high school;
- A PEIMS clerk/register, shared with the comprehensive high schools;
- A Security Guard, shared with the comprehensive high schools;
- A Campus Technologist, shared with the comprehensive high schools;
- A Librarian, shared with the comprehensive high schools.

Maximum enrollment for Canutillo ISD Criminal Justice P-TECH Academy is 25 students. The staffing will comply with EPCC's Enrollment Optimum but strive for a limit of twenty-five (25) students per class.

P-TECH's Counselors will be responsible for overseeing every P-TECH student's degree plan requirements once the plan has been approved by the EPCC counselor.

The appropriate P-TECH/EPCC Dean will serve on the hiring committees for P-TECH's administrative positions.

EPCC discipline faculty will serve on the P-TECH's teacher-hiring committees. For those areas in which onsite dual credit classes will be offered, P-TECH will hire teachers who can meet EPCC credentialing requirements. College courses for dual credit can only be taught by qualified instructors credentialed by EPCC. All applicants must follow and meet Canutillo ISD hiring procedures and requirements.

In the event EPCC provides the instructor for a College course for dual credit, cost sharing will be done according to the most recent Dual Credit Partnership Agreement, except when P-TECH students take courses at an EPCC campus.

9. Professional Development of Staff

Canutillo ISD Criminal Justice P-TECH Academy shall be responsible for professional development of all full-time and part-time staff assigned to the P-TECH, including, and without limitation, staff development aimed at working with technology and at-risk students. P-TECH faculty, at Canutillo ISD's cost, will participate in the professional development activities of EPCC and the agency designated by the Texas Education Agency (TEA) to provide P-TECH with school leadership coaching and technical assistance.

10. Student Services

- A. Student Services Provided by Canutillo ISD.** Except as expressly set forth herein, Canutillo ISD shall provide student services for the students in P-TECH, including health services, counseling services, tutorial services, transportation, food service, all high school books and teaching materials, and all College textbooks (see Section 5.E.). By July 1 of each year, Canutillo ISD will submit all graduated seniors' final high school transcripts, with the official graduation date, through the Texas Records Exchange (TREx) system. Paper copies will not be accepted.
- B. Student Services Provided by EPCC.** In addition to on-site resources provided by Canutillo ISD at the P-TECH, P-TECH students will be issued an EPCC ID by the end of the first semester of their freshman year and will have open access to EPCC's online library databases, materials, and resources. P-TECH students will have access to on-campus and online EPCC tutoring centers, Academic Computer Services labs, and libraries. EPCC will provide the designated P-TECH Librarians with appropriate log-ins access to EPCC Library resources. EPCC Librarians will provide training to designated P-TECH Librarians on available EPCC resources. P-TECH students will have access to all EPCC student services and privileges, including participation in student government and student clubs. The EPCC counselor will be the lead source of information for college counseling. Once the degree plan has been approved by the EPCC counselor, the P-TECH school counselor will be responsible for overseeing every P-TECH student's degree plan requirements. The P-TECH school counselor will work closely with the EPCC counselor on the P-TECH students' degree plans. Upon mutual agreement, EPCC will conduct enrollment registration for all qualified students who have met all requirements and have requested enrollment in College courses for dual credit and College credit courses. An enrollment after EPCC's Census Date and a three-peat fee will be assessed in accordance to the current Dual Credit Partnership Agreement. Students who choose to transfer to another school after census date may be allowed to remain in an online course but will have to withdraw from a course for Dual Credit taught at the high school.
- C. Codes of Conduct.** P-TECH students will adhere to all the requirements of the Canutillo ISD Code of Conduct and state law applicable to public school students. Students will have the rights and responsibilities defined in the EPCC Code of Conduct, EPCC Catalog, EPCC Student Handbook, and the EPCC Board Policies and College Procedures. In the event of any inconsistency between the Canutillo ISD Code of Conduct and the EPCC Code of Conduct, the Canutillo ISD Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be used. Students enrolled in a course for Dual Credit who are placed in an alternative school will be withdrawn from the course but may be allowed to remain in the P-TECH program upon returning to the high school campus.
- D. Transportation.** Transportation to the P-TECH campus or to the EPCC campus for a Program of Study course will be at the sole discretion of Canutillo ISD and not the responsibility of EPCC. Canutillo ISD will ensure bus routes for students to and from their homes to the P-TECH campus during fall, spring, and summer terms.
- E. Major Sports and University Interscholastic League (UIL) Activities.** As a school within a school, P-TECH students will be allowed to participate in major sports and UIL sponsored activities.

11. Enrollment in College Courses

- A. Placement Exams.** As a prerequisite to enrollment in College courses, each student shall apply for and be admitted to EPCC and shall successfully complete appropriate placement exams, where required. EPCC shall provide support and guidance to assist students in the application process and the taking of placement exams. Students with disabilities needing accommodations will contact the EPCC Center for Students with Disabilities (CSD) to arrange a meeting with a CSD Counselor. The placement exam will be administered at the high school that complies with EPCC’s CSD-approved accommodations.
- B. Prerequisites.** P-TECH students must meet the prerequisite for any College course for which they register; no waivers for such prerequisites will be granted. A course designated as dual credit may not be open to students who have not yet met the prerequisite for such course; students who have not met the prerequisite may not be in attendance in the same classroom.
- C. Business Holds.** P-TECH students will be enrolled in EPCC courses upon the timely receipt of all the pre-registration/advising documentation by the EPCC Admissions and Registration DC/ECHS Specialist. If a P-TECH student has a hold preventing registration such as, but not limited to, “business hold or required documentation,” the student will not be enrolled in the class and a notation will be made to the roster and returned back to the designated individual at Canutillo ISD Criminal Justice P-TECH Academy. P-TECH administration (Principal, Assistant Principal, or Counselor) will be notified and will be responsible for assisting the student in clearing the hold. Once the hold has been removed, the P-TECH designee must add the student once more to the enrollment roster requesting enrollment once again.
- D. Degree Plans.** P-TECH students will only take dual credit or College credit courses toward their EPCC degree or certificate plan, whether such classes are taught at the P-TECH campus or at the EPCC campus. P-TECH students will be advised on the transferability of all College credit offered and earned.
- E. State Assessment Testing.** The P-TECH Assistant Principal will be responsible for informing the designated EPCC Dean of all mandatory assessment testing dates. P-TECH students will be responsible for informing EPCC instructors of dates for all mandatory assessment testing and for ensuring that missed work is completed.
- F. High School Graduation.** Upon high school graduation, P-TECH students who have not yet graduated with their degree or certificate may continue to pursue their degree plan at EPCC, but will assume all financial responsibility.
- G. College Graduation.** After P-TECH students graduate with their degree or certificate, they may continue to take College courses at EPCC, but they will assume all financial costs.
- H. EPCC Dual Credit Policy and Procedures.** In all cases, College courses for dual credit will adhere to EPCC’s College Procedure GH-2 “High School Dual Credit Program Requirements.”
- I. Application of Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act of 1973.** To the extent this Agreement and the services provided under the Agreement are subject to the Americans with Disabilities Act Amendments Act and/or Section 504 of the Rehabilitation Act of 1973, EPCC and Canutillo ISD agree to take any steps necessary to comply with the provisions of these laws. Coordination of services under the Agreement, enrollment of students, and any necessary accommodations will be managed by the EPCC Center for Students with Disabilities (CSD). Appropriate accommodations will be determined by an EPCC CSD Counselor based upon individual needs and requirements of the required program of study. Accommodations will be provided by Canutillo ISD. Accommodations for special education students enrolled in dual credit and College courses must adhere to EPCC’s accommodations policy.

12. Fees, Tuition, and Testing Fees for College Courses

EPCC shall waive tuition and fees for College credit courses for each P-TECH student enrolled in such courses, provided, however, that such courses are related to that student's official degree plan. An exception to this is Open Educational Resource (OER) fees, which will not be waived if the student is enrolled in a section using OER materials rather than a traditional textbook (see also Section 5.E., above). In these cases, Canutillo ISD is responsible for the OER fee. Canutillo ISD is also responsible for the First Day Adoption (FDAY) fee for those courses that offer this option and for which students have not opted out. Canutillo ISD will also fund placement testing fees. Other fees may apply, as outlined in the most recent Dual Credit Partnership Agreement.

13. Recruitment and Selection of Students

Canutillo ISD shall be solely responsible for recruiting and selecting students for the P-TECH Program. An attempt will be made to recruit students from each Canutillo ISD middle school. Priority will be given to those who are at risk of dropping out of high school or who wish to accelerate completion of the high school program including first-generation college-goers, low-income students, and Emergent Bilingual Students. Other slots may be granted to out-of-district transfers, if available. Remaining unused slots will be granted to underrepresented groups targeted for recruitment to include, but not limited to, Hispanic and African Americans. Recruiting efforts will include:

- A. Creation of a P-TECH website that provides recruitment and admission information with links to the EPCC homepage, EPCC Library homepage, and the EPCC Dual Credit/Program homepage;
- B. Distribution of recruitment/admission packets to middle school students in the school district;
- C. Meetings with middle school counselors to introduce and explain the concept of the TEA blueprint;
- D. Student/parent meetings at all middle school campuses to explain the opportunities and commitment required of P-TECH students;
- E. Presentation of recruitment and admission information in a bilingual mode.

Recruitment materials will be reviewed by the steering committee in the planning year to ensure it meets TEA Blueprint and EPCC co-branding guidelines. EPCC Dual Credit Counseling and Administration will participate in parent and information sessions upon request.

Admission to the P-TECH Program will be open to no more than 25 students per cohort at Canutillo ISD Criminal Justice P-TECH Academy served by Canutillo ISD. Criteria for admission to the P-TECH Program will allow 8th grade students to apply. In special circumstances, additional 9th graders who meet the criteria for the P-TECH will be allowed to apply for any available openings in the cohort, not to exceed the maximum of 25 students. These additional students will not be included in the cohort's college graduation rate, but any postsecondary degree or certificate they earn will count toward the P-TECH's total awards.

14. Collecting and Sharing Data

EPCC and Canutillo ISD agree to collect data associated with the P-TECH required for reporting purposes and to share the data with the appropriate agencies or needed for internal purposes for use by either entity. EPCC and Canutillo ISD Research departments will be the primary point of contact for all data collection for their respective institutions. In addition, EPCC and Canutillo ISD agree to share any data required for the successful completion of the P-TECH students' graduation plans. When applicable, EPCC's Institutional Review Board (IRB) will be consulted when requesting and sharing data or conducting research. When selected, the P-TECH will participate in student success, faculty satisfaction surveys, and other local or national surveys administered to EPCC students. EPCC and Canutillo ISD will collect and review the following aggregated/disaggregated data: number of credit hours taken and earned; GPAs; state assessment results; SAT/ACT/PSAT; TSIA2 readiness by grade level; qualifications of P-TECH staff; and location(s) where courses are taught. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: EPCC data; Canutillo ISD data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; leaver codes and attrition rates, by grade level; and other data relevant to student academic achievement, success, and well-being.

FERPA: For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), EPCC hereby designates Canutillo ISD as a college official with a legitimate educational interest in the educational

records of the students who participate in the P-TECH Program to the extent that access to the records are required by Canutillo ISD to carry out the Program; and, Canutillo ISD hereby designates EPCC as a school official with a legitimate educational interest in the educational records of the Students who participate in the P-TECH Program to the extent that access to the records are required by EPCC to carry out the Program. Both Parties agree to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

15. Advisory Committee

An Advisory Committee comprised of representatives from EPCC and the Canutillo ISD will meet at least quarterly to facilitate communication, evaluate instructional and programmatic activities, identify issues and challenges, make recommendations, and enhance collaboration. The Advisory Committee shall make reports periodically to their respective boards or appropriate administrators. Specifically, the committee will meet in order to discuss:

- A. Operational Processes; Curriculum Processes; Curriculum; Technology and Recruitment; External Funding; Facilities; Marketing; Research;
- B. Problems or concerns;
- C. Effective coordination between EPCC and Canutillo ISD;
- D. Student meetings at all middle school campuses to explain the opportunities and commitment required of P-TECH students;
- E. Community informational meetings for students/parents interested in the P-TECH.

Members of the Advisory Committee may include: EPCC Dual Credit and Early College High Schools (DC/ECHS) Associate Director (Student Services), EPCC Designated Dean, EPCC Dean of DC/ECHS, EPCC ECHS Counseling Coordinator, EPCC Counselor, the P-TECH Principal, the P-TECH Assistant Principal, the P-TECH Counselor, Canutillo ISD Central Office personnel, and others as invited to participate.

The Advisory Committee shall address the School's Scope & Sequence plan, the overall quality and outcomes from the college courses and other aspects of the School, the School's budget, and other issues related to the relationship between the Parties. The Advisory Committee is empowered to suggest revisions to this Agreement on matters of the School's program focus.

16. Early College High School Leadership Council

Representatives from the Advisory Committee, in addition to EPCC and Canutillo ISD senior administrators, will be members of the Early College High School Leadership Council ("ECHSLC"). Members of the ECHSLC may also include TEA and UTEP Representatives, EPCC President, EPCC Vice President of Instruction and Workforce Education, and EPCC Vice President of Student and Enrollment Services. The purpose of the ECHSLC is to provide a forum for the discussion of topics and issues of common interest and concern across all El Paso area Early College High Schools. Additionally, when appropriate, the ECHSLC will facilitate the coordination of activities and events and ensure consistency in operation, while still allowing for the individuality of each school. This group meets biannually.

17. Marketing and Co-branding

The P-TECH Program is a strong and beneficial partnership between EPCC and Canutillo ISD and will be co-branded accordingly. EPCC and P-TECH logos will appear jointly and prominently on all media/marketing materials, school marquees, verbal and non-verbal messaging, and anywhere else the program is visible. The logos must be of the same size and in high profile locations. Canutillo ISD and P-TECH will state, "The P-TECH Program is a partnership between EPCC and Canutillo ISD," when speaking, presenting, or discussing the initiative, as well as in all written materials, including, but not limited to: news releases, website content, promotional materials, social media, or other content. Signage, banners, and other displays should prominently demonstrate the partnership and should include EPCC and its logo. Except for written materials on jointly pre-approved P-TECH letterhead, masthead, or digital material posted in a jointly pre-approved format, these materials will need to be reviewed and approved by EPCC's Marketing/Community Relations Department and the Dean of DC/ECHS. Each party reserves the right to approve major signage, banners and other displays that will be displayed outside the EPCC Campus to the general public. EPCC supplied logos, banners, or flags will be displayed in each classroom used to teach P-TECH students. Canutillo is responsible for ensuring that departments producing, as well as appropriate administrators, faculty, and staff, are aware of the marketing and co-

branding requirements. Media/marketing materials that do not reflect appropriate co-branding may have to be taken down and redone to properly reflect required marketing and co-branding.

18. Renewal or Termination

Upon completion of the term of this Agreement, it shall be automatically renewed for successive terms of one (1) year each unless EPCC or Canutillo ISD shall give notice of nonrenewal at least ninety (90) days prior to the end of the initial term or ninety (90) days prior to the end of any renewal term. Notwithstanding the foregoing, either EPCC or Canutillo ISD shall have the right to terminate this Agreement with or without cause at any time during the initial term upon written notice to the other party. In the event of termination during the initial term of this Agreement, the effective date of termination shall be as of June 30, following the notice. It is the intent of the Parties that no termination shall be made during the middle of the school year which will disrupt the academic progress for the P-TECH students, unless the Parties mutually agree. In the event of termination, the P-TECH will continue operation through the 11th grade cohort's scheduled graduation from the P-TECH. Services to enrolled 9th and 10th grade students may be continued through graduation of those cohorts by agreement. While in the process of discontinuing operation, the P-TECH may not enroll any additional students in grades that have been phased out but will continue to meet all the required design elements and provide full support for all students enrolled in the P-TECH.

19. Liability of EPCC and Canutillo ISD

This Agreement is not intended to alter or reallocate any defense or immunity presently authorized by law, or to create or transfer any liability arising under the law. EPCC and Canutillo ISD shall each bear any liability or risk of loss for claims arising from the acts or omissions of their respective employees and agents. Each party agrees that it shall be responsible for its own officers, agents, and employees who are performing duties under this Agreement, and neither shall be liable or responsible for the acts or omissions of the other's officers, agents or employees. Canutillo ISD shall bear sole responsibility and liability for any claims by its students arising from acts, omissions, and negligence attributed to Canutillo ISD. EPCC and Canutillo ISD expressly maintain all rights of governmental immunity or sovereign immunity from litigation or liability to the extent provided by applicable law.

20. Miscellaneous

- A. Integrated Agreement.** This Agreement constitutes the entire agreement of the Parties respecting the subject matter described herein and supersedes all prior agreements or understandings, whether written or oral.
- B. Terminology.** The term "Partner" as used herein shall be construed as figurative only and shall not imply or in any way suggest the existence of formation of a Partnership venture or relationship between the Parties that imposes on them the legal duties or obligations of Partners.
- C. Notices.** Any notice authorized or required to be given under this Agreement shall be delivered or sent to the Parties at the following addresses:

El Paso Community College
P.O. Box 20500
El Paso, TX 79998
Attn: President

Canutillo Independent School District
7965 Artcraft Rd.
El Paso, TX 79932
Attn: Superintendent

All notices required to be given hereunder shall be in writing, and shall be served in person upon the party to be notified or upon its agent, or shall be mailed by certified or registered mail or deposited with a nationally recognized overnight carrier, postage prepaid, to the address shown above. Any notice mailed in the manner set forth in this Section shall be deemed received by the party to whom it is addressed when deposited in such manner with the United States Postal Service or said overnight carrier.

- D. Compliance with Laws and Regulations.** The Parties shall comply with all applicable local, state, and federal laws, ordinances, regulations, and orders.
- E. Governing Law.** This Agreement is to be performed in El Paso County, Texas, and is governed by the Constitution and the laws of the State of Texas. The venue of any suit arising from this Agreement shall be in El Paso County, Texas. The Parties hereby irrevocably submit generally and unconditionally for themselves and in respect of their property to the jurisdiction of any state court, or any United States federal court, sitting in the City

of El Paso, El Paso County, Texas, over any suit, action, or proceeding arising out of or relating to this Agreement.

- F. Assignment Prohibited.** This Agreement, its rights, duties, and responsibilities, may not be assigned without the prior written agreement of the Parties.
- G. Alternate Dispute Resolution.** The Parties agree to utilize mediation, prior to resorting to litigation, to attempt to resolve any claim for breach of contract by either party that cannot be resolved in the ordinary course of business.
- H. Counterparts.** This Agreement is being executed in multiple counterparts, each of which shall constitute an original and all of which together shall constitute but one and the same instrument.
- I. Payments.** Any party paying for the performance of governmental functions or services rendered by the other party must make these payments from current revenues available to the paying party.

Signed and approved effective as of the date shown above.

EPCC:
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
William Serrata, Ph.D., President

Approved as to form:

General Counsel, EPCC

Canutillo ISD:
CANUTILLO INDEPENDENT SCHOOL DISTRICT

By: Pedro Galaviz
Pedro Galaviz, Ph.D., Superintendent

Approved as to form:

GA

General Counsel, Canutillo ISD

Appendix A



CANUTILLO INDEPENDENT SCHOOL DISTRICT
 Canutillo High School P-TECH
 Crosswalk - Associate of Arts



Sequence of Courses is Subject to Change

9th Grade High School: Fall				
PEMS	9th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3270100	Elective/Intersections	0.5	EDUC 1300	3
3440100	Spanish I	0.5		
13029300	Law Enforcement I	0.5		
9750001	Lifetime Fitness	0.5	Site 1100	1
Total Credits				4
9th Grade High School: Spring				
PEMS	9th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3159602	Music Appreciation -	0.5	MUSI 1306 (ex)	3
3440100	Spanish I	0.5		
3250100	Fine Arts (Theater Arts I)	0.5	DRAM 1310	3
13029300	Law Enforcement I	0.5		
Total Credits				3
9th Grade High School: Summer				
PEMS	9th Grade	Credits	EPCC Course	Credits
	TSI Intervention (if needed)			
Total Credits				0
10th Grade High School: Fall				
PEMS	10th Grade	Credits	EPCC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
3340400	World History	0.5		
3250100	Fine Arts (Theater Arts II)	0.5		
13029400	DC Law Enforcement II	0.5	CRJ 1301	3
3440200	Spanish II	0.5		
3810100	Health	0.5		
Total Credits				3
10th Grade High School: Spring				
PEMS	10th Grade	Credits	EPCC Course	Credits
3220300	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
3340400	World History	0.5		
13029400	DC Law Enforcement II	0.5	CRJ 2328	3
3241400	DC Prof Comm	0.5	SPCH 1321	3
3440200	Spanish II	0.5		
Flexive	Fine Arts	0.5		
Total Credits				6
11th Grade High School: Fall				
PEMS	11th Grade	Credits	EPCC Course	Credits
33203300	DC English III	0.5	ENG: 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC US History	0.5	HIST 1301	3
13029700	Correctional Services	0.5	CRJ 2313	3
3380000	Elective	0.5	PHI 2306	3
Flexive	Criminal Investigations	0.5	CRJ 1306	3
Flexive	Elective	0.5		
Total Credits				15
11th Grade High School: Spring				
PEMS	11th Grade	Credits	EPCC Course	Credits
33203300	DC English III	0.5	ENG: 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC United States History	0.5	HIST 1302	3
13029700	Correctional Services	0.5		
3330100	DC US Government	0.5	GOVT 2305	3
13029550	Criminal Investigations	0.5	CRJ 1310	3
Flexive		0.5		
Total Credits				12
12th Grade High School: Fall				
PEMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English Literature	0.5		
3101100	Precalculus/Business Math	0.5	MATH 1314 or 1324	3
3040100	DC Geology/Astronomy/Anatomy	0.5	ASTR 1303/1101	4
3330100	DC US Government	0.5		
3380002	DC Texas Government SSPE	0.5	GOVT 2306	3
13030100	Practicum in Law & Public Safety	1		
Total Credits				10
12th Grade High School: Spring				
PEMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English 4	0.5		
3101100	Precalculus	0.5		
3350100	DC Psychology	0.5	PSYC 3301	3
13030100	Practicum in Law & Public Safety	1		
3040100	DC Geology/Astronomy/Anatomy	0.5	ASTR 1304/1104	4
3310300	Teach	0.5		
Total Credits				7
Total High School Credits			Total EPCC Credits	60



CANUTILLO INDEPENDENT SCHOOL DISTRICT
Canutillo High School P-TECH
Crosswalk - Certificate



Sequence of Courses is Subject to Change

9th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	9th Grade	Credits	EPOC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3270100	Elective/Intervention	0.5		
3440100	Spanish I	0.5		
13029300	Law Enforcement I	0.5		
PE500051	Lifetime Fitness	0.5		
	Total Credits	4		0
9th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	9th Grade	Credits	EPOC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3135600	Music Appreciation -	0.5	MUSI 1306	3
3440100	Spanish I	0.5		
3250100	Fine Arts (Theater Arts I)	0.5		
13029300	Law Enforcement I	0.5		
	Total Credits	4		3
9th Grade High School: Summer		Law Enforcement Certificate		
PEIMS	9th Grade	Credits	EPOC Course	Credits
	TSI Intervention (if needed)			
	Total Credits	0		0
10th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	10th Grade	Credits	EPOC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
A3370100	World History	0.5		
3250100	Fine Arts (Theater Arts I)	0.5		
13029400	DC Law Enforcement II	0.5	CRU 1301	3
3440200	Spanish II	0.5		
3810100	Health	0.5		
	Total Credits	4		3
10th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	10th Grade	Credits	EPOC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
A3370100	World History	0.5		
13029400	DC Law Enforcement II	0.5	CRU 2328	3
3241400	DC Prof Comm	0.5	SPCH 1321	3
3440200	Spanish II	0.5		
Elective	Fine Arts	0.5		
	Total Credits	4		6
11th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	11th Grade	Credits	EPOC Course	Credits
3220300	DC English 3	0.5	ENGL 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC US History	0.5		
13029700	DC Correctional Services	0.5		
3380002	Elective	0.5		
13029550	Criminal Investigation	0.5		
Elective	Law Enf. Cert		CRU 2323	3
	Total Credits	3.5		6
11th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	11th Grade	Credits	EPOC Course	Credits
3220300	DC English 3	0.5		
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC United States History	0.5		
13029700	Correctional Services	0.5		
3330100	DC US Government	0.5		
13029550	Criminal Investigations	0.5	CRU 1306	3
Elective	Law Enf. Cert		CRU 2314	3
	Total Credits	3.5		6
12th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	12th Grade	Credits	EPOC Course	Credits
3220400	AP English Literature	0.5		
3101100	Precalculus/Business Math	0.5		
3060100	DC Geology/Astronomy/Anatomy	0.5		
3330100	DC US Government	0.5		
3380002	DC Texas Government 55PTS	0.5	GOVT 2306	3
13030100	Practicum in Law & Public Safety	1		
	Law Enf. Cert		HMSY 1337	3
	Total Credits	3.5		6
12th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	12th Grade	Credits	EPOC Course	Credits
3220400	AP English 4	0.5		
3101100	Precalculus	0.5		
3350100	DC Psychology	0.5		
13030100	Practicum in Law & Public Safety	1		
3060100	DC Geology/Astronomy/Anatomy	0.5		
3310100	Econ	0.5		
	Total Credits	3.5		0
	Total High School Credits	30	Total EPOC Credits	30

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Discussion and action on the approval of Continuing Education (CE) tuition rates for revised courses.	
Requestor: Blayne Primozich	Area Responsible: Workforce and Continuing Education
Resource Persons: Steven Smith, Blayne Primozich	
Purpose: To approve tuition rates for revised Continuing Education courses.	
Explanation: The Workforce and Continuing Education Division is requesting approval for Continuing Education course tuition changes. The comments column provides explanations for each revised rate.	
Recommendation: Approval by the Board of Trustees.	

COURSE	TITLE	OLD HOURS	OLD TUITION	NEW HOURS	NEW TUITION	COMMENTS
Language Institute						
ALP 090	Advanced Grammar & Writing ESL	90	\$250	36	\$150	Course has been revised from Reading, Writing and Grammar, to a Grammar and Writing course to pair with Advanced Conversation ESL, IEP 507. Tuition has not been revised since 2007.
IEP 507	Advanced Conversation ESL	90	\$120	36	\$150	Course has been revised to pair with Advanced Grammar and Writing ESL, ALP 090. Tuition has not been revised since 2011.