

Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Ms. Bonnie Soria Najera
Ms. Nina Piña
Mrs. Belen B. Robles
Ms. Christina R. Sanchez
Mr. John E. Uxer, Jr.

MEETING

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



**REGULAR**

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

DATE: August 28, 2019

Consent Docket

5:30 p.m.

Present  
Not Present

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1.0 GENERAL FUNCTIONS**

**1.1 Call to Order**

**1.2 Roll Call**

☐

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

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

Discussion regarding EEOC charges and administrative complaint filed by Rhonda Brown pursuant to Section 551.071 of the Texas Government Code.

Discussion regarding EEOC charges filed by Jose Salazar pursuant to Section 551.071 of the Texas Government Code.

Discussion regarding lawsuit styled, *Joyce Cordell v. El Paso Community College*, Cause Number 2019-DCV-1001, pursuant to Section 551.071 of the Texas Government Code.

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									Discussion regarding negotiations between the College and Texas Tech relating to the lease and post-transfer ownership of the El Paso Public Television Foundation (KCOS) pursuant to Section 551.072 of the Texas Government Code.			
									Discussion regarding the legal rights and obligations arising under a certain lease agreement between the College and the Secretary of the Army pertaining to real property located in Fort Bliss pursuant to Section 551.072 of the Texas Government Code.			
									Discussion regarding quarterly legal update of all EEOC charges and lawsuits pending against EPCC pursuant to Section 551.071 of the Texas Government Code.			
Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.4 Approval of Minutes:</b>	<input type="checkbox"/>	<b>Exhibit 1.4</b>	
Second	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Ayes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Pages 1-4</b>		
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Pages 5-16</b>		
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>June 29, 2019 – Facilities &amp; Finance Committee</i>		<b>Pages 17-33</b>	
									<i>June 29, 2019 – Regular</i>			
									<i>July 24, 2019 – Regular</i>			
									<i>The minutes recorded in the agenda are a summary of the presentations and actions taken. Tape recorded minutes comprise the full official minutes.</i>			
									<b>1.5 Welcome to Guests and Staff Members</b>			

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## 4.0 FINANCIAL SERVICES

Consent Docket
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Ms. Christina R. Sanchez
Mr. John E. Uxer, Jr.

## 4.0 FINANCIAL SERVICES

Consent Docket
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## 4.0 FINANCIAL SERVICES

# Consent Docket

<div> <div>Motion</div> <div>Second</div> <div>Ayes</div> <div>Nays</div> <div>Abstain</div> </div> <div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>	<div> <div>4.3</div> <div>Discussion and action on the sole source procurement of advertising services from various radio stations for fiscal year 2019-20 in an annual aggregate amount not to exceed \$200,000.</div> <div> <div>Note: To award contracts for College advertising to various radio broadcasters for fiscal year 2019-20. Funding is provided by the Marketing &amp; Community Relations budget and other College departments.</div> <div>Resource Person: Keri Moe</div> </div> </div>	<div> <div><input type="checkbox"/></div> <div>Exhibit 4.3</div> <div>Pages 107-116</div> </div>
<div> <div>Motion</div> <div>Second</div> <div>Ayes</div> <div>Nays</div> <div>Abstain</div> </div> <div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>	<div> <div>4.4</div> <div>Discussion and action on the sole source procurement of advertising services from various TV stations for fiscal year 2019-2020 in an annual aggregate amount not to exceed \$180,000.</div> <div> <div>Note: To request approval to award contracts for College advertising to various TV stations for fiscal year 2019-2020. Funding is provided by the Marketing &amp; Community Relations budget and other College departments.</div> <div>Resource Person: Keri Moe</div> </div> </div>	<div> <div><input type="checkbox"/></div> <div>Exhibit 4.4</div> <div>Pages 117-128</div> </div>
<div> <div>Motion</div> <div>Second</div> <div>Ayes</div> <div>Nays</div> <div>Abstain</div> </div> <div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>	<div> <div>4.5</div> <div>Discussion and action on the sole source procurement of advertising services from several publication vendors for fiscal year 2019-2020 in an annual aggregate amount not to exceed \$150,000.</div> <div> <div>Note: To request approval of expenditures for district-wide advertising services with several publication vendors for fiscal year 2019-2020. Funding is provided by each individual departmental budget.</div> <div>Resource Person: Keri Moe</div> </div> </div>	<div> <div><input type="checkbox"/></div> <div>Exhibit 4.5</div> <div>Pages 129-136</div> </div>



							4.0 FINANCIAL SERVICES		Consent Docket	
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Ms. Nina Piña	
Mrs. Belen B. Robles	
Ms. Christina R. Sanchez	
Mr. John E. Uxer, Jr.	
5.0 PHYSICAL FACILITIES	
Consent Docket	

Motion	<input type="checkbox"/>	5.3 Discussion and action on the approval of expenditures with various vendors to purchase building materials, supplies and/or services as needed for the District for fiscal year 2019-2020.	<input type="checkbox"/>	Exhibit 5.3 Pages 165-168
Second	<input type="checkbox"/>			
Ayes	<input type="checkbox"/>			
Nays	<input type="checkbox"/>			
Abstain	<input type="checkbox"/>			
	<input type="checkbox"/>	<p><i>Note: To authorize expenditures from September 1, 2019 through August 31, 2020 in an amount not to exceed, per vendor, as indicated. Funding is provided by the approved budgets for each construction project allocated in the Plant Funds.</i></p> <p><b>Resource Person:</b> Josette Shaughnessy</p>		
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			







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<b>Ms. Christina R. Sanchez</b>
<b>Mr. John E. Uxer, Jr.</b>
<b>8.0 COMMUNITY SERVICES</b>
<b>Consent Docket</b>

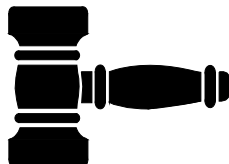
**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES  
MINUTES**

**June 29, 2019**

**Special – Facilities & Finance Committee**

**REGULAR  
August 28, 2019  
Exhibit 1.4**





El Paso Community College  
Board of Trustees  
Facilities & Finance Committee  
MINUTES

Administrative Service Center  
President's Conference Room – A137  
June 29, 2019 – 10:30 a.m.

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

- 1) **Call to Order** – Board Chair Brian Haggerty called the meeting to order at 11:37 a.m.
- 2) **Roll Call** – Trustees present included Mr. Haggerty, Vice Chair Carmen Olivas Graham, Trustees John E. Uxer, Jr., Christina R. Sanchez, Nina Pina, and Bonnie Najera. Secretary Belen Robles was absent.
- 3) **Public Comment** – *(The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.6031.) - None*
- 4) **Discussion Items**

- 4.1) Mr. Paulo Peres (Program Manager, ECM) will provide an update briefing on the progress of the Combined Fee Revenue Improvement Bonds, Series 2016 program. Briefing items will include but are not limited to: a general update including schedule and budget for all six projects, as well as an overall Bond schedule and budget update.

Mr. Peres provided general updates including the schedule and budget for all six projects, beginning with Mission del Paso. He indicated that a 33-day negotiated extension was granted to Flintco, LLC providing January 10, 2020 as the new substantial completion date. Mr. Peres indicated that with this extension, Flintco, LLC will not need a recovery schedule. The Mission del Paso project update included the site-work, structural work, mechanical work, plumbing work, electrical work, and architectural work. Mr. Peres added that the architectural work at Mission del Paso has not begun yet. Mr. Peres provided a general update of the Northwest project and indicated that Aztec Contractors, Inc. is on track with the recovery schedule of September 10, 2019. He indicated that ECM is monitoring the recovery schedule closely. The updates Mr. Peres provided for the Northwest project included the site-work, structural work, mechanical work, plumbing work, electrical work, and architectural work. Mr. Peres provided a general update of the Rio Grande project. He indicated that ECM negotiated a 60-day delay with Arrow Construction based on the following claims: 54-day EPE delay in PCO #011; 4-net weather days; and 2 days for correction to beam reinforcing. The updates provided by Mr. Peres included site-work, structural work, mechanical work, plumbing work, electrical work, and architectural work. Mr. Peres indicated that the mechanical work and architectural work have not begun yet. Mr. Peres also provided an update of the Valle Verde Classroom/Lab project. He indicated in the general update that the contractor is working based on a recovery schedule with revised acidity durations in order to meet the current substantial completion date of October 22, 2019. He indicated that ECM is



working with HB Construction to review and finalize the changes that will have time impacts. Mr. Peres also indicated that a change order for the audio/visual final selection will be provided to the Board of Trustees meeting in July. Mr. Peres provided updates for the structural work, mechanical work, plumbing work, electrical work, and architectural work. He indicated that there were no updates to the site-work. Mr. Peres also provided a general update of the Valle Verde TTC project. He indicated that the contractor is on track to meet the substantial completion date of June 28, 2019. He indicated the move-in will begin July 1, 2019, on time for classes beginning July 8, 2019. Mr. Peres reported that the structural work is complete, as well as the mechanical work, and the plumbing work. He noted that the electrical work is pending the installation of the CCTV, which is anticipated to be completed by mid-July 2019. He also mentioned that the architectural work is pending completion of the punch list work. Mr. Peres provided a general update of the Transmountain project. He indicated that work has been completed for the site-work, structural work, mechanical work, plumbing work, and architectural work. He mentioned that the AV package for the electrical work is 50% complete. Mr. Peres also included a safety update for each of the projects, a planner, and an overall bond budget update.

- 4.2) Mr. Peres will provide an update on proposed improvements to tree caliper size for the 2016 Bond projects.

Mr. Peres provided an update on the proposed improvements to tree caliper size for each of the six projects, which included the schedule and overall landscape plan for the Mission del Paso project, and the tree layout for the Northwest project, Rio Grande project, Valle Verde Classroom/Lab project, Valle Verde TTC project, and the Transmountain Project.

- 4.3) Ms. Jennifer Barr-Ardovino (Principal, Desert Elements Landscape Design, LLC) will present the reasoning behind tree caliper selection for landscaping projects in El Paso.

Ms. Jennifer Barr-Ardovino provided a presentation on the thought process behind the selection of landscaping smaller tree calipers for all six projects. She indicated that large caliper trees are more likely to be sourced in regions outside of the desert Southwest. Ms. Barr-Ardovino indicated that native trees are well adapted to the desert climate and, therefore, the best solution for these projects is to plant smaller caliper trees, provide proper maintenance, and give the trees some time to grow.

## 5) Action Items

- 5.1) Mr. Peres will request the Board of Trustees to formally approve to award a contract to Shelby Distributions Inc., d/b/a Express Office Products, in an amount not-to-exceed \$910,244, which includes a 10% contingency, for the purchase and installation of furniture for the upcoming Valle Verde Classroom/Lab Building. The contingency will be added to the contract if needed and at the sole discretion of the College District.

Dr. Graham requested a date of completion. Mr. Peres indicated that as of right now, October 21, 2019, is the slated date of completion.

Motion to approve was made by Dr. Graham and seconded by Mr. Uxer. All Trustees present voted to approve. Motion passed.

- 5.2) Mr. Peres will request the Board of Trustees to formally approve to award a contract to Contract Associates Inc., in an amount not-to-exceed \$663,262, which includes a 10% contingency, for the purchase and installation of furniture for the upcoming Valle Verde Classroom/Lab Building. The contingency will be added to the contract only if needed and at the sole discretion of the College District.

**Motion to approve was made by Ms. Najera and seconded by Dr. Graham. All Trustees present voted to approve. Motion passed.**

- 5.3) Mr. Peres will request the Board of Trustees to formally approve to award a contract to Contract Associates Inc., in an amount not to exceed \$515,158, which includes a 10% contingency, for the purchase and installation of furniture for the upcoming Northwest Classroom/Lab Building. The contingency will be added to the contract only if needed and at the sole discretion of the College District.

**Motion to approve was made by Dr. Graham and seconded by Mr. Uxer. All Trustees present voted to approve. Motion passed.**

- 5.4) Mr. Peres will request the Board of Trustees to formally approve a Proposed Change Order (PCO) to VEMAC Construction in an amount not to exceed \$50,000 for the Valle Verde Transportation Training Center construction project. The PCO includes additional equipment needed for faculty, staff, and students in the new building.

**Motion to approve was made by Ms. Najera and seconded by Dr. Graham. All Trustees present voted to approve. Motion passed.**

## **6) Adjournment**

**Motion to adjourn was made by Dr. Graham and seconded by Mr. Uxer. All Trustees present approved the motion to adjourn. Meeting adjourned at 12:24 p.m.**

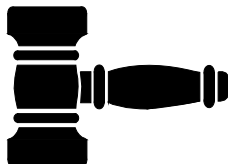
**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES  
MINUTES**

**June 29, 2019**

**REGULAR**

**REGULAR  
August 28, 2019  
Exhibit 1.4**



6  
MINUTES

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

**REGULAR**

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

DATE: June 29, 2019



Consent Docket

12:30 p.m.

Present  
Not Present

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1.0 GENERAL FUNCTIONS**

**1.1 Call to Order** – The meeting was called to order at 12:36 p.m. by Board Chair Brian Haggerty.

**1.2 Roll Call** – All members of the Board of Trustees were present with the exception of Secretary Belen Robles.

Mr. Haggerty asked Dr. Julie Penley (Vice President, Research, Accreditation, and Planning) to lead the Trustees and audience in the Pledge of Allegiance.

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

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

Discuss all EEOC charges and lawsuits pending against EPCC pursuant to Texas Government Code Section 551.071.

Discussion regarding possible acquisition of real property by the District pursuant to Section 551.072.

**The Board of Trustees recessed into executive session at 1:21 p.m. after item 8.0. The meeting was reconvened at 2:50 p.m. Item 9.0 was the next item addressed.**

☐

<b>Motion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.4 Approval of Minutes:</b>	<input type="checkbox"/>	<b>Exhibit 1.4</b>
<b>Second</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>May 8, 2019 – Special</i>		<b>Pages 1-3</b>
<b>Ayes</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>May 15, 2019 – Special</i>		<b>Pages 4-7</b>
<b>Nays</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>May 29, 2019 – Facilities &amp; Finance Committee</i>		<b>Pages 8-11</b>
<b>Abstain</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>May 29, 2019– Regular</i>		<b>Pages 12-33</b>
								<i>The minutes recorded in the agenda are a summary of the presentations and actions taken. Tape recorded minutes comprise the full official minutes.</i>		
								<b>Motion to approve was made by Vice Chair Carmen Olivas Graham and seconded by Trustee Bonnie Soria Najera. Motion to approve passed.</b>		
								<b>1.5 Welcome to Guests and Staff Members</b>		
								Mr. Haggerty welcomed the guests and staff members in the audience to the meeting.		
								<b>1.6 Open Forum - None</b>		
								<i>The El Paso Community College By-laws limit individual presentations for any individual to three minutes – Section 1.5031.</i>		
								<b>1.7 Presentations by Individuals, Groups, and Organizations:</b>		
								1.7.1 Dr. William Serrata, College President, will recognize individuals who have retired from the College District.		
								<b>Dr. Serrata recognized Mr. Richard Stevens (Occupational Education Lab Assistant) for his 32 years of dedicated service to the College District.</b>		

Dr. Carmen Olivas Graham  
 Mr. Brian J. Haggerty  
 Ms. Bonnie Soria Najera  
 Ms. Nina Piña  
 Mrs. Belen B. Robles  
 Ms. Christina R. Sanchez  
 Mr. John E. Uxer, Jr.

Consent Docket

- 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.

**Ms. Carmen Wages (President, Professional Staff Association) addressed the Board of Trustees and announced that Dr. Ondrea Quiros (Director, QEP and Assessment) was the new administrative liaison for the Association. She thanked Mr. Rick Webb (Dean, Math, Science and Career and Technical Education) for serving as liaison for the Association the last few years. Ms. Wages commented that elections for the Vice President and Secretary had one additional week remaining for voting. She also discussed upcoming fundraising events sponsored by the Association, including the Karaoke Extravaganza on July 17 and a candy fundraiser. She thanked the Board of Trustees for allowing PSA to participate in shared governance, as they have been working with Dr. Ron Stroud (Director, Institutional Effectiveness) on reviewing policies and procedures.**

## 1.8 Communications – NONE

## Consent Docket

**Motion**  
**Second**  
**Ayes**  
**Nays**  
**Abstain**

		X				
X						
X	X	X	X		X	X

1.9.1 Discussion and action regarding the amendment of the professional services agreement with ScottHulse, P.C. for paralegal services.

**Ms. Josette Shaughnessy (Vice President, Financial and Administrative Operations) commented that the original contract with ScottHulse, P.C. did not include paralegal rates, which have been proposed at \$125 per hour.**

**Motion to approve was made by Ms. Najera and seconded by Dr. Graham.**

**Motion to approve passed.**

## 1.10 Board Reports

### 1.10.1 Treasurer's Report

May 31, 2019

**No action is necessary.**

### 1.10.2 President's Report

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

**Dr. Serrata discussed the College District's 50<sup>th</sup> Anniversary Gala that was held the night before at the Administrative Service Center. He congratulated Ms. Keri Moe and Ms. Lisa Elliott (Co-Chairs of the 50<sup>th</sup> Anniversary**

☐ **No Exhibit**

### Exhibit 1.10.1

**Pages 34-60**

[illegible]



## Consent Docket

**Minutes  
Regular  
June 29, 2019  
Page 6**

[illegible]

5.0 PHYSICAL FACILITIES										Consent Docket
<b>Motion</b> <b>Second</b> <b>Ayes</b> <b>Nays</b> <b>Abstain</b>	Dr. Carmen Olivas Graham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Exhibit 5.1  Page 66
	Mr. Brian J. Haggerty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ms. Bonnie Soria Najera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ms. Nina Piña	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mrs. Belen B. Robles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ms. Christina R. Sanchez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mr. John E. Uxer, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5.1 Discussion and action on the approval of a contract award to Hellas Construction, Inc. for the Baseball Field Synthetic Turf Replacement Project located at the Valle Verde Campus in an amount not to exceed \$715,883.</b>										
<p><i>Note: To approve the replacement of the existing synthetic baseball field. Funding is provided by a loan in the amount of \$715,883 from the Auxiliary Fund to be repaid over a period not to exceed ten (10) years.</i></p> <p><b>Resource Person: Kenneth Gonzalez</b></p> <p>Motion to approve was made by Ms. Najera and seconded by Dr. Graham. Mr. Felix Hinojosa (Director of Athletics) answered questions by members of the Board of Trustees regarding the replacement of the turf at the baseball field.</p> <p>Motion to approve passed.</p>										

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## Consent Docket

[illegible]☐

**Exhibit 7.1**  
**Pages 75-77**

**Minutes  
Regular  
June 29, 2019  
Page 10**

Motion to approve was made by Trustee John Uxer and seconded by Mr. Haggerty. Motion to approve passed.

<b>Dr. Carmen Olivas Graham</b>
<b>Mr. Brian J. Haggerty</b>
<b>Ms. Bonnie Soria Najera</b>
<b>Ms. Nina Piña</b>
<b>Mrs. Belen B. Robles</b>
<b>Ms. Christina R. Sanchez</b>
<b>Mr. John E. Uxer, Jr.</b>
<b>8.0 COMMUNITY SERVICES</b>
<b>Consent Docket</b>

[illegible]

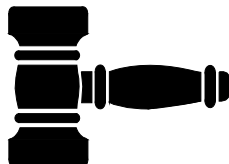
**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES  
MINUTES**

**July 24, 2019**

**Regular**

**REGULAR  
August 28, 2019  
Exhibit 1.4**



18  
MINUTES

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

**REGULAR**

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

DATE: July 24, 2019



Consent Docket

5:30 p.m.

Present  
Not Present

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1.0 GENERAL FUNCTIONS**

**1.1 Call to Order** – The meeting was called to order by Board Chair Brian Haggerty at 5:31 p.m.

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

Mr. Haggerty asked Dr. Ron Stroud (Director, Institutional Effectiveness) to lead the Trustees and Audience in the Pledge of Allegiance.

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

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

Discussion regarding possible acquisition of real property located in the Lower Valley of El Paso County, Texas pursuant to Section 551.072 of the Texas Government Code.

Discussion regarding EEOC charge of Daniel Rogelio Vasquez, EEOC Charge Number 453-2019-00565, pursuant to Section 551.071 of the Texas Government Code.

**The Board of Trustees recessed into executive session after item 8.1 at 7:00 p.m. The meeting was reconvened at 7:56 p.m. Item 9.0 was the next item addressed.**

☐



## Consent Docket

**Motion**  
**Second**  
**Ayes**  
**Nays**  
**Abstain**

[illegible]

□

### 1.6 Open Forum - None

## 1.7 Presentations by Individuals, Groups, and Organizations:

**No retirees were present.**

**Ms. Haddox presented a PowerPoint presentation on the study abroad project to Keswick, England. She was joined by Dr. Tom Schmid (professor, University of Texas at El Paso) who was the Co-Director for the project.**

Dr. Carmen Olivas Graham  
 Mr. Brian J. Haggerty  
 Ms. Bonnie Soria Najera  
 Ms. Nina Piña  
 Mrs. Belen B. Robles  
 Ms. Christina R. Sanchez  
 Mr. John E. Uxer, Jr.

Consent Docket

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

**Mr. Alex Rodriguez (President, Student Government Association) addressed the Board of Trustees and introduced several of the officers for the upcoming school year. He discussed that they held a retreat in June to plan for the year. Mr. Rodriguez commented that they planned to promote more awareness within the student body and increase school pride. He also addressed two policies relating to Student Travel and College Smoking regulations. He stated that he was aware of the need for proper insurance for student travel and thanked the administration for pursuing that. He asked that the Board of Trustees make the right decision regarding Smoke-Free campuses.**

**Ms. Carmen Wages (President, Professional Staff Association) addressed the Board of Trustees regarding recent events. She commented that the PSA elections had been held and that Ms. Grace Erivez was elected Vice President and Ms. Rosa Lopez was elected Secretary. Ms. Wages thanked Dr. Andrew Peña and Mr. Albert Yanez for sharing a draft of the Performance Evaluation form for review and feedback. She thanked everyone for attending and supporting the 1<sup>st</sup> Karaoke event which raised funds for Student Scholarships.**

#### 1.8 Communications – NONE

#### 1.9 Board of Trustees Business - NONE

Dr. Carmen Olivas Graham  
 Mr. Brian J. Haggerty  
 Ms. Bonnie Soria Najera  
 Ms. Nina Piña  
 Mrs. Belen B. Robles  
 Ms. Christina R. Sanchez  
 Mr. John E. Uxer, Jr.

Consent Docket

### 1.10 Board Reports

#### 1.10.1 Treasurer's Report

June 30, 2019

**No action is necessary.**

#### 1.10.2 President's Report

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

**Dr. Serrata stated that the Administration was looking forward to the start of the new semester in August. He commented that at this meeting, he was going to focus on providing information from the legislative session.**

1.10.2.2 As part of the President's Report, Dr. Serrata will provide an update on the 86<sup>th</sup> Legislative Session.

**Dr. Serrata provided an update on the legislative session. He commented that over 10,800 pieces of legislation were filed during the 140-day regular session, passing 4,500 bills into law. Several dozen bills were related to public higher education, political subdivisions, and community colleges.**

**He stated that of significant impact to community colleges was HB 1 – the Appropriations bill. The Bill provided an increase to the formula equal to \$67.8**

**Exhibit 1.10.1**

**Pages 1-27**

[illegible]

3.0 PERSONNEL							Consent Docket
	Dr. Carmen Olivas Graham	Mr. Brian J. Haggerty	Ms. Bonnie Soria Najera	Ms. Nina Piña	Mrs. Belen B. Robles	Ms. Christina R. Sanchez	Mr. John E. Uxer, Jr.
Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.1 Discussion and action to approve full-time staff and faculty recruited in positions funded by the institutional budget.</b>							
Motion to approve was made by Dr. Graham and seconded by Ms. Najera. Motion to approve passed.							
Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.2 Discussion and action to approve full-time staff and faculty recruited in positions funded by grants and/or contracts.</b>							
Item adopted on the consent docket.							
Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.3 Discussion and action to approve the salary increases for the College employees for the 2019-2020 fiscal year.</b>							
Motion was made by Ms. Najera and seconded by Dr. Graham to approve a 3.5% salary increase for all college employees.							
Discussion followed on the ability to fund a 3.5% salary increase. Ms. Josette Shaughnessy (Vice President, Financial and Administrative Operations) stated that the original recommendation by the administration was for a 3% salary increase and to fund a 3.5% increase, would require drawing an additional amount of approximately \$466,000 from the biennium reserve account.							
Motion for a 3.5% salary increase passed. <i>(Note: Trustee John Uxer voted against the motion.)</i>							
Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.4 Information items – Resignations and retirements</b>							
<b>No action required</b>							

[illegible]

[illegible]

<b>Dr. Carmen Olivas Graham</b>
<b>Mr. Brian J. Haggerty</b>
<b>Ms. Bonnie Soria Najera</b>
<b>Ms. Nina Piña</b>
<b>Mrs. Belen B. Robles</b>
<b>Ms. Christina R. Sanchez</b>
<b>Mr. John E. Uxer, Jr.</b>

## 4.0 FINANCIAL SERVICES

<h3>Consent Docket</h3>
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Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.5

Discussion and action on the approval of a contract renewal with Innovative Interfaces, Inc. for the annual maintenance of the Sierra Library Services Platform, which integrates all College library services in the amount of \$70,886.

Note: To request the approval for renewal of the annual maintenance and services contract with Innovative Interfaces, Inc. for fiscal year 2019-2020. An upgrade to Sierra from the original Innovative Interfaces product, Millennium, was Board approved in October 2011. Funding is provided by the Software Maintenance account.

Resource Person: Jenny Girón

Motion to approve items 4.5, 5.1, and 5.2 was made by Dr. Graham and seconded by Ms. Najera.

Motion to approve passed.

Exhibit 4.5

Pages 44-46



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<b>Dr. Carmen Olivas Graham</b>
<b>Mr. Brian J. Haggerty</b>
<b>Ms. Bonnie Soria Najera</b>
<b>Ms. Nina Piña</b>
<b>Mrs. Belen B. Robles</b>
<b>Ms. Christina R. Sanchez</b>
<b>Mr. John E. Uxer, Jr.</b>

Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ayes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abstain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3

Discussion and action on the approval to award a contract to Office Depot to provide office and classroom furniture for the new science/writing center and art department located at the Transmountain Campus as part of the Art, Science and Writing Center remodel project in an amount not to exceed \$59,611.

Note: These furnishings are required for Phase II of this project, which encompasses the remodel of the old HVAC area into a laboratory. Approval of this abstract will provide state of the art, high quality, office and classroom furnishings for EPCC faculty and students. Funding is provided by the TM Arts, Science & Writing Lab-Equipment budget.

Resource Person: Josette Shaughnessy

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

Exhibit 5.3

Page 52

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# Business Packet for Reporting Changes

The Business Packet for Reporting Changes (L-BRC) must be completed if there has been any change within your current business structure or applying for a change of class. This packet includes the following forms:

- L-C (Corporation, Trust, City, County or University)
- L-LLC (Limited Liability Company)
- L-P (Partnership)
- L-PHS (Personal History Sheet) – For any new officer, director, manager or majority stockholder/member/partner to your entity. Note: This form (L-PHS) is not required for holders of an **S**, **U**, **BS** and **DS**.

Submit your completed packet to your local TABC office. To find your local office access our website at [www.tabc.texas.gov/contact\\_us/local\\_field\\_office.asp](http://www.tabc.texas.gov/contact_us/local_field_office.asp)

If you are a holder of an **S**, **U**, **BS** or **DS**, submit your application directly to TABC, PO Box 13127 Austin TX 78711-3127. For questions and/or assistance contact [licensing@tabc.texas.gov](mailto:licensing@tabc.texas.gov) or by phone at 512-206-3360.

## Type of Change:

- **Officers, Manager, Director, Stockholder, Member or Trustee/Beneficiary:** Depending on your business type, complete any/all of the following: L-BRC, L-C, L-LLC and/or L-P. A complete business structure must be disclosed on these forms. Personal history sheets (L-PHS) must be completed for any new officer, director, manager or majority stockholder/member/partner to your entity.
- **Change of Business Entity:** Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P) for each location affected by the change. TABC requires 10 days prior notice of the change. A Personal History Sheet(s) (L-PHS) for each new individual to your entity and a \$100.00 fee will be required for each location. Review Section 11.12, of the Texas Alcoholic Beverage Code, for qualification and additional requirements. Your current License/Permit will need to be submitted with your application.
- **Merger:** Complete entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P), The merger must be reported within 10 days of the occurrence, a \$100.00 fee per each location, and an affidavit including all tradenames and locations with license/permit numbers affected must be included. Complete Personal History Sheets (L-PHS) for new individuals to your entity. Your current License/Permit will need to be submitted with your application.
- **Conversion:** Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, L-LLC and/or L-P), attach the certificate of conversion, and an affidavit including all tradenames and locations with license/permit numbers. Complete Personal History Sheets (L-PHS) for new individuals to your entity. Your current License/Permit will need to be submitted with your application.
- **Change of Class (for change of class only):** Complete form (L-BRC) pages 1 and 2 (that apply to your change) and submit any fees required. Your current License/Permit will need to be submitted with your application.
- **Consolidation (Package Store Only):** Complete the entire Business Packet for Reporting Changes (L-BRC, L-C, LLC, and/or L-P), attach the letter of intent to consolidate (consanguinity letter) and a Personal History Sheet (L-PHS) must be completed for new individuals to your entity.





## BUSINESS PACKET for REPORTING CHANGES

L-BRC  
(02/2018)

**You must complete the entire Business Packet for Reporting Changes according to your changes as outlined on the instruction sheet (L-BRCI). Select appropriate entity pages. Personal history sheets (L-PHS) must be completed for any new officer, director, manager or majority stockholder/member/partner.**

*All statutory references mentioned in this application refer to and can be found in the Texas Alcoholic Beverage Code located on our website.*  
[www.tabc.texas.gov/laws/code\\_and\\_rules.asp](http://www.tabc.texas.gov/laws/code_and_rules.asp)

### INDICATE ALL CHANGE(S) YOU ARE REPORTING WITH THIS APPLICATION

1. Current License/Permit No.	2. Contact Phone Number	3. Email Address
<b>4. Type of Change</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Officer, Manager, Director, Stockholder, Member  <input type="checkbox"/> Partner (limited or general)  <input type="checkbox"/> Trustee/Beneficiary  <input type="checkbox"/> Change of Business Entity         </div> <div style="width: 50%;"> <input type="checkbox"/> Merger  <input type="checkbox"/> Conversion  <input type="checkbox"/> Consolidation (Package Store Only)  <input type="checkbox"/> Other _____         </div> </div>		
5. Effective Date of above change (MM/DD/YYYY)		
<b>6. Are you applying for a change of class?</b> Yes      No If <b>"YES,"</b> indicate type of change: FROM Wine and Beer Retailer's Permit (BG) TO Wine and Beer Retailer's Off-Premise Permit (BQ) FROM Beer Retailer's On-Premise License (BE) TO Beer Retailer's Off-Premise License (BF)		

### OWNER INFORMATION

7. Owner of Business on Current License/Permit	8. Federal Employer Identification No. (FEIN)
--	---

### OWNER INFORMATION (ONLY FOR CHANGE OF BUSINESS ENTITY, MERGER, AND CONVERSION)

<b>9. Type of Owner</b>			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> City/County/University	<input type="checkbox"/> Other
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Joint Venture	
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Trust	

### BUSINESS INFORMATION

<b>10. Has any person listed in this Business Packet, or his or her spouse, been finally convicted or received deferred adjudication for any of the following offenses?</b> Yes      No If <b>"YES,"</b> indicate type of offense and attach an explanation: <div style="list-style-type: none; padding-left: 20px;"> <input type="checkbox"/> any felony offense  <input type="checkbox"/> prostitution  <input type="checkbox"/> bookmaking  <input type="checkbox"/> gambling or gaming  <input type="checkbox"/> bootlegging  <input type="checkbox"/> vagrancy offense involving moral turpitude  <input type="checkbox"/> any offense involving dangerous drugs, synthetic cannabinoids or controlled substances as defined in Texas Controlled Substances Act  <input type="checkbox"/> any offense involving firearms or a deadly weapon  <input type="checkbox"/> more than three violations of the Texas Alcoholic Beverage Code relating to minors  <input type="checkbox"/> violations of the Texas Alcoholic Beverage Code resulting in a criminal fine of \$500  <input type="checkbox"/> violations of an individual's civil rights or discrimination against an individual on the basis of race, color, creed or national origin         </div> If <b>"YES,"</b> has it been five years since the termination of a sentence, parole or probation served for any offenses indicated above?      Yes      No If <b>"NO,"</b> attach an explanation.
<b>11. Has any person listed in this Business Packet, or his or her spouse, had a cancellation of a license or permit in the past five years?</b> Yes      No      If <b>"YES,"</b> attach an explanation.

The applicant, license/permit holder, agent, servant or employee may not directly or indirectly have any overlapping ownerships or other prohibited relationships (including unfair competition and unlawful trade practices) between those engaged in the alcoholic beverage industry at different levels, that is, between a manufacturer and a wholesaler or retailer, or between a wholesaler and a retailer, as the words "wholesaler," "retailer," and "manufacturer" are ordinarily used and understood, regardless of the specific names given a license\permit. Reference Chapter 102 et seq.

12. Is any person, involved in this application, in violation of the above requirements? Yes No  
If "YES," attach an explanation.

### COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE (FOR CHANGE OF ENTITY ONLY)

This is to certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the applicant holds or has applied for and satisfies all legal requirements for the issuance of a Sales Tax Permit under the Limited Sales, Excise and Use Tax Act or the applicant as of this date is not required to hold a Sales Tax Permit.

Sales Tax Permit Number \_\_\_\_\_ Outlet Number \_\_\_\_\_

Print Name of Comptroller Employee \_\_\_\_\_

Print Title of Comptroller Employee \_\_\_\_\_

SIGN  
HERE \_\_\_\_\_ FIELD OFFICE \_\_\_\_\_

**S E A L**

#### WARNING AND SIGNATURE

##### If Applicant Is/Must Sign

Individual/Individual Owner

Corporation/Officer

Partnership/Partner

Limited Liability Company/ Officer or Manager

Limited Partnership/General Partner

**EACH LICENSEE OR PERMITTEE SHALL HAVE EXCLUSIVE OCCUPANCY AND CONTROL OF THE ENTIRE LICENSED LOCATION WITH RESPECT TO SALE OF ALCOHOLIC BEVERAGES. ANY ARRANGEMENT THAT SURRENDERS SUCH CONTROL OF THE EMPLOYEES, PREMISES OR BUSINESS, INCLUDING PROFITS AND LOSSES, TO PERSONS OTHER THAN THE LICENSEE OR PERMITTEE IS UNLAWFUL.**

**WARNING:** Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

**BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.**

PRINT  
NAME \_\_\_\_\_ SIGN  
HERE \_\_\_\_\_

TITLE \_\_\_\_\_

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN  
HERE \_\_\_\_\_  
NOTARY PUBLIC

**S E A L**



# CORPORATION

L-C  
(01/2018)

**This Corporation form should be completed for original applications or for changes of officers, directors, stockholders, trustees, and beneficiaries holding ownership in this business. This form is included in the Business Packet (L-B) for new applicants. License/Permit holders reporting changes use Business Packet for Reporting Changes (L-BRC).**

**For more information contact your local TABC office or visit us at: [www.tabc.texas.gov](http://www.tabc.texas.gov)**

## ENTITY INFORMATION

1. Federal Employer Identification Number (FEIN)

2. Business Entity Name

3. Filing Number

4. Date Filed (mm/dd/yyyy)

State

Class and Number of Shares Issued

## CORPORATE OWNERSHIP INFORMATION

☐ Officer ☐ Director ☐ Stockholder ☐ Trustee ☐ Beneficiary

SSN ☐ Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

☐ Officer ☐ Director ☐ Stockholder ☐ Trustee ☐ Beneficiary

SSN ☐ Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

☐ Officer ☐ Director ☐ Stockholder ☐ Trustee ☐ Beneficiary

SSN ☐ Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

☐ Officer ☐ Director ☐ Stockholder ☐ Trustee ☐ Beneficiary

SSN ☐ Out of Country Issuing State/DL No. Date of Birth (mm/dd/yyyy) Class & No. of Shares

Last Name

First Name

MI

Title

**CORPORATE OWNERSHIP INFORMATION** *CONTINUED*

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Stockholder <input type="checkbox"/> Trustee <input type="checkbox"/> Beneficiary				
SSN <input type="checkbox"/> Out of Country	Issuing State/DL No.	Date of Birth (mm/dd/yyyy)	Class & No. of Shares	
Last Name		First Name	MI	Title

**IF YOU NEED MORE SPACE USE ADDITIONAL COPIES OF THIS PAGE**



# PERSONAL HISTORY SHEET

L- PHS  
10/2018

**Answer all questions. Any false statement will disqualify you and subject you to prosecution under section 101.69 of the Texas Alcoholic Beverage Code and other criminal statutes.**

## APPLICANT

1. Trade Name:

2. Location Address:

3. Applicant's Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

4. Applicant's Social Security Number Issuing State/ Driver's License Number Date of Birth (mm/dd/yyyy)

Applicant's Full Legal Name (Last, First, Middle) Place of Birth (City, State, Country)

Applicant's Email Address

Race Sex Height Weight Hair Color Eye Color

## APPLICANT'S SPOUSE

5. Spouse's Social Security Number Issuing State/ Driver License Number Date of Birth (mm/dd/yyyy)

Spouse's Full Legal Name (Last, First, Middle) Place of Birth (City, State, Country)

Race Sex Height Weight Hair Color Eye Color

## OTHER RESIDENT

6. Do you live with anyone over the age of 18, other than your spouse? 6. ☐ YES ☐ NO  
If "YES," please provide their information below: (If additional space is needed, please attach a page with information.)

Social Security Number Issuing State/ Driver License No. Date of Birth (mm/dd/yyyy) Relationship

Full legal name (Last, First, Middle) Race Sex

## RESIDENTIAL ADDRESSES

7. List residential addresses for the past five (5) years starting with current address.  
**If you have not lived in Texas for the previous 12 months**, you are required to provide TABC with an official copy of your criminal background check from the state police or FBI of any state where you lived in the previous five years.  
(If additional space is needed, please attach a list with the following information.)

Number and Street	City, State, ZIP	From (mm/yyyy)	To (mm/yyyy)
			PRESENT

8. Business Phone No. Residential Phone No. Mobile Phone No. (optional)

## RESIDENT STATUS

9A. Are you a U.S. citizen? ☐ YES ☐ NO

B. If "YES," answer the following:  
Native Born Naturalized. If "Naturalized," Provide the "A" Number \_\_\_\_\_

C. If "NO," answer the following: What is your legal status in the United States? Explain below, or attach a page with information.

D. Provide all documents such as Visa, Resident Alien, Employment Authorization Documents, etc.

TABC USE ONLY	APPLICANT <input type="checkbox"/> YES <input type="checkbox"/> NO	SPOUSE (BE/BG ONLY) <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER <input type="checkbox"/> YES <input type="checkbox"/> NO
	CH - Date Entered / /	Supervisor's Signature	Destroy Date / /

## EMPLOYMENT HISTORY

- 10.** List employment for the *past five (5) years* beginning with your current employer. Indicate periods of unemployment, retirement or self-employment, including dates. If retired or self-employed, include name of company from which you retired or owned, and the position you held or type of business owned. Also indicate if not employed outside your home.  
(If additional space is needed, attach a separate sheet.)

Name of Employer/Company	Address (Street, City, State, ZIP)	Position Held/Business Type	From (mm/yyyy)	To (mm/yyyy)
				PRESENT

## INDIVIDUAL FINANCIAL INFORMATION

- 11.** List the total amount of **your** personal investment in this location. Provide investment details including notes, loans, gifts, cash, services or equipment, and operating capital. Account for the original source of all investments (how acquired). Enter total dollar amount on the line of the amount invested column.  
(If additional space is needed, attach a separate sheet.)

**NOTE:** If investment is in the form of a loan or gift, attach name of lender or financial institution, address, terms and security and loan/gift documents. If from an individual, attach personal information for all individuals including: name, social security and driver license numbers, date of birth, race, sex, etc.

Amount Invested	Original Source of Investment (loans, previous employment, etc).
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	<b>TOTAL AMOUNT OF PERSONAL INVESTMENT</b>

## SIGN AND NOTARIZE APPLICATION

**WARNING:** Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."

I, under penalty of law, hereby swear that I have read all the information provided in this document and any attachments and the information is true and correct. I also understand any false statement or representation in this application can result in my application being denied and/or criminal charges filed against me. I also authorize the Texas Alcoholic Beverage Commission to use all legal means to verify the information provided.

**PRINT  
NAME:** \_\_\_\_\_

**AUTHORIZED  
SIGNATURE:** \_\_\_\_\_

BEFORE ME, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the person whose name is signed to the foregoing document personally appeared and duly sworn by me, each states under oath that he or she has read the said document and that all facts therein set forth are true and correct.

**SIGN  
HERE:** \_\_\_\_\_

**(S E A L)**

Notary Public

RESOLUTION

STATE OF TEXAS                   §  
    §  
 COUNTY OF EL PASO           §

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code provides that the trustees of a public junior college district may enter into an agreement with other governmental entities to provide governmental functions and/or services that each party is authorized to perform individually; and

WHEREAS, the El Paso County Community College District (“EPCC”) Board of Trustees is the governing body of EPCC, a public junior college district and political subdivision of the State of Texas and EPCC has all authorities except those vested in the Texas Higher Education Coordinating Board; and

WHEREAS, El Paso Electric Company (“EPE”) has applied to the Texas Public Utility Commission, under PUC Docket No. 49849, *Joint Report and Application of El Paso Electric Company, Sun Jupiter Holdings LLC, and IIF US Holding 2 LP for Regulatory Approvals Under PURA §§ 14.101, 39.262, and 39.915*, for regulatory approval of a merger agreement that will result in EPE’s public shareholders being replaced by Sun Jupiter Holdings LLC and IIF US Holding 2 LP becoming the indirect sole shareholder that will own transmission and distribution assets held today by EPE (“Application”); and

WHEREAS, EPCC is serviced by EPE and could be adversely affected if EPE’s Application were approved; and

WHEREAS, other governmental entities are also customers of EPE and could also be adversely affected by EPE’s Application; and

WHEREAS, the Administration recommends to the Board of Trustees to enter into an Interlocal Agreement Regarding Intervention in Public Utility Commission of Texas Docket No. 49849, *Joint Report and Application of El Paso Electric Company, Sun Jupiter Holdings LLC, and*

*IIF US Holding 2 LP for Regulatory Approvals Under PURA §§ 14.101, 39.262, and 39.915*, with other adversely affected governmental entities for the purpose of retaining common legal counsel and intervening in the EPE case.

THEREFORE, BE IT RESOLVED AND ORDERED BY EL PASO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES THAT:

1. all of the above paragraphs are incorporated into and made part of this Resolution and Order; and
2. the terms and conditions of an interlocal agreement as set forth herein and as further discussed in closed session is hereby accepted by the Board of Trustees on behalf of EPCC and the Board authorizes the President, or his designee, to execute the Interlocal Agreement and to take all additional actions necessary or advisable to consummate the Interlocal Agreement and participate in the group accordingly.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chairman, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees



STATE OF TEXAS	§	Interlocal Agreement Regarding Intervention in
	§	El Paso Electric Company Rate Case
COUNTY OF EL PASO	§	

WHEREAS El Paso Electric Company ("EPEC") has filed a rate case, Public Utility Commission of Texas ("PUC") Docket No. 446831, State Office of Administrative Hearings ("SOAH") Docket No. 473-17-2686, in which it has applied to change its rate structure; and

WHEREAS all of the parties hereto are governmental entities located in El Paso County, Texas, are served by El Paso Electric Company, own and operate facilities that are within current Rate Schedule No. 41, and would be adversely affected if EPEC's Application as to Rate Schedule No. 41 were to be granted, and wish to join together to intervene in said rate case as a group;

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Each signatory party hereto agrees to intervene with each and every other signatory party hereto in the pending rate case and, in order to reduce the expenses to each party, retain common legal counsel. The parties hereto will be referred to as the "Rate 41 Group." They agree to retain as special legal counsel for the Rate 41 Group the law firm of Husch Blackwell LLP with Chris Reeder of that firm serving as lead counsel. Each party hereto agrees to execute with said law firm an engagement letter substantially in the form of Exhibit 1 hereto, which is incorporated by reference.

2. The parties agree that a steering committee, consisting of representatives of certain of the parties, will be authorized to, and have primary responsibility for, communications with special legal counsel, including review and approval of the periodic fee statements. The steering committee, in conjunction with special legal counsel, will keep all parties reasonably apprised of significant developments in the rate case and serve as a conduit of information between the parties and special legal counsel. The steering committee will consist of representatives of the following

entities: El Paso Independent School District (“EPISD”), Ysleta Independent School District (“YISD”), Socorro Independent School District (“SISD”), Clint Independent School District (“Clint”), San Elizario Independent School District (“SEISD”), Fabens Independent School District (“FISD”), Anthony Independent School District (“AISD”), Canutillo Independent School District (“Canutillo”), Tornillo Independent School District (“TISD”), El Paso County, Region 19 Education Service Center (“Region 19”), Housing Authority of the City of El Paso (“HACEP”), and El Paso County Community College District (“EPCC”). HACEP is entering into this Agreement as the sole sponsor of, and on behalf of, its public facility corporations: EP HOME PFC, EP RAD-2 PFC, EP RAD-3 PFC, Paisano Housing Redevelopment Corporation, Alamito Public Facilities Corporation, Affordable Housing Acquisitions, Inc. and Affordable Housing Enterprises. HACEP will act as the sole point of contact and representative of all of its public facility corporations.

3. The EPISD will serve as Fiscal Agent under this Agreement. After receipt of a periodic statement for legal services rendered by special legal counsel, the steering committee will review the statement and communicate with special legal counsel as needed. After approval of the statement, each member will be provided a copy of the approved statement, along with that party’s pro rata share of the statement. Each party’s pro rata share will equal the percentage of that party’s kilowatt hours (“kwhs”) consumed by its Rate 41 facilities during the base period of July 1, 2014 through June 30, 2015. Said percentage, subject to any needed correction, are listed and attached hereto as Exhibit 2; however, should any of the entities listed on Exhibit 2 ultimately not sign this Interlocal Agreement, they will not be a member of the Rate 41 Group and the relative percentages of responsibility of the signatory parties hereto will be recalculated accordingly. After receipt of the approved bill and pro rata amount owing from the Fiscal Agent, each party will remit its

proportionate share within 15 days of receipt, to the Fiscal Agent. The Fiscal Agent will then be responsible for relaying all payments to special legal counsel.

4. Each party hereto will provide to the EPISD appropriate contact information for purposes of periodic reporting and updates, and for purposes of submittal of approved special legal counsel statements and billing information. Separate persons may be designated by each party for each of these two functions. Each party hereto agrees to submit such information to the Fiscal Agent, care of Carmen Arrieta Candelaria, Deputy Superintendent Operations and Finance, at [carriet2@episd.org](mailto:carriet2@episd.org), tel. 915-230-2801, 6531 Boeing Drive, El Paso, Texas 79925.

5. The parties enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code. The purpose of entering into this Agreement is to provide governmental functions and/or services that each party to the Agreement is authorized to perform individually. This Agreement shall be authorized by the governing body of each party. The term of this Agreement shall commence as to each party upon execution hereof on behalf of that party, and on behalf of the EPISD. The parties anticipate that the term of this Agreement shall continue until the rate case proceedings before SOAH and the PUC have been completed and all fees owing special legal counsel have been paid; provided, however, that the continuation of participation by each party hereto after the expiration of that party's current fiscal year shall be subject to any necessary budget approval by that party for the 2017-2018 fiscal year. If any party will not continue participation under this Interlocal Agreement beyond the end of its current fiscal year, it shall provide notice to the EPISD, care of Carmen Arrieta Candelaria, by e-mail and by First Class United States Mail, properly addressed and with postage prepaid, as soon as feasible. Each party will make all payments hereunder from current payments available to the paying party. The services to be rendered by the Fiscal Agent and other members of the steering committee will not

be separately compensated by the other parties, but rather they will receive fair compensation by virtue of their participation as such.

SO AGREED as of the date of approval of the EPISD and each other party, respectively.

*Signature pages to follow*

**ACCEPTED AND AGREED TO:**

EL PASO INDEPENDENT SCHOOL DISTRICT

By:  \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

YSLETA INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SOCORRO INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CLINT INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FABENS INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ANTHONY INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CANUTILLO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TORNILLO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

EL PASO COUNTY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

REGION 19 EDUCATION SERVICE CENTER

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

HOUSING AUTHORITY OF THE CITY OF EL  
PASO

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

EL PASO COUNTY COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

	Annual kWh 12 mos. Ended June 30, 2015	Percent of Total	Estimated Dollar Responsibility
Anthony ISD	1,027,515	0.39%	\$ 391.34
Canutillo ISD	7,456,156	2.84%	\$ 2,839.77
Clint ISD	10,903,139	4.15%	\$ 4,152.60
County of El Paso	19,856,240	7.56%	\$ 7,562.51
El Paso CC	22,766,607	8.67%	\$ 8,670.96
El Paso Housing Authority	20,877,798	7.95%	\$ 7,951.58
El Paso ISD	67,730,314	25.80%	\$ 25,795.96
Fabens ISD	3,297,984	1.26%	\$ 1,256.08
Region XIX	363,702	0.14%	\$ 138.52
San Elizario ISD	4,769,976	1.82%	\$ 1,816.71
Socorro ISD	56,034,631	21.34%	\$ 21,341.51
Tornillo ISD	2,334,366	0.89%	\$ 889.07
Ysleta ISD	45,143,245	17.19%	\$ 17,193.39
<b>Total</b>	<b>262,561,673</b>	<b>100.00%</b>	<b>\$ 100,000.00</b>

Estimated amount to be distributed

\$ 100,000.00
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Revision date 10/7/15

## Exhibit 3.1

## Full-Time Institutionally-Funded Actions

**Acosta Moreno, Enrique**

Campus Life Assistant  
 Classified Staff  
 Student Leadership & Campus Life  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade B  
 Extension of Appointment

**Carreon, Samantha**

Student Union Attendant  
 Classified Staff  
 Student Leadership & Campus Life  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade A  
 Extension of Appointment

**Aguirre, Luis**

Network Specialist  
 Professional Support  
 Information Technology  
 09/03/19 – 08/31/20  
 Grade H  
 Competitive Appointment  
 (Replacement Action)

**CassoLopez, Jose**

Program Manager  
 Professional Support  
 Center for Corporate & Workforce Training  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade D  
 Extension of Appointment

**Alcantar, Michaelangelo**

Supervisor, Auto Shop  
 Classified Staff  
 Physical Plant  
 09/03/19 – 08/31/20  
 Grade F  
 Competitive Appointment  
 (Replacement Action)

**Castruita, Maribel**

Senior Administrative Associate  
 Classified Staff  
 President's Office  
 09/03/19 – 08/31/20  
 Grade F  
 Competitive Appointment  
 (Replacement Action)

**Cabral, Jacqueline**

Administrative Assistant  
 Classified Staff  
 Vice President, Financial & Administrative  
 Operations  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade D  
 Extension of Appointment

**Cervantes, Adriana**

Administrative Associate  
 Classified Staff  
 Vice President, Information Technology  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade E  
 Extension of Appointment



## Exhibit 3.1

## Full-Time Institutionally-Funded Actions

**Corral, Yadira**

Campus Life Representative  
 Professional Support  
 Student Leadership & Campus Life  
 Temporary Status  
 09/01/19– 08/31/20  
 Grade B  
 Extension of Appointment

**Elliott, Robert**

Interim Director, Grants Management  
 Administrator  
 Grants Management  
 Temporary Status  
 09/01/19 – 09/30/19  
 Grade C  
 Extension of Appointment

**Crook, Raina**

Student Union Attendant  
 Classified Staff  
 Student Leadership & Campus Life  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade A  
 Extension of Appointment

**Figueroa, Lorena**

Instructor  
 Faculty  
 Mass Communication  
 Temporary (Lecturer) Status  
 08/19/19 – 05/16/20  
 Grade C/3  
 Competitive Appointment  
 (Replacement Action)

**Cuevas, Sandra**

Instructor  
 Faculty  
 Mathematics  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade C/2  
 Competitive Appointment  
 (Replacement Action)

**Gallardo, Ruben**

Director, Purchasing & Contract Management  
 Administrator  
 Purchasing & Contract Management  
 09/01/19 – 08/31/20  
 Grade D  
 Temporary Increase in Responsibilities (10%)

**Duarte, Trevor**

Instructor  
 Faculty  
 Biology  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade H/4  
 Competitive Appointment  
 (Replacement Action)

**Gamboa, Jose**

Student Union Attendant  
 Classified Staff  
 Student Leadership & Campus Life  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade A  
 Extension of Appointment

## Exhibit 3.1

## Full-Time Institutionally-Funded Actions

**Gurrola, Melissa**

Instructor  
 Faculty  
 Music  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade F/1  
 Competitive Appointment  
 (Replacement Action)

**Heiney, James**

Interim Director, Marketing & Community  
 Relations  
 Administrator  
 Marketing & Community Relations  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade D  
 Extension of Appointment

**Gutierrez, Julius**

Instructor  
 Faculty  
 Fire Technology  
 Temporary (Lecturer) Status  
 08/19/19 – 05/16/20  
 Grade B/5  
 Competitive Appointment  
 (Replacement Action)

**Isassi, Alberto**

Instructor  
 Faculty  
 Mathematics  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade C/3  
 Competitive Appointment  
 (Replacement Action)

**Gutierrez, Keith**

Program Assistant  
 Classified Staff  
 Contract Opportunities Center  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade D  
 Extension of Appointment

**Jafari, Roshanak**

Instructor  
 Faculty  
 Biology  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade H/2  
 Competitive Appointment  
 (Replacement Action)

**Head, Michael**

Instructor  
 Faculty  
 Mass Communication  
 Temporary (Lecturer) Status  
 08/19/19 – 05/16/20  
 Grade C/2  
 Competitive Appointment  
 (New Position)

**Jimenez, Zaida**

Clerk  
 Classified Staff  
 Purchasing & Contract Management  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade A  
 Extension of Appointment

Exhibit 3.1  
Full-Time Institutionally-Funded Actions

**Juarez, Francie**

Human Resources Assistant  
Classified Staff  
Human Resources  
09/03/19 – 08/31/20  
Grade D  
Competitive Appointment  
(New Position)

**Luna, Rebecca**

Associate Registrar, Admissions  
Professional Support  
Admissions & Registration  
09/03/19 – 08/31/20  
Grade F  
Competitive Appointment  
(Replacement Action)

**Kargar, Morteza**

Instructor  
Faculty  
Mathematics  
Tenure Track\*  
08/19/19 – 05/16/20  
Grade C/5  
Competitive Appointment  
(New Position)

**Martinez, Juanita**

Administrative Associate  
Classified Staff  
Vice President, Financial & Administrative  
Operations  
Temporary Status  
09/01/19 – 08/31/20  
Grade E  
Extension of Appointment

**Kitchen, Robbie**

Campus Life Representative  
Professional Support  
Student Leadership & Campus Life  
Temporary Status  
09/01/19 – 08/31/20  
Grade B  
Extension of Appointment

**Mazloun, Aref**

Instructor  
Faculty  
Engineering  
Temporary (Lecturer) Status  
08/19/19 – 05/16/20  
Grade C/1  
Competitive Appointment  
(Replacement Action)

**Limon, Armando**

Business Development Advisor  
Professional Support  
Small Business Development Center  
Temporary Status  
09/01/19 – 08/31/20  
Grade E  
Extension of Appointment

**Murphy, Melissa**

Procurement Specialist  
Professional Support  
Contract Opportunities Center  
Temporary Status  
09/01/19 – 12/31/19  
Grade C  
Extension of Appointment

Exhibit 3.1  
Full-Time Institutionally-Funded Actions

**Perales, Joann**

Senior Programmer Analyst  
Professional Support  
Information Technology  
Temporary Status  
09/01/19 – 08/31/20  
Grade I  
Extension of Appointment

**Salas, Christian**

Instructor  
Faculty  
Social Work  
Tenure Track\*  
08/19/19 – 05/16/20  
Grade C/1  
Competitive Appointment  
(Replacement Action)

**Pilant, Joy**

Instructor  
Faculty  
Dental Assisting  
Tenure Track\*  
08/19/19 – 05/16/20  
Grade B/7  
Competitive Appointment  
(New Position)

**Salcedo, Alicia**

Administrative Associate  
Classified Staff  
Contract Opportunities Center  
Temporary Status  
09/01/19 – 12/31/19  
Grade E  
Extension of Appointment

**Ramirez-Lemus, Sandra**

Administrative Office Assistant  
Classified Staff  
Student Leadership & Campus Life  
Temporary Status  
09/01/19 – 08/31/20  
Grade C  
Extension of Appointment

**Saldana, Laura**

Workers Compensation Specialist  
Professional Support  
Human Resources  
09/03/19 – 08/31/20  
Grade B  
Competitive Appointment  
(Replacement Action)

**Renteria, Perla**

Resource Development Assistant  
Classified Staff  
Resource Development & Foundation  
Temporary Status  
09/01/19 – 09/30/19  
Grade D  
Extension of Appointment

**Salinas, Karen**

Campus Life Representative  
Professional Support  
Student Leadership & Campus Life  
Temporary Status  
09/01/19 – 08/31/20  
Grade B  
Extension of Appointment

## Exhibit 3.1

## Full-Time Institutionally-Funded Actions

**Sanchez, Ernesto**

Instructor  
 Faculty  
 Welding Technology  
 Temporary (Lecturer) Status  
 08/19/19 – 05/16/20  
 Grade A/3  
 Competitive Appointment  
 (New Position)

**Vasquez, Edmundo**

Database Administrator  
 Professional Support  
 Information Technology  
 09/01/19 – 08/31/20  
 Grade J  
 Temporary Increase in Responsibilities (10%)

**Stepp, James**

Instructor  
 Faculty  
 Government  
 Temporary (Lecturer) Status  
 08/19/19 – 12/14/19  
 Grade C/1  
 Noncompetitive Appointment  
 (Replacement Action)

**Vazquez, Alina**

Instructor  
 Faculty  
 Music  
 Tenure Track\*  
 08/19/19 – 05/16/20  
 Grade H/1  
 Competitive Appointment  
 (Replacement Action)

**Torres, Jose**

Career & Transfer Services Specialist  
 Classified Staff  
 Career & Transfer Services  
 09/03/19 – 08/31/20  
 Grade E  
 Competitive Appointment  
 (Replacement Action)

**Wells, Claire**

Instructor  
 Faculty  
 Biology  
 Temporary (Lecturer) Status  
 08/19/19 – 05/16/20  
 Grade H/1  
 Noncompetitive Appointment  
 (Replacement Action)

**Tuberville, Roy**

Assistant Director, Financial Aid Intake &  
 Processing Services  
 Professional Support  
 Student Financial Aid  
 09/03/19 – 08/31/20  
 Grade E  
 Competitive Appointment  
 (Replacement Action)

**Zubiate, Bertha**

Academic Computing Services Lab Assistant  
 Classified Staff  
 Academic Computing Services  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade C  
 Extension of Appointment

## Exhibit 3.1

## Full-Time Institutionally-Funded Actions

\*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 08/19/19 – 05/16/20.

<b><u>NAME</u></b>	<b><u>DISCIPLINE</u></b>	<b><u>GRADE</u></b>
Bustamante, Angel	Fire Technology	B
Campbell, Sandra	Accounting	D
Ervin, Mary	Economics	C
Luna, Juan	Computer Aided Design	A
Manriquez, John	Educational Psychology	C
Prieto, Bertha	Court Reporting	B
Truax, Stephen	Welding Technology	A

The following Adult Vocational Instructors are extended for the period of 08/19/19 – 08/17/20.

<b><u>NAME</u></b>	<b><u>DISCIPLINE</u></b>	<b><u>GRADE</u></b>
Almaguer-Chavez, Martha	Phlebotomy	B
Cazares, Jaime	Automotive Technology	A
Gonzales, Alejandra	Office Technology	A
Kapadia, Monica	Language Institute Program	C
Kraften, William	Heating, Ventilation & Air Conditioning	A
Molina, Laura	Machining	A
Munguia, Aaron	Industrial Manufacturing	B
Quigley, Charles	Language Institute Program	C
Rivera, David	Electrical Technology	A
Robles, Ozcar	Language Institute Program	C
Salazar, Barbara	Electrical Technology	A
Sarah, Majd	Language Institute Program	C
Serna, Raul	Electrical Journeyman	A
Serrano, Manuel	Law Enforcement Academy	A
Stafford, Reeanna	Nursing Assistant	A
Taggart, Tammy	Massage Therapy	A

## Exhibit 3.2

## Full-Time Externally-Funded Actions

**Aguilar, Robert**

Program Manager, Gateway to College  
 Professional Support  
 College Readiness & Assessment  
 Gateway to College  
 Temporary Status  
 09/01/19 – 08/31/20  
 Grade D  
 Extension of Appointment

**Montoya, Isela**

Administrative Office Assistant  
 Classified Staff  
 Contract Opportunities Center  
 D.O.D./D.L.A.  
 Temporary Status  
 09/03/19 – 12/31/19  
 Grade C  
 Competitive Appointment  
 (New Position)

**Armendariz, Pablo**

Director, Contract Opportunities Center  
 Administrator  
 Contract Opportunities Center  
 D.O.D./ D.L.A.  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade C  
 Extension of Appointment

**Mosholder, Elke**

Procurement Specialist  
 Professional Support  
 Contract Opportunities Center  
 D.O.D./D.L.A.  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade C  
 Extension of Appointment

**Lozoya, Raquel**

Administrative Assistant  
 Classified Staff  
 Contract Opportunities Center  
 D.O.D./D.L.A.  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade D  
 Extension of Appointment

**Portillo, Daniel**

Procurement Specialist  
 Professional Support  
 Contract Opportunities Center  
 D.O.D./D.L.A.  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade C  
 Extension of Appointment

**Mason, Michael**

Procurement Specialist  
 Professional Support  
 Contract Opportunities Center  
 D.O.D./ D.L.A.  
 Temporary Status  
 09/01/19 – 12/31/19  
 Grade C  
 Extension of Appointment



## New Tenured Faculty

NAME		TITLE	RANK	GRADE
Aguilar	Sarelah	Art Instructor	Associate Professor	C
Alvarado	Manuel	Physics Instructor	Associate Professor	H
Ambriz	Lorely	Librarian	Associate Professor	D
Brockhoff	Jeffrey	Criminal Justice Instructor	Associate Professor	C
Canales	Arnoldo	Automotive Technology Instructor	Associate Professor	A
Carrion	Helga	Health Prof Related Sci Instructor	Associate Professor	C
Castillo	Karina	Chemistry Instructor	Associate Professor	H
Chen	Fan	Mathematics Instructor	Associate Professor	E
Davis	Daniel	Automotive Technology Instructor	Associate Professor	A
Dominguez De Quezada	Cristina	Nursing Instructor	Associate Professor	F
Duncan	Michael	English Instructor	Associate Professor	C
Esmacher	Melissa	History Instructor	Associate Professor	H
Gamez	Cynthia	Economics Instructor	Associate Professor	C
Gonzalez	Lorena	Mathematics Instructor	Associate Professor	C
Gonzalez	Veronica	Chemistry Instructor	Associate Professor	G
Hernandez	Alvino	Government Instructor	Associate Professor	C
Hotchkin	Paul	Biology Instructor	Associate Professor	G
Kazanjian	Christopher	Education Instructor	Associate Professor	H
Loya	Rosa	Medical Lab Tech Instructor	Associate Professor	B
Luna	Raul	Sign Language Instructor	Associate Professor	A
Macedo	Oscar	Mathematics Instructor	Associate Professor	C
Mann	Scott	Criminal Justice Instructor	Associate Professor	E
Mireles	Alejandro	Architecture Instructor	Associate Professor	C
Ramirez	Sotero	Emergency Med Svcs Instructor	Associate Professor	B
Richardson	Carolina	Foreign Language Instructor	Associate Professor	C
Rodriguez Trevizo	Eduardo	Speech Instructor	Associate Professor	C
Rosser	Patrick	Culinary Arts Instructor	Associate Professor	A
Valdespino	Arturo	English Instructor	Associate Professor	C
Vasquez	Miguel	Biology Instructor	Associate Professor	H

## Continuing Probationary Faculty

NAME		TITLE	RANK	GRADE
Aguilera	Melissa	Speech Instructor	Assistant Professor	C
Archuleta-Lucero	Amber	Government Instructor	Assistant Professor	H
Bailey	Maria	Respiratory Care Tech Instructor	Assistant Professor	B
Barragan	Louis	Criminal Justice Instructor	Assistant Professor	C
Bonilla	Miguel	Kinesiology Instructor	Assistant Professor	C
Brown	Martha	Counselor	Assistant Professor	C
Carrizales	Ruben	Mathematics Instructor	Assistant Professor	C
Cedillos	Jennifer	English Instructor	Assistant Professor	C
Chacon	Claudia	History Instructor	Assistant Professor	C
Crisafulli	Joseph	English Instructor	Assistant Professor	C
Dahlgren-Richardson	Jennifer	Sign Language Inter Instructor	Assistant Professor	A

## Continuing Probationary Faculty

NAME		TITLE	RANK	GRADE
Daneshtalab	Shahrbano	Mathematics Instructor	Assistant Professor	C
Davis	Jenise	Nursing Instructor	Assistant Professor	C
De La O Fernandez	Olienka	Physics Instructor	Assistant Professor	H
Delgado	Adrian	Mathematics Instructor	Assistant Professor	C
Dominguez	Veronica	Medical Lab Tech Instructor	Assistant Professor	C
Escalante-Ruiz	Rafael	Computer Science Instructor	Assistant Professor	D
Fierro	Ryann	Nursing Instructor	Assistant Professor	C
Flores	Yasmin	Music Instructor	Assistant Professor	H
Franco	Ruben	Psychology Instructor	Assistant Professor	C
Garduno	Maria	Dental Assisting Instructor	Assistant Professor	B
Gomez	Jorge	English Instructor	Assistant Professor	C
Gomez	Manuela	Philosophy Instructor	Assistant Professor	D
Groover	Timothy	Emergency Med Svcs Instructor	Assistant Professor	B
Guerrero	Hafid	Nursing Instructor	Assistant Professor	C
Gutierrez	Priscilla	Counselor	Assistant Professor	C
Heffner	Rhonda	Physical Therapist Asst Instructor	Assistant Professor	A
Hernandez	Arthur	Music Instructor	Assistant Professor	H
Hernandez	Rodolfo	Psychology Instructor	Assistant Professor	C
Herrera	Manuel	Librarian	Assistant Professor	C
Hickmon	Melinda	Vocational Nursing Instructor	Assistant Professor	A
Hinojosa	Alexandra	Mass Communication Instructor	Assistant Professor	C
Ibarra	Jesusita	Engineering Instructor	Assistant Professor	D
Jabalie	Cynthia	Health Prof Related Sci Instructor	Assistant Professor	C
Jackiewicz	Sara	Dance Instructor	Assistant Professor	C
Jewell	Monica	Health Info Tech Instructor	Assistant Professor	A
Kaough	Mary	Nursing Instructor	Assistant Professor	C
King	Steven	Mathematics Instructor	Assistant Professor	C
Klimasara	Blake	Librarian	Assistant Professor	C
Lepe	Jaime	Mathematics Instructor	Assistant Professor	C
Lopez	Debi	Librarian	Assistant Professor	C
Lopez	Elva	Nursing Instructor	Assistant Professor	C
Lopez	Rosa	Counselor	Assistant Professor	C
Lugo	Irene	Nursing Instructor	Assistant Professor	H
Mata	Manuel	Government Instructor	Assistant Professor	C
McClain	Diane	Nursing Instructor	Assistant Professor	D
Medina	Diana	Counselor	Assistant Professor	C
Mendoza	Miguel	Mathematics Instructor	Assistant Professor	C
Mitchell	Christina	Dance Instructor	Assistant Professor	C
Montoya	Irma	Health Prof Related Sci Instructor	Assistant Professor	C
Morales	Adrian	Librarian	Assistant Professor	E
Munoz	Donna	English Instructor	Assistant Professor	C
Munoz	Reyna	English Instructor	Assistant Professor	C
Myers	Clark	Architecture Instructor	Assistant Professor	C
Navarro	Jerardo	Government Instructor	Assistant Professor	C
Ornelas	Norma	Medical Assisting Instructor	Assistant Professor	A
Ortega	Rosalia	Biology Instructor	Assistant Professor	C
Ortigoza	Marco	Criminal Justice Instructor	Assistant Professor	C

## Continuing Probationary Faculty

NAME		TITLE	RANK	GRADE
Pena	Ana	Vocational Nursing Instructor	Assistant Professor	B
Perales	Jeremy	Kinesiology Instructor	Assistant Professor	C
Perez	Adriana	Geology Instructor	Assistant Professor	H
Prado	Tracey	Emergency Med Svcs Instructor	Assistant Professor	C
Ragona	Lisbeth	Business Admin Instructor	Assistant Professor	D
Ramirez	Yasmin	English Instructor	Assistant Professor	C
Reyes	Diego	Biology Instructor	Assistant Professor	C
Robert	Crystal	Speech Instructor	Assistant Professor	C
Robertson	Melissa	Vocational Nursing Instructor	Assistant Professor	B
Rodarte	Antonio	Librarian	Assistant Professor	C
Rohbaugh	Robert	Geology Instructor	Assistant Professor	C
Rosales	Jennifer	Psychology Instructor	Assistant Professor	C
Saenz	Patricia	Counselor	Assistant Professor	C
Silva	Gilbert	Educational Psychology Instructor	Assistant Professor	C
Sivils	Jeffrey	Biology Instructor	Assistant Professor	H
Torres	Rebecca	Nursing Instructor	Assistant Professor	C
Turk-Francis	Euniece	Dental Hygiene Instructor	Assistant Professor	C
Valenzuela	Jorge	Criminal Justice Instructor	Assistant Professor	C
Valtierra Pinon	Catalina	Librarian	Assistant Professor	C
Vargas	Carlos	Psychology Instructor	Assistant Professor	C
Vazquez	Lydia	Foreign Language Instructor	Assistant Professor	C
Wallace	Jerry	History Instructor	Assistant Professor	G
Zamora	Hector	Criminal Justice Instructor	Assistant Professor	C

## Administrative Staff Contracts

NAME		TITLE	GRADE
Aguilera-Goerner	Carmen	Director Workforce Strategic Initiatives	C
Amaya	Carlos	Dean Architecture Arts Math Science	E
Badillo	Maria	Dean Dual Credit ECHS	E
Bogle	Barry	Director Law Enforcement Training Academy	C
Cardoza	Carla	Director Career & Transfer Services	C
Chavez	Olga	Director Diversity & Inclusion Programs	B
Conklin	Eileen	Dean Arts BS Comm Occ Ed Social Science	E
De La Fuente	Marta	Director Continuing Education Health	C
Ebert	Patrick	Director EPCC TV	B
Eveler	Janet	Dean Arts Communication Social Science	E
Farias	Jaime	AVP Workforce Continuing Education	F
Ferguson	Joseph	Director Small Business Development Center	C
Fernandez	Marco	Exec Dir Network Systems & Support Services	E
Flores	Fernando	AVP Budget Financial Services	F
Flores	Juan	Director Auxiliary Services	D
Frescas	Christina	Director Institutional Planning	C
Gallardo	Ruben	Director Purchasing Contract Management	D
Giron	Jenny	VP Information Technology CIO	G
Gonzales	Kenneth	VP Student & Enrollment Services	G
Gross	Dolores	Executive Director Resource Development	E
Haan	Mary Beth	Director Institutional Accreditation	D
Hernandez	Alejandro	Director Human Resources Development	C
Hubail	Abraham	Exec Dir IT Software Applications & Analytics	E
Huerta	Yvette	Director Curriculum Instructional Development	C
Jones	Arvis	Director Student Leadership Campus Life	D
Kay	Carol	Director Institutional Research	C
Lachica-Chavez	Cassandra	Executive Director Admission & Registrar	E
Lobato	Richard	Executive Director Physical Plant	E
Lopez	Ines	Executive Director Student Financial Aid	E
Lopez	Maria	Director Center for Student with Disabilities	C
Meagher	Paula	Dean of Nursing	E
Mitchell	Paula	AVP Instruction and Student Success	F
Moe	Keri	AVP External Relations Comm and Dev	F
Muro	Andres	Community Education Program Director	B
Pagel	Myshie	Dean Education Career Technical Education	E
Palacios	Edgar	Director Recruitment Services	C
Peña	Andrew	Executive Director Human Resources	E
Penley	Julie	VP Research, Accreditation & Planning	G
Primozech	Blayne	Dean Communication & Performing Arts	E

## Administrative Staff Contracts

NAME		TITLE	GRADE
Quiros	Ondrea	Director Quality Enhancement Plan Assessment	C
Ramirez	Jose	Chief of Police	E
Rodarte	Susana	Dean ESL Reading Social Science	E
Rodriguez	Lucia	Director Student Success	D
Shaughnessy	Josette	VP Financial and Admin Operations CFO	G
Smith	Steven	VP Instruction Workforce Education	G
Stroud	James	Director Institutional Effectiveness	C
Taboada	Luz	Dir Center for Corporate & Workforce Training	C
Tellez	Laura	Director of Budgets	D
Tena	Lydia	Dean Instructional Programs	E
Valerio	Olga	Dean Advanced Technology Center	E
Villalobos	Joshua	Dean Instructional Programs	E
Webb	Ernest	Dean Math Science Career Tech Education	E
Yanez	Mary	Director Senior Adult Programs	B
Zuniga	Ana	Comptroller	E

## Classified Staff One Year Contracts

NAME		TITLE	GRADE
Acosta	Veronica	Financial Aid Specialist	E
Aguirre	Cesario	Draftsman	F
Aguirre	John	FA Coordinator Scholarships Veteran Affairs	G
Akhtar	Monica	Human Resources Specialist	E
Alcantar	Javier	Maintenance Worker II	C
Alvarado	Guadalupe	Senior Administrative Associate	F
Almanza	Jorge	Maintenance Worker I	B
Ambriz	Francisco	Reading Lab Assistant	E
Amezcuca	Jazmin	Peace Officer I	D
Avila	Edith	Program Assistant	D
Avila	Maribel	Administrative Associate	E
Bailon	Alfredo	Peace Officer I	D
Balderas	Mario	Maintenance Worker I	B
Barley	Juan	Testing Services Clerk	C
Becker	Daniel	Lab Assistant I	B
Belmontes	Raul	Administrative Associate	E
Betancourt	Melissa	Program Assistant	D
Brown	Sara	Administrative Associate	E
Bueno	Blanca	Administrative Associate	E
Cadena	Sylvia	FA Specialist Return of Title IV	E

## Classified Staff One Year Contracts

NAME		TITLE	GRADE
Campos Cordova	Sergio	Peace Officer I	D
Carrillo	Priscilla	Enrollment Services Specialist	E
Castillo	Esperanza	Administrative Office Assistant	C
Castillo	Gonzalo	Student Services Assistant	C
Castillo	Ivan	Occupational Education Lab Assistant	D
Clark	Justen	Peace Officer I	D
Collins	Melissa	Payroll Specialist	E
Contreras	Rene	Maintenance Worker II	C
Cortinas	Luis	Campus Cashier	D
Curiel	Norma	Administrative Assistant	D
Delarosa	Jaime	Detective Investigator	F
Delgado	Joseph	Peace Officer I	D
De Lucio	Silvia	Senior Administrative Associate	F
Diaz Fabiano	Christina	Occupational Education Lab Assistant	D
Dorado	Jose	Institutional Research Specialist	E
Eichhorn	Catherine	Career & Transfer Services Specialist	E
Enriquez	Alejandrina	Instructional Service Center Technician	D
Escobar	Victor	Peace Officer I	D
Espinoza	Leticia	Occupational Education Lab Assistant	D
Estrada	John	Academic Resource Specialist	E
Estrada	Theresa	Accounts Receivable Specialist	E
Favela	Michael	Maintenance Worker I	B
Ferron	Gabriela	Senior Administrative Associate	F
Fraire	Miguel	Property Control Assistant	D
Gachupin	Alexandro	Peace Officer I	D
Gallegos	Jose	Admissions Registration Assistant	D
Gallegos	Phillip	Default Prevention Specialist	E
Gandara	Jaime	Media Production Technician	C
Garay	Angelica	Administrative Associate	E
Garcia	Gabriela	Sign Language Interpreter	D
Garcia	Jesus	Admissions Registration Assistant	D
Garcia	Victor	Institutional Research Assistant	C
Garcia	Victoria	Sign Language Interpreter	D
Garibay	Veronica	Administrative Associate	E
Gutierrez	Karla	Administrative Associate	E
Henderson	Yvette	Admissions Registration Assistant	D
Heras	Delia	Financial Aid Specialist	E
Hernandez	Diana	Peace Officer I	D
Hernandez	Nadia	Peace Officer I	D
Hidalgo	Yvonne	Administrative Office Assistant	C

## Classified Staff One Year Contracts

NAME		TITLE	GRADE
Ibarra	Juan	HVAC Controls Technician	F
Iniguez	Jose	Maintenance Worker II	C
Jacobo	Raul	Peace Officer I	D
Jauregui	Mary	Bid Analyst	F
Jordan	Benjamin	Campus Maintenance Technician	E
Jurado	Elmo	Maintenance Worker I	B
Jurado	Elmo	Peace Officer I	D
Jurado	Ramon	Maintenance Worker I	B
Kesler	Courtney	Administrative Associate	E
King	Chloe	Administrative Associate	E
Knudson	Minerva	Financial Aid Specialist	E
Ledesma Sena	Rosemary	Financial Aid Specialist	E
Licon-Gonzalez	Cindy	Payroll Specialist	E
Loera	Guillermo	Security Specialist	E
Lopez	Carmelita	Administrative Associate	E
Loya	Guadalupe	Program Assistant	D
Lugo	Nancy	Dispatcher	C
Marquez	Raul	Electrician	E
Martinez	Anthony	Peace Officer I	D
Martinez	Isaac	Popular Education Lead Facilitator	E
Mejia	Roberto	ATC Lab Assistant	E
Mendoza	Alicia	Science Lab Assistant	E
Minnie	Jeannette	ESL Lab Assistant	E
Montelongo	Sandra	Financial Aid Specialist	E
Montoya	Benjamin	Administrative Assistant NSO	D
Moreno-Delgado	Tania	Administrative Assistant	D
Munoz	Bertha	Coordinator Language Institute Office	E
Navarro	Eugene	ACS Lab Assistant	C
Navarro	Korina	Environmental Specialist	F
Ojeda	Rebecca	Transition Specialist	E
Ortiz	Estela	WFD Program Specialist	E
Ortiz	Michelle	Student Services Assistant	C
Parra	Eva	Administrative Office Assistant	C
Perez	Irene	Clerk	A
Perez	Marina	Dispatcher	C
Portillo-Garcia	Jesus	Financial Aid Specialist	E
Ramirez	Amy	Peace Officer I	D
Ramirez	Michelle	Peace Officer I	D
Ramos	Katherine	Financial Aid Specialist	E
Ramos Dayer	Cecilia	Lab Assistant III	E

## Classified Staff One Year Contracts

NAME		TITLE	GRADE
Renteria	Jomaira	Dispatcher	C
Reske	Juergen	ISC Technician	D
Reyes	David	Transition Specialist	E
Riveroll	Hector	Lab Assistant III	E
Roberts	Shaun	Peace Officer I	D
Rodarte	Natalia	Institutional Research Specialist	E
Rodriguez	Carmen	Administrative Assistant	D
Rodriguez	Veronica	Occupational Education Lab Assistant	D
Ruiz Moore	Guillermo	Maintenance Worker II	C
Saenz	Carmen	Senior Administrative Associate	F
Sanchez Portillo	Rosa	Science Lab Assistant	E
Sandoval	Ignacio	Lab Assistant III	E
Saucedo	Juventino	Kinesiology Lab Assistant	C
Soto	Marlyn	Campus Cashier	D
Subia	Alicia	Administrative Associate	E
Talavera	Richard	Campus Maintenance Technician	E
Terrazas	Aracely	Administrative Office Assistant	C
Torres	Roberto	Peace Officer I	D
Tuberville	Gloria	Student Services Assistant	C
Valdez	Michelle	Lab Assistant III	E
Valdivia	Rogelio	Shipping and Receiving Clerk	C
Valverde	Veronica	Administrative Associate	E
Wilson	Jaymi	Curriculum Assistant	E
Yanez	Belinda	Student Services Assistant	C

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Acosta	Olga	Campus Cashier	D
Abilez	Alma	Supervisor Public Services	F
Acevedo	Oscar	ACS Lab Assistant	C
Adame	Leticia	Acquisitions Technical Assistant	E
Ahumada	Myrna	Accounts Payable Specialist	E
Alarcon	Julio	Campus Maintenance Technician	E
Alcantar	Santiaga	CEP Assistant	D
Alvarado	Maria	Human Resources Assistant	D
Alvarez	Guadalupe	Administrative Assistant	D
Alvarez	Leticia	Senior Benefits Associate	F
Anchondo	Alma	Library Assistant	E
Apodaca	Yvonne	Coordinator Workstudy Program	G



## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Apple	Lulu	Administrative Assistant	D
Araiza	Vera	Lab Assistant III	E
Arango	Araseli	Cataloging Technical Assistant	E
Archuleta	Jesus	Senior Painter	F
Arellano	Dolores	Administrative Associate	E
Arellano	Jessie	Grants Specialist	E
Armas	Salvador	Lab Assistant II	D
Armendariz	Diann	Campus Cashier	D
Arriaga	Fernando	Welder	E
Arriola	Jason	Testing Services Clerk	C
Arroyo	Maria	Certification Specialist	E
Arvizo	Juan	Maintenance Worker II	C
Attel	Carol	Senior Administrative Associate	F
Avila	Christine	Employment Specialist	E
Ayala	Patricia	Library Assistant	E
Barraza	Angelina	Account Clerk III	E
Barrios	Marisela	Program Assistant	D
Barrios	Sandra	Administrative Office Assistant	C
Bautista	Barry	Campus Maintenance Technician	E
Beltran	Laura	Career & Transfer Services Specialist	E
Brown	Dwight	Admissions Evaluation Assistant	D
Burrola	Lydia	Human Resources Specialist	E
Cabral	Elia	Testing Services Clerk	C
Caldera	Ricardo	Maintenance Worker I	B
Campos	Raul	Peace Officer I	D
Carrillo	Hugo	Shipping and Receiving Clerk	C
Castaneda	Edna	CE Registration Assistant	D
Castaneda Garcia	Julio	Maintenance Worker II	C
Castanon	Margarita	Career & Transfer Services Specialist	E
Castillo	Dolores	Admissions Registration Assistant	D
Castillo	Isabel	Program Assistant	D
Ceniceros	Francisco	Library Assistant	E
Cepeda	Esperanza	Occupational Education Lab Assistant	D
Chavez	Daniel	Peace Officer II	D
Chavez	Francisco	Locksmith	F
Chavez	Georgina	Admissions Registration Assistant	D
Chavez	Javier	Peace Officer II	E
Chavez	Rosa	Accounts Payable Specialist	E
Cisneros	Maria	Testing Services Specialist	D
Clancy	Dolores	Science Lab Assistant	E
Contreras	Eduardo	ACS Lab Assistant	C

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Cordova	Enid	Senior Administrative Associate	F
Corona	Cecilia	Admissions Registration Assistant	D
Cortinas	Luis	Media Services Assistant	C
Curiel	Daniel	Journey Construction Worker	D
Curiel	Elvia	Administrative Associate	E
Dean	Charles	Senior Electrician	F
Del Rio	Maria	Program Assistant	D
Del Villar	Rocio	Vehicle Registration Clerk	D
Delgado	Maria	ACS Lab Assistant	C
Diaz	Victor	Maintenance Worker II	C
Dominguez	Eva	Registration Assistant	D
Dominguez	Silvia	Career & Transfer Services Specialist	E
Dragon	Norma	Administrative Associate	E
Duran	Luis	Maintenance Worker II	C
Duran	Maria	Admin Office Assistant	C
Elenes	Arturo	Maintenance Worker II	C
Escalante	Irene	Administrative Office Assistant	C
Espinoza	Robert	Occupational Education Lab Assistant	D
Estrada	Alfredo	Peace Officer I	D
Estrada	Elizabeth	Coordinator Financial Aid RMTO	G
Estrada	Hilario	Property Control Assistant	D
Estrada	Laura	Accounts Payable Specialist	E
Fabela	Pedro	Account Clerk	C
Faber	Maria	Financial Aid Specialist	E
Farah	Mayela	Grants Specialist	E
Fernandez	Elvira	Administrative Associate	E
Flores	Lourdes	Accounts Payable Specialist	E
Franco	Rojelio	Pest Control Grounds Technician	E
Gaither	Laura	ISC Technician	D
Gallardo	David	ACS Lab Assistant	C
Gallegos	Ruben	Graduation Specialist	E
Gamez	Manuel	Student Services Assistant	C
Garay	Teresa	Library Assistant	E
Garcia	Aurea	Career & Transfer Services Specialist	E
Garcia	Carmen	Enrollment Services Specialist	E
Garcia	Laura	Senior Administrative Associate	F
Garcia	Lucia	Testing Services Specialist	D
Garcia	Manuel	Maintenance Worker I	B
Gaytan	Juan	Tuitions Assistant	E
Giner	Maria	Certification Specialist	E
Gomez	Esperanza	Senior Administrative Associate	F

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Gomez	Maribel	Grants Specialist	E
Gomez	Maria	Senior Administrative Associate	F
Gonzalez	Irma	Accounts Receivable Specialist	E
Gonzalez	Laura	PREP Lab Assistant III	E
Gonzalez	Sylvia	Administrative Associate	E
Guerra	Javier	Peace Officer I	D
Guerrero	Ana	Bursar Clerk	C
Gunnells	Patricia	Admissions Evaluation Assistant	D
Gutierrez	Claudia	Administrative Associate	E
Gutierrez	Ezequiel	Occupational Education Lab Assistant	D
Gutierrez	Henry	Peace Officer II	E
Gutierrez	Minerva	Administrative Associate	E
Gutierrez	Sandra	Administrative Office Assistant	C
Guzman-Jarnagin	Elvia	Senior Administrative Associate	F
Hall	John	Lab Assistant II	D
Hernandez	Andres	Peace Officer I	D
Hernandez	Bernice	Senior Administrative Associate	F
Hernandez	Leticia	Admissions Registration Assistant	D
Hernandez	Luz	Student Services Assistant	C
Hernandez	Maria	Administrative Associate	E
Hernandez	Patricia	Coordinator Scheduling	F
Hernandez Diaz	Jessica	Senior Administrative Associate	F
Herr	Adalberto	Peace Officer II	E
Herrera	Maria	Administrative Office Assistant	C
Herrera	Rafael	Maintenance Worker II	C
Hinojos	Norma	Senior Administrative Associate	F
Hoey	Sandra	Administrative Associate	E
Holguin	Rolando	Peace Officer I	D
Hunter	Juanita	Occupational Education Lab Assistant	D
Jackson	Sylvia	Admissions Registration Assistant	D
Jimenez	Maria	Senior Administrative Associate	F
Jones	Leticia	Administrative Associate	E
Juarez	Brenda	Financial Aid Specialist	E
Leon Guerrero	Maria	Specialist Financial Aid Veteran Affairs	E
Lerma	Marisela	Administrative Office Assistant	C
Leyva	Victor	ISC Technician	D
Linder	Renato	Campus Cashier	D
Loera	Guillermo	Budget Analyst	E
Loera	Mayela	Human Resources Specialist	E
Lopez	Caesar	Irrigation Specialist	E

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Lopez	Javier	Kinesiology Lab Assistant	C
Lopez	Yvonne	Library Assistant	E
Lozano	Rosa	Financial Aid Specialist	E
Lucero	Raul	Grounds Foreman	G
Lujan	Marisela	Administrative Associate	E
Lujan	Rose	Admissions Registration Assistant	D
Luna	Rebecca	Admissions Registration Assistant	D
Maese	Juanita	Financial Aid Specialist	E
Marin	Jose	ATC Lab Assistant	E
Marquez	Juana	Student Services Assistant	C
Marquez	Rosemary	Clerk	A
Martinez	Daniel	Campus Maintenance Technician	E
Martinez	Juana	Financial Aid Specialist	E
Martinez	Maria	Administrative Associate	E
Mata	Fernando	Curriculum Monitoring Assistant	E
McBroom	Kimberly	Campus Cashier	D
Medrano	Lilia	Admissions Registration Assistant	D
Mejia	Daniel	Testing Services Clerk	C
Moncayo	Sara	Media Scheduling Specialist	C
Montes	Astrid	Library Assistant	E
Mora	Pedro	Career & Transfer Services Specialist	E
Moreno	Margarita	Senior Administrative Associate	F
Muela	Lino	Maintenance Worker I	B
Muniz	Nancy	Administrative Associate	E
Munoz	Alma	Admissions Registration Assistant	D
Munoz	Maria	Administrative Associate	E
Navarro	Javier	Senior Construction Worker	F
Nervais	Martha	TV Production Technician	C
Noriega	Maria	Administrative Associate	E
Ocon	Mario	Maintenance Worker II	C
Olivas	Magdalena	ISC Technician	D
Ontiveros	Elizabeth	Purchasing Specialist	E
Ontiveros	Maria	Media Services Assistant	C
Orduno	Rosa	Occupational Education Lab Assistant	D
Ortega	Beatriz	Administrative Assistant	D
Ortega	Maria	Senior Administrative Associate	F
Ortiz	Jesus	Campus Maintenance Technician	E
Padilla	Roy	Peace Officer I	D
Paiz	Elinora	Registration Assistant	D
Pando	Rita	Financial Aid Assistant	D
Parra	Eva Leticia	Administrative Associate	E

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Perez	Antonio	Maintenance Worker I	B
Perkins	Jennifer	Employment Specialist	E
Porras	Karina	Testing Services Clerk	C
Powers	Elizabeth	Administrative Associate	E
Prieto	Anthony	Financial Aid Specialist	E
Pulido	Rosario	Student Services Assistant	C
Quezada	Reynaldo	Senior Carpenter	F
Quiroz	Beatriz	Administrative Associate	E
Quiroz	Sulamita	Human Resources Clerk	C
Ramirez	Angel	Coordinator Special Events and Moving	F
Ramirez	Araceli	Coordinator Financial Aid Student Loans	G
Ramirez	Donaciana	ISC Technician	D
Raygoza	Antonia	Purchasing Clerk	C
Resendez	Ana	Administrative Associate	E
Retana	Rebecca	Library Assistant	E
Rivera	Gilberto	HVAC Energy Management Specialist	F
Roberts	Luz	Student Advisor	D
Robles	Dolores	Student Services Assistant	C
Rodarte	Hugo	Media Services Assistant	C
Rodela	Gabriel	Admissions Registration Assistant	D
Rodriguez	Gilbert	ACS Lab Assistant	C
Rodriguez	Gilbert	CSD Testing Specialist	D
Rodriguez	Nivia	Shipping and Receiving Clerk	C
Rodriguez	Rosa	ACS Lab Assistant	C
Rojas	Carolina	Occupational Education Lab Assistant	D
Romero	Alma	Science Lab Assistant	E
Salas	John	Library Assistant	E
Salas	Leticia	Program Assistant	D
Salas	Norma	Admissions Registration Specialist DC ECHS	E
Salazar	Maria	Admissions Registration Assistant	D
Salcido	Ana	CE Registration Assistant	D
Saldana	Rosa	Senior Administrative Associate	F
Salomon-Tapia	Maria	Admissions Registrar Specialist DC ECHSP	E
San Roman	Armando	Peace Officer I	D
Sanchez	Irma	Admissions Registration Assistant	D
Sanchez	Saul	Maintenance Worker II	C
Sanchez	Veronica	Human Resources Clerk	C
Santacruz	Elva	Administrative Associate	E
Serna	Maria	Sign Language Interpreter	C
Silva	Guadalupe	Administrative Associate	E
Simmons	Robin	Administrative Associate	E

## Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Soto	Adalberto	Peace Officer II	E
Stroessel	Cecilia	ACS Lab Assistant	C
Sustaita	Silvia	ISC Technician	D
Terrones	Luz	Security Specialist	E
Torres-Guerra	Ariana	Student Services Assistant	C
Toynes	Deborah	Program Assistant	D
Valadez	Leticia	Admissions Registrar Specialist DC ECHSP	E
Valadez	Mario	Senior Painter	F
Varela	Elvia	Testing Services Clerk	C
Vasquez	Osvaldo	Peace Officer I	D
Villalpando	Veronica	Lab Assistant II	D
Yanez	Chrystabelle	Employment Specialist	E
Zarate	Maria	Supervisor Public Services	F
Zuniga	Erika	Financial Aid Specialist	E

## Professional Support One Year Contracts

NAME		TITLE	GRADE
Alarcon	Arlene	Manager Grants Management	E
Araujo	Juan	Technical Support Specialist	F
Bailey	Omar	Asst Director College Readiness & Assessment	E
Barcnas	Guadalupe	Assistant Director Veterans Affairs	E
Barquin	Caryl	Media Producer	E
Cabezuela	Zaide	Executive Office Manager	D
Cano	Marina	Campus Coordinator	B
Cervantes	Luis	Buyer	C
Chavez Montes	Patricia	Lab Facilities Supervisor	C
Cullen	Kris	Web Graphics Designer	I
Davila	Ida	Lab Facilities Supervisor	B
Davis	Diana	Manager Academic Resources	D
De La Rosa	Ismael	Marketing Specialist	C
Del Hierro	Claudia	Coordinator PE Activities Facilities	B
Diaz	Aaron	Construction Supervisor	E
Elizalde	Imelda	Research Analyst	C
Estrada-Munoz	Carlos	Systems Administrator	J
Fallah	Ramona	Accountant	C
Flores	Aaron	Webmaster	J
Flores	Christopher	Technical Support Specialist	F
Flores	Ivan	Safety Specialist	B
Franklin	Vernon	Assistant Director, Recruitment Services	E

## Professional Support One Year Contracts

NAME		TITLE	GRADE
Galindo-Castor	Veronica	Manager Student Services	C
Gallardo	Cherie	Program Manager	D
Garcia	Fernando	Photographer	C
Garcia	Robert	Associate Director Admissions & Registrar	F
Gardea	Nina	Academic Advisor	C
Garza	Christina	Campus Coordinator Testing Services	C
Gonzalez	Carlos	Associate Director Dual Credit ECHS	F
Gonzalez	Marlib	Assistant Director Student Lead Campus Life	D
Guadalajara	Erika	Technical Support Specialist	F
Guerrero	Francisco	Assistant Director NSO & Transition Programs	E
Guevara	Cassandra	Buyer	C
Gutierrez	Maria	Lab Manager	D
Hernandez	Raul	Campus Life Representative	B
Hernandez Ramirez	Jorge	Buyer	C
Herrera	Velma	Academic Advisor	C
Hicks	Barbara	Coordinator Instructional Testing	D
Lopez	Michelle	Lab Facilities Supervisor	B
Lopez	Rosa	Program Manager for Project HIGHER	D
Martinez	Ramon	Advanced Technology Center Lab Manager	D
Martinez-Lizarraga	Gregorio	Manager Instructional Service Center	D
Mata	Fernando	Educational Development Specialist	C
McHale	Sandra	Executive Office Manager	D
Mendoza-Miramontes	Veronica	Campus Coordinator Testing Services	C
Meza	Suamy	Manager Community Education Program	D
Minnich	Matthew	Forensics Speech Debate Coach	B
Moreno	Jaime	Campus Coordinator Testing Services	C
Moreno	Salvador	Manager Institutional Research	H
Nickerson	Jonathan	Manager Student Culinary Services	D
Pacheco	Elvia	Executive Office Manager	D
Palomino	Laura	Campus Coordinator Testing Services	C
Patino	Angelique	CSD Campus Coordinator	C
Payne	Pamela	Executive Assistant to the President & BOT	F
Rathbun	Lee	Research Analyst	C
Reyes	Fernando	Academic Advisor	C
Reyna-Fernandez	Teresa	Research Analyst	C
Rico	Tanya	Assistant Director Veterans Resource	D
Rivera	Pablo	Program Student Advisor	B
Robison	Isela	Manager Grants Management	E
Rodriguez	Sara	Lab Facilities Supervisor	B
Romero	Jesus	Technical Support Specialist	F

## Professional Support One Year Contracts

NAME		TITLE	GRADE
Saldivar	Elizabeth	Program Student Advisor	B
Samaniego	Roberto	Project Manager Construction Services	F
Santana	Sonia	Academic Advisor	C
Sepulveda	Liliana	Project Manager Construction Services	F
Sierra	Irene	Academic Advisor	C
Soucy	Julien	Head Baseball Coach	C
Tellez	Joy	Manager Data Payables	D
Teutli Palacio	David	Manager Student Services Information Systems	H
Topete	Clara	Campus Coordinator Testing Services	C
Vasquez	Lee	Coordinator, Diversity & Inclusions Programs	C
Viggers	Victoria	Associate Director, Employee Benefits	F
Viramontes	Raquel	Executive Office Manager	D
Webber	John	Coordinator CSD Support Services	C
Yanez	Marisel	Academic Advisor	C

## Professional Support Two Year Contracts

NAME		TITLE	GRADE
Arvizo	Martha	Assistant Director Enrollment Management	D
Banuelas	Israel	Coordinator Maintenance Services	C
Barrera	Alfonso	Senior Network Engineer	K
Bautista	Norma	Classification & Compensation Specialist	B
Brown	David	Lab Manager	D
Cabral de Amaya	Maria	Manager Student Services	C
Cabrera	Rafael	Network Specialist	H
Cadena	Luz	Manager Distance Education Programs	D
Carreno	Margarita	Manager HR Info Systems	H
Casavantes	Mariadel Carmen	Manager Workplace Literacy	D
Chavez	Dalila	Programmer Analyst	G
Corona	Gloria	Asst Dir Financial Aid Tech Svcs & Rptg	E
Dominguez	Mercedes	Manager Student Services	C
Elliott	Robert	Manager Grants Management	E
Flores	Lucina	Manager Language Institute	D
Flores	Luis	Graphic Designer	C
Gaines	Jackie	Senior Programmer Analyst	I
Garcia	Erick	Assistive Technology Specialist	C
Garcia	Martha	Lab Manager	D
Gil	Oscar	Manager Student Services	C
Gomez	Armando	Asst Director Comp Based Testing Systems	E
Gonzalez	Arturo	Manager Institutional Research	H
Gutierrez	Kathryn	Head Softball Coach	C



## Professional Support Two Year Contracts

NAME		TITLE	GRADE
Hajjar	Souraya	Manager Health Related Grants	F
Hamdan	Nasser	Information Technology Systems Manager	K
Harmon	William	Lab Facilities Supervisor	B
Hoefner	Lorraine	Manager Library Systems	J
Lara	Marco	Media Producer	E
Lawrence	Andrew	Tech Coord Distance Learning Support Srv	H
Lopez	Michelle	Lab Facilities Supervisor	B
Molina Torres	Carlos	Senior Programmer Analyst	I
Montero	Ernesto	Senior Programmer Analyst	I
Moreno	Salvador	Manager Institutional Research	H
Morgan	Charles	Manager Support Center	H
Morrow	Roberto	Senior Programmer Analyst	I
Ornelas	Alfredo	Senior Programmer Analyst	I
Perez	Gabriel	Academic Advisor	C
Prats	Luis	PREP Guidance Assistant	B
Ramirez	Elizabeth	Academic Advisor	C
Rivera	Pablo	Program Student Advisor	C
Rodriguez	Elizabeth	Technical Support Specialist II	G
Rosales	Laura	Manager Instructional Service Center	D
Schirmer	Denise	Research Analyst	C
Schirmer	Douglas	Information Technology Systems Manager	K
Silva	Ralph	Manager Institutional Research	H
Sotelo	Anita	Academic Advisor	C
Sweet	Deborah	Programmer Analyst	G
Taylor Houston	Michelle	Coordinator Special Events	C
Thurman	Olga	Manager Academic Resources	D
Urenda	Leticia	Manager Student Services	C
Urias	Norma	Associate Director Student Aid Programs	E
Vasquez	Edmundo	Database Administrator	J
Vazquez	Angeles	Manager Institutional Research	H
Woon	Lillian	Associate Comp Bursar Services	F

Exhibit 3.6  
Information Items  
(No Action Required)

Resignations:

**Carrizal-Dukes, Elvira**

Instructor  
Mass Communication  
08/31/19

**Chavez, Ernesto**

Campus Cashier  
Accounting Services  
08/08/19

**Clark, Marcia**

Instructor  
Speech  
07/19/19

**Guerrero, Eric**

Occupational Education Lab Assistant  
Automotive Technology  
08/02/19

**Lopez, Pamela**

Academic Advisor  
Early Alert Program  
08/08/19

**Webb, J. Kristin**

Instructor  
Nursing  
07/26/19

Retirements:

**De Leon, Fidel**

Instructor  
Foreign Language  
08/31/19

**Elenez, Candido**

Occupational Education Lab Assistant  
Automotive Technology  
08/31/19

**Endlich, Margaret**

Instructor  
Educational Psychology  
08/31/19

**Hinojo, Fernando**

Head Maintenance Worker  
Physical Plant  
08/31/19

**Konings-Dudin, Gertrude**

Instructor  
Biology  
08/31/19

**Lencyk, John**

Instructor  
English  
08/31/19

**Medrano, Maria**

Benefits Specialist  
Human Resources  
08/31/19

**Myers, Thomas**

Instructor  
Anthropology  
08/31/19

Exhibit 3.6  
Information Items  
(No Action Required)

Retirements (Cont.):

**Nava, Adolfo**

Instructor  
Information Technology  
08/31/19

**Oatley, Christopher**

Graphics Designer  
Curriculum Office  
08/31/19

**Peck, Sandra**

Instructor  
Reading  
08/31/19

**Salas, Cecilia**

Academic Computing Services Lab  
Assistant  
Academic Computing Services  
08/31/19

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the approval of a contract award to Dell Marketing LP for the district-wide purchase of computers.	<b>Amount (Not to Exceed):</b> \$1,064,400 <i>annually</i>												
<b>Requestor:</b> Marco Fernandez	<b>Area Responsible:</b> Information Technology												
<b>Resource Persons:</b> Jenny Girón, Marco Fernandez													
<p><b>Purpose:</b> To purchase up to 1,000 standard personal computers and up to 200 standardized engineering/CAD personal computers to replace outdated equipment throughout the District on an as-needed basis.</p> <p><b>Explanation:</b> Computers will be purchased, on an as-needed basis, to replace existing outdated computers or computers in need of repair throughout the District. The replaced computers will go through the District's normal review process for refurbishment.</p> <p>The number of personal computers needing replacement is based on an estimated maximum quantity per year. Each new computer will carry a three (3) year, next business day, on-site warranty. The specifications of the proposed computers are designed to be robust enough to accommodate Windows® 10.</p> <p>The following lists the computer systems based on standardized specifications established by Information Technology:</p> <table border="0"> <tr> <td>1. OptiPlex 5070 Small Form Factor- (Standard Computer)</td> <td>\$578</td> </tr> <tr> <td>Dell 22-inch P2219H Monitor</td> <td>120</td> </tr> <tr> <td>Total:</td> <td><b>\$698</b></td> </tr> </table> <p>Note: Total cost for a standard computer with dual monitors is \$818.</p> <table border="0"> <tr> <td>2. OptiPlex 5070- (Engineering/CAD Computer with high-performance standardized specifications)</td> <td>\$992</td> </tr> <tr> <td>Dell 22-inch Monitor</td> <td>120</td> </tr> <tr> <td>Total:</td> <td><b>\$1,112</b></td> </tr> </table> <p>Note: Total cost for engineering/CAD computer with dual monitors is \$1,232.</p> <p>The <i>not to exceed</i> amount above is taking into consideration the dual monitor configurations, as the <i>highest-cost</i> scenario.</p> <p>The contract award will be for an initial period of one (1) year, with an option to renew on an annual basis for two (2) additional years, upon satisfactory vendor performance and administrative approval, for a potential maximum contract term of three (3) years.</p> <p>This purchase will be conducted using the State of Texas Department of Information Resources contract DIR-TSO-3763, as allowed by the Information Resources Act, Texas Government Code Section 2054.0565 (b). Such contacts are competitively awarded.</p> <p>Funding is provided by each individual departmental budget and the Technology fund.</p>		1. OptiPlex 5070 Small Form Factor- (Standard Computer)	\$578	Dell 22-inch P2219H Monitor	120	Total:	<b>\$698</b>	2. OptiPlex 5070- (Engineering/CAD Computer with high-performance standardized specifications)	\$992	Dell 22-inch Monitor	120	Total:	<b>\$1,112</b>
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2. OptiPlex 5070- (Engineering/CAD Computer with high-performance standardized specifications)	\$992												
Dell 22-inch Monitor	120												
Total:	<b>\$1,112</b>												
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b> Dell Marketing LP 1 Dell Way, Mail Shop 8129 Round Rock, TX 78682</p>													

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b>	Discussion and action on the approval of a contract award to USI Southwest, Inc. for commercial property; automobile; crime; and general, educators' legal liability, law enforcement, cyber security, and school crisis liability insurance.	<b>Amount (Not to Exceed):</b> \$614,630												
<b>Requestor:</b>	Ruben Gallardo	<b>Area Responsible:</b> Purchasing & Contract Management												
<b>Resource Persons:</b> Josette Shaughnessy, Ruben Gallardo														
<p><b>Purpose:</b> Approval of a one (1) year contract award for district-wide insurance for the period of September 1, 2019 through August 31, 2020.</p> <p><b>Explanation:</b> Approval of this item will continue to provide insurance coverage district-wide. Chapter 791 of the Texas Government Code allows for certain Interlocal agreements, including those for certain insurance coverage and reinsurance of such coverage. The District entered into an Interlocal Agreement with the Texas Public Entity Group with the approval of the Board of Trustees on September 9, 2009. The property, automobile, and crime coverage would be provided by Travelers Insurance through this Interlocal agreement.</p> <p>On July 14, 2017, the District issued Request for Proposals RFP #17-021 for general, educators' legal liability, law enforcement liability, cyber security liability and school crisis liability insurance. The Board approved a contract through this process on August 23, 2017. Through this process, Travelers Insurance would provide the general liability, law enforcement liability and cyber liability insurance; Stratford Insurance would provide the educators' legal liability insurance, and XL Specialty Crisis Management would provide the school crisis liability insurance.</p> <p>The Interlocal Agreement and RFP #17-021, both mentioned above, allow for the contracting of these services based on Texas Government Code 791 and Education Code 44.031, respectively. All of these policies would be one (1) year policies.</p> <p>The District experienced an increase in premiums this past year due in part to the addition of a new classroom and lab building at its Transmountain Campus, a new Transportation Training Center at its Valle Verde Campus, and the acquisition of new property on the corner of Yandell Drive and El Paso Street. This item requests that in addition to the newly-quoted premium, a contingency amount of \$40,000 be approved to insure the new buildings expected to come on-line during the policy period at the Northwest, Valle Verde and Mission Del Paso Campuses.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Travelers Insurance (property, automobile, and crime insurance through the Interlocal Agreement; and general, law enforcement and cyber liability insurance through RFP #17-021)</td> <td style="width: 30%; text-align: right;">\$418,748</td> </tr> <tr> <td>Stratford Insurance (educators' legal liability insurance through RFP #17-021)</td> <td style="text-align: right;">148,365</td> </tr> <tr> <td>XL Specialty Crisis Management (school crisis liability insurance through RFP #17-021)</td> <td style="text-align: right;"><u>7,517</u></td> </tr> <tr> <td style="text-align: right;"><b>Total Premium</b></td> <td style="text-align: right;"><b>574,630</b></td> </tr> <tr> <td>Anticipated increase during the policy period, due to new buildings</td> <td style="text-align: right;"><u>40,000</u></td> </tr> <tr> <td style="text-align: right;"><b>Total Amount Requested</b></td> <td style="text-align: right;"><b>\$614,630</b></td> </tr> </table>			Travelers Insurance (property, automobile, and crime insurance through the Interlocal Agreement; and general, law enforcement and cyber liability insurance through RFP #17-021)	\$418,748	Stratford Insurance (educators' legal liability insurance through RFP #17-021)	148,365	XL Specialty Crisis Management (school crisis liability insurance through RFP #17-021)	<u>7,517</u>	<b>Total Premium</b>	<b>574,630</b>	Anticipated increase during the policy period, due to new buildings	<u>40,000</u>	<b>Total Amount Requested</b>	<b>\$614,630</b>
Travelers Insurance (property, automobile, and crime insurance through the Interlocal Agreement; and general, law enforcement and cyber liability insurance through RFP #17-021)	\$418,748													
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Anticipated increase during the policy period, due to new buildings	<u>40,000</u>													
<b>Total Amount Requested</b>	<b>\$614,630</b>													
<p>Funding is provided by the Insurance Property Account.</p> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p style="margin-left: 40px;"><b>Vendor:</b> USI Southwest, Inc. 2505 E Missouri El Paso, TX 79903</p>														

Date:	09/01/19
Account:	11000-77002
Budget:	\$797,410
Expenditures to date:	-0-
Balance:	\$797,410

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the sole source procurement of advertising services from various radio stations for fiscal year 2019-2020.	<b>Amount (Not to Exceed):</b> \$200,000 <i>(Annual aggregate)</i>																				
<b>Requestor:</b> Jim Heiney	<b>Area Responsible:</b> Marketing & Community Relations																				
<b>Resource Persons:</b> Keri Moe, Jim Heiney																					
<p><b>Purpose:</b> Approval to award contracts for College advertising to various radio stations for fiscal year 2019-2020.</p> <p><b>Explanation:</b> Radio stations define their audience by age, gender, income, and education in creating the station's format. The radio station formats reach EPCC's diverse targeted audiences.</p> <p><u>El Paso Radio Stations and Formats:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">KLAQ 95.5 (Album Oriented Rock)</td> <td style="width: 50%;">KYSE 94.7 (Nortena, Grupera)</td> </tr> <tr> <td>KSII 93.1 (Hot Contemporary Adult)</td> <td>KOFX 92.3 (Classic Hits)</td> </tr> <tr> <td>KROD 600 AM (Sports Talk Radio)</td> <td>XHTO 104.3 (Contemporary Hits)</td> </tr> <tr> <td>KPRR 102.1 (Contemporary Hit Rhythmic)</td> <td>XHEM 103.5 (Mexican Regional)</td> </tr> <tr> <td>KTSM 99.9 (Soft Adult Contemporary)</td> <td>XHIM 105.1 (Spanish Contemporary Hits)</td> </tr> <tr> <td>KHEY 96.3 (Country)</td> <td>KBNA 97.5 (Spanish Regional)</td> </tr> <tr> <td>KINT 93.9 (Regional/Contemporary)</td> <td>XHPX 98.3 (Spanish Contemporary Hits)</td> </tr> </table> <p>The radio stations listed below are sole source providers due to individual proprietary broadcasting rights. Sole source letters follow this item.</p> <p>Funding is provided by the Marketing &amp; Community Relations budget and other College departments.</p> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendors:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">           Townsquare Media, LLC            4180 N. Mesa            El Paso, TX 79902            KLAQ KSII KROD (600 ESPN)         </td> <td style="width: 50%;">           iHeart MEDIA            4045 N. Mesa            El Paso, TX 79902            KPRR KTSM KHEY KPRR-2         </td> </tr> <tr> <td>           Entravision Communications            5426 N. Mesa            El Paso, TX 79912            KINT KYSE KOFX         </td> <td>           MVS/EXA Radio            5862 Cromo            Suite 151            El Paso, TX 79912            XHPX         </td> </tr> <tr> <td colspan="2">           Southern Radio/Grupo Radio Centro            2100 Trawood            El Paso, TX 79935            XHTO XHEM KBNA         </td> </tr> </table>		KLAQ 95.5 (Album Oriented Rock)	KYSE 94.7 (Nortena, Grupera)	KSII 93.1 (Hot Contemporary Adult)	KOFX 92.3 (Classic Hits)	KROD 600 AM (Sports Talk Radio)	XHTO 104.3 (Contemporary Hits)	KPRR 102.1 (Contemporary Hit Rhythmic)	XHEM 103.5 (Mexican Regional)	KTSM 99.9 (Soft Adult Contemporary)	XHIM 105.1 (Spanish Contemporary Hits)	KHEY 96.3 (Country)	KBNA 97.5 (Spanish Regional)	KINT 93.9 (Regional/Contemporary)	XHPX 98.3 (Spanish Contemporary Hits)	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-2	Entravision Communications 5426 N. Mesa El Paso, TX 79912 KINT KYSE KOFX	MVS/EXA Radio 5862 Cromo Suite 151 El Paso, TX 79912 XHPX	Southern Radio/Grupo Radio Centro 2100 Trawood El Paso, TX 79935 XHTO XHEM KBNA	
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Date:	09/01/19
Account:	11000-14001
Budget:	\$309,692
Expenditures to date:	-0-
Balance:	\$309,692



# MEMORANDUM

**TO:** Ruben Gallardo, Director, Purchasing & Contract Management

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

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

**DATE:** August 6, 2019

**SUBJECT:** LOCAL RADIO STATIONS AS SOLE SOURCES

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The purpose of this memo is to validate the reasons for 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. Therefore, to support 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' age and how they choose to listen to their music (i.e. radio, car, satellite, computer streaming). Based on the information, EPCC advertises on each local station based 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.

**Formats of 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-2 93.5 (Classic Hip Hop)
- **Entravision Communications**
  - KINT 93.9 FM (Regional Contemporary)
  - KYSE 94.7 FM (Norteña, Grupera)
  - KOFX 92.3 FM (Classics)
- **Southern Radio**
  - XHTO 104.3 (Contemporary Hits)
  - XHEM 103.5 (Mexican Regional)
  - XHIM 105.1 (Spanish Contemporary Hits)
  - KBNA 97.5 (Spanish Regional)
- **MVS/EXA Radio**
  - XHPX EXA 98.3 FM (Spanish Contemporary Hits)





Date: June 24, 2019

To: Jim Heiney  
El Paso Community College

From: Jack Quarles

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's and 600 ESPN El Paso pursuant to license issued by the Federal Communications Commission. Townsquare Media, LLC holds and retains any 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 this 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 Sport's Talk Radio Format targeting Men 18+ with National programs like Mike and Mike, Scott Van Pelt, and Colin Cowherd and live local broadcasts with Steve Kaplowitz and Sport's Talk 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 The El Paso Downtown Street Festival, KLAQ BBQ, El Paso Mexican Food Fiesta, Back to School Expo, and many more.

Townsquare Interactive, LLC and all aspects of interactive services, including website design, Facebook and Twitter 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 .

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



July 1<sup>st</sup>, 2019  
 Purchasing Department  
 El Paso Community College  
 PO Box 20500  
 El Paso, Texas 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 and broadcasting programming content. Historically, EPCC has relied on the iHeartMedia El Paso station cluster to provide advertising campaigns on our three different radio stations with three 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, whose strength is reaching an audience of ages 18 to 34 and a general audience of people ages 12+. The station is ranked #3 in the Nielsen Rankings, reaching 173,200 listeners in the general audience of people ages 12+ demographic as well as the ages 18 to 34 demographic, reaching 82,300 weekly listeners.
- KHEY FM – The only country station in town, 96.3 KHEY Country's format is exclusive to iHeartMedia in El Paso. The format is comprised of country hits from the 80s, 90s, and the new millennium. The Bobby Bones morning show has a strong millennial audience following. The station is ranked #6 in the Nielsen Rankings, reaching 91,700 weekly listeners 12+ and #4 in the ages 18 to 34 demographic, reaching 32,800 weekly listeners.
- KTSM FM – Sunny 99.9's format is referred to as a Soft Adult Contemporary Radio Format (Mainstream AC) whose strength is reaching the ages 25 to 54 audience. The format is comprised of soft rock hits from the 80s, 90s, and the new millennium. The station is tied for second place in the Nielsen Rankings, reaching 148,100 people weekly in the general audience demographic of people 12+ and #6 in the ages 18 to 34 demographic, reaching 40,600 weekly listeners.
- Fort Bliss –iHeartMedia El Paso stations have consistently been ranked in the Fort Bliss Top 10. The top three iHeartMedia stations reach over 165,500 listeners collectively, in the El Paso Market every week. This level of cumulative reach is unsurpassed by any other single media company in the El Paso metro market. Moreover, the El Paso Community College population is more than likely ages 18-34 a top demographic for our stations.

For any questions contact Director of Sales Manny Rodriguez at (915)351-5441 or by email at [MannyRodriguez@iheartmedia.com](mailto:MannyRodriguez@iheartmedia.com)

Sincerely,

 7/1/19

---

Manny Rodriguez- SVP Sales





June 26, 2019

Director of Purchasing & Contract Management  
El Paso Community College  
9050 Viscount Blvd.  
El Paso, Texas 79925

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 65 Unimas, KINT-FM 93.9 (La Suavecita), KYSE-FM 94.7 (La TriColor), KOFX-FM 92.3 (The Fox), & KSVE-AM 1650 (ESPN Deportes) 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, 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 (ROI) Return on Investment. 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 Adults 18-64 English and Spanish language consumers. The average TSL (time spent listening) for Radio ranks #1 in Texas with the average TSL about 4 hours daily.

- Each week KOFX FM **reaches over 54 ,000 target persons 18-49** with an average TSL of over 6 hours.
- Each week KINT FM **reaches over 25,000 target persons 18-49** with an average TSL of over 5 hours.
- Each week KYSE FM **reaches over 32,000 target persons 18-49** with an average TSL of over 6 hours.

95% of Hispanics in the El Paso DMA speak Spanish at home and 74% of this group is bilingual.

- Each week Univision KINT-TV and Unimás KTFN-TV **reach over 221,000 persons 18-49** regardless of language.
- 55% Never watch English television
- Number one ranking for early and late local newscasts in Adults 18-49.
- Latinos 18-34 represent 95% of El Paso's growth.
- 45% of Spanish dominant Latinos watch 1-4 hours per day.

(Source: Nielsen, El Paso (Las Cruces) DMA, Feb. 2019 Live+SD ratings, Mon-Sun 5A-12A TP averages)

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 dominating the El Paso DMA.

Univision KINT-TV, and Unimas 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.

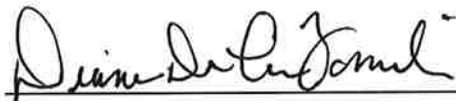
Along with the steadfast support of its advisory board and longstanding partners the Bill & Melinda Gates Foundation, the U.S. Department of Education, and other educators and civic and community leaders.

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  
Vice President/General Manager  
Entravision Communications



Pat Miller  
Integrated Marketing Solutions Consultant  
Entravision Communications



Entravision Communications  
5426 N. Mesa El Paso, Texas 79912  
915-581-1126





June 27, 2019

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 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 persons 18-34 and 18-49. These particular demographics are one of the strongest as far as buying power and taking action after listening a particular ad on radio. Some of our highest rated shows in this demographic are Por el Placer de Vivir con el Dr. Cesar Lozano, Regrexa and El Wey Cup.

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

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

Sincerely,

  
Manuel Saturno  
General Manager  
Assistant Secretary of the Board

**MVS INTERNATIONAL CORP.**  
5862 Cromo Suite 151, El Paso, Tx. 79912  
T. (915) 231-5500 F. (915) 613-5487

(Exhibit 4.3.9)

08/28/19



2100 Trawood Dr., El Paso TX 79935  
915-542-2969 915-542-2958 Fax

June 25, 2019

Purchasing Department  
El Paso Community College  
El Paso, TX

Southern Radio, Inc./Grupo Radio Centro, TX, LLC is the sole proprietor of broadcasting rights to XHTO FM pursuant to license issued by the Federal Communications Commission. Southern Radio, Inc./Grupo Radio Centro TX, LLC is also the exclusive sales representative for XHEM FM, XHEPR FM and KBNA FM. Southern Radio, Inc./Grupo Radio Centro TX, LLC is locally owned and operated.

Southern Radio, Inc./ Grupo Radio Centro TX, 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 prime demographic is 18–34 years of age. Hit FM is consistently highly ranked by Nielsen in the El Paso listening area which includes El Paso, Las Cruces and Juarez.

La KeBuena (KBNA-FM) airs Mexican Regional Music. La KeBuena's (KBNA) prime demographic is 18-49 years of age. La KeBuena (KBNA) is one of the top Hispanic stations in the El Paso Market.

We also have KAMA 750 AM which offers community service programs to the El Paso/Las Cruces area. The doors are open to El Paso Community College for PSA interviews.

All programming for HitFM (XHTO) and La KeBuena (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.

Southern Radio, Inc/Grupo Radio Centro TX, LLC. is also the exclusive sales representative for the following stations:

La Zeta (XHEM FM) airs Mexican Regional music. La Zeta's prime demographic is 21 – 49 year of age. La Zeta is consistently ranked among the top 3 by Arbitron in the El Paso market.

Planeta (XHEPR FM) airs Spanish Adult Contemporary Hit Radio music. Their demographic is 18-49 year of age.

We continually strive to be at the forefront in meeting our advertisers and listeners needs. Southern Radio, Inc./Grupo Radio Centro TX, 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  
Business Manager  
Secretary for the Corporation

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the sole source procurement of advertising services from various TV stations for fiscal year 2019-2020.	<b>Amount (Not to Exceed):</b> \$180,000 <i>(Annual aggregate)</i>						
<b>Requestor:</b> Jim Heiney	<b>Area Responsible:</b> Marketing & Community Relations						
<b>Resource Persons:</b> Keri Moe, Jim Heiney							
<p><b>Purpose:</b> Approval to award contracts for College advertising to various TV stations for fiscal year 2019-2020.</p> <p><b>Explanation:</b> In supporting the District's mission, it is critical that EPCC is easily recognized in the community as the leading educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to reach a diverse target audience.</p> <p>Each television affiliate 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 income. 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 other target demographics 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.</p> <p>The TV stations listed below are sole source providers due to individual proprietary broadcasting rights. Sole source letters follow this item.</p> <p>Funding is provided by the Marketing &amp; Community Relations budget and other College departments.</p> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendors:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           KVIA/CW            4140 Rio Bravo            El Paso, TX 79902         </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;">           KTDO            10033 Carnegie            El Paso, TX 79925         </td> </tr> <tr> <td style="vertical-align: top;">           Entravision Communications            KINT            5426 N. Mesa            El Paso, TX 79912         </td> <td style="vertical-align: top;">           Spectrum Reach            1155 Westmoreland            Suite 115            El Paso, TX 79925         </td> </tr> </table>		KVIA/CW 4140 Rio Bravo El Paso, TX 79902	KTSM 3801 Constitution El Paso, TX 79922	KFOX/KDBC 200 S. Alto Mesa El Paso, TX 79912	KTDO 10033 Carnegie El Paso, TX 79925	Entravision Communications KINT 5426 N. Mesa El Paso, TX 79912	Spectrum Reach 1155 Westmoreland Suite 115 El Paso, TX 79925
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Entravision Communications KINT 5426 N. Mesa El Paso, TX 79912	Spectrum Reach 1155 Westmoreland Suite 115 El Paso, TX 79925						

Date:	<u>09/01/19</u>
Account:	<u>11000-14001</u>
Budget:	<u>\$309,692</u>
Expenditures to date:	<u>-0-</u>
Balance:	<u>\$309,692</u>





# MEMORANDUM

**TO:** Ruben Gallardo, Director, Purchasing & Contract Management

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

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

**DATE:** August 6, 2019

**SUBJECT:** LOCAL TV STATIONS AS SOLE SOURCES

---

The purpose of this memo is to validate the reasons for using 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 publicize messages in order to reach diverse target audiences.

Each television affiliate 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 income. 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 other target demographics 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 the age, gender, ethnicity, and income that EPCC targets:

- KVIA-TV, Channel 7.1-ABC affiliate and Channel 7.2-CW affiliate

(Exhibit 4.4.2)

08/28/19

- 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



June 25, 2019

To Whom It May Concern:

This is to confirm that KVIA-TV/ABC 7 is the sole source provider for advertising on the ABC network in the El Paso/Las Cruces market. KVIA strives to select quality primetime and syndicated programming that we know will deliver the needed results for advertisers in the El Paso/Las Cruces area. Specifically, KVIA leads the market in reaching the Women 25-54 demographic. This demographic has the most significant impact as far as buying power and taking action after seeing a particular ad 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 & Ryan, Dancing With the Stars, The Good Doctor 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 strives to capture the largest audiences from 4:30 Monday morning until 11:00 Sunday night. With the longest standing news anchor in the market, more viewers have selected KVIA as their news and entertainment station, including Hispanics and military personnel, than any other station in the market.

EPCC students and potential students are drawn to the CW, where superheroes reign like: Arrow, Supergirl and The Flash and are being joined this fall by Batwoman! There are also the incredible viewer favorites: Riverdale, Supernatural and coming this fall Nancy Drew! The CW also airs tried and true syndicated programs like Seinfeld, Friends, Mike & Molly and the Goldberg's. There is something for everyone to watch on NVIA's CW!

To serve the Spanish speaking community in our area we provide Azteca America as a compelling Spanish entertainment choice and opportunity for local advertisers to reach potential Spanish speaking customers.

The El Paso/Las Cruces market covers West Texas, Southern New Mexico and Ciudad Juarez, Mexico. There are 338,770 homes with TV's 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 be happy to show you.

Thank you for your business!

Respectfully,

A handwritten signature in blue ink, appearing to read "Tim Hannan".

Tim Hannan  
News Press Gazette  
Executive Vice-President/Chief Financial Officer



July 2, 2019

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 Group, 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, 7pm, 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,

A handwritten signature in black ink, appearing to read 'David Candelaria', with a long horizontal flourish extending to the right.

David Candelaria  
Vice President and General Manager



Attn: Purchasing Department

Sinclair Broadcast Group

El Paso Community College

7/15/19

P.O.Box 20500

El Paso, 79998

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 Resident", "Empire", "The Four", 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. 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 Universities, Technical and Secondary Schools.

\*ComScore Research shows 82% of KFOX viewers are Hispanic with 65% that speak more English and Spanish and 15% who 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 competitor's, KFOX's *Coverage You Can Count On* can be found on-air, online, on your phone, and on popular social networking sites Facebook and Twitter. KDBC has "critically acclaimed programming" such as 60 Minutes, CBS Evening News, NCIS, Blue Bloods, etc. And I would highlight sports – home of SEC college football, March Madness, NFL (AFC).

If you desire additional information, please don't hesitate to call me at 915-834-2102

Matt Kaplowitz-Vice President/ Station Manager





KTDO Telemundo 48  
10033 Carnegie, El Paso, TX 79925

## Overview

Telemundo 48 / KTDO is Telemundo's local owned television station serving Spanish-language viewers in El Paso TX, Las Cruces NM and Juarez MX. 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](http://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

Lorena Castañeda is Station Manager/ Vice President of Sales for Telemundo 48 El Paso. In this role, Castañeda is responsible for the overall management of the station's broadcast, digital, sales, marketing, finance and community affairs operations. Access Castañeda's full bio [here](#).

## Programming

Telemundo 48 delivers its audiences ten hours of live, locally produced news each week across all platforms. KTDO's local newscasts "Noticiero 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](http://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](#) and [Twitter](#).

Lorena Castañeda

A handwritten signature in black ink, appearing to read 'Lorena Castañeda', written over a horizontal line.

Vice-President of Sales/ Station Manager  
KTDO Telemundo EL Paso

Date

7/9/19



June 26, 2019

Director of Purchasing & Contract Management  
El Paso Community College  
9050 Viscount Blvd.  
El Paso, Texas 79925

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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  
Vice President/General Manager  
Entravision Communications



Pat Miller  
Integrated Marketing Solutions Consultant  
Entravision Communications



Entravision Communications  
5426 N. Mesa El Paso, Texas 79912  
915-581-1126





June 28, 2019  
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 338,770 as stated by Nielsen Media 2019 DMA Rankings. Spectrum Cable subscribers, combined with AT&T U-Verse and Comcast subscribers total 114,727. In addition, we added another 63,572 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 53 percent female and 47 percent male. 28 percent of Cable subscribers, are fluent in speaking Spanish; however, 34 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 contextual and behavioral targeting. We also have the capabilities to insert in our television app making it easier to reach millenials 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"

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


## FINANCIAL SERVICES ABSTRACT


<b>Item(s) to be Considered:</b> Discussion and action on the sole source procurement of advertising services from several publication vendors for fiscal year 2019-2020.	<b>Amount (Not to Exceed):</b> \$150,000 <i>(Annual aggregate)</i>						
<b>Requestor:</b> Jim Heiney	<b>Area Responsible:</b> Marketing & Community Relations						
<b>Resource Persons:</b> Keri Moe, Jim Heiney, Ruben Gallardo, Andrew Peña							
<b>Purpose:</b> Approval of expenditures for district-wide advertising services with several publication vendors for fiscal year 2019-2020.							
<b>Explanation:</b> 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 student registration respectively from the following publication vendors.  The publication vendors listed below are sole sources. They each offer news to unique demographic audiences. The Marketing & Community Relations department advertises to specific target audiences by analyzing how certain audiences consume their news. The vendors listed below serve the target audiences that support the College's mission and goals.  Advertising services will be provided for fiscal year 2019-2020 with a total annual aggregate amount not to exceed \$150,000.  Sole source letters follow this item.  Funding is provided by each individual departmental budget.							
<b>Recommendation:</b> Approval by the Board of Trustees.							
<b>Vendors:</b> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;">           El Paso Inc./El Paso Kids Inc            120 Porfirio Diaz St.            El Paso, TX 79998-0500         </td> <td style="vertical-align: top; width: 50%;">           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;">           Cristo Rey Communications            El Paso Scene            P.O. Box 13615            El Paso, TX 79913         </td> </tr> <tr> <td colspan="2" style="vertical-align: top;">           Marksman Media LLC            Spotlight EP News            11385 James Watt Ste. B-12            El Paso, TX 79936         </td> </tr> </table>		El Paso Inc./El Paso Kids Inc 120 Porfirio Diaz St. El Paso, TX 79998-0500	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	Cristo Rey Communications El Paso Scene P.O. Box 13615 El Paso, TX 79913	Marksman Media LLC Spotlight EP News 11385 James Watt Ste. B-12 El Paso, TX 79936	
El Paso Inc./El Paso Kids Inc 120 Porfirio Diaz St. El Paso, TX 79998-0500	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	Cristo Rey Communications El Paso Scene P.O. Box 13615 El Paso, TX 79913						
Marksman Media LLC Spotlight EP News 11385 James Watt Ste. B-12 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:** August 6, 2019

**SUBJECT:** LOCAL PUBLICATIONS AS SOLE SOURCES

The purpose of this memo is to validate the reasons for 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 District's goals, various media advertising is needed to publicize messages in order to reach diverse target audiences.

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)
- Marksman Media LLC: Spotlight EP News (Features)
- Cristo Rey Communications: El Paso Scene (Entertainment)

The Marketing Department also asks the Board to allow flexibility to advertise in other smaller community publications, not spending over \$10,000 per vendor, and on an as-needed basis as determined by the Marketing Director.

June 24, 2019

El Paso Community College  
 P.O. Box 20500  
 El Paso, Texas 79998-0500  
 Attn: Joyce Cordell

**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. 23 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.

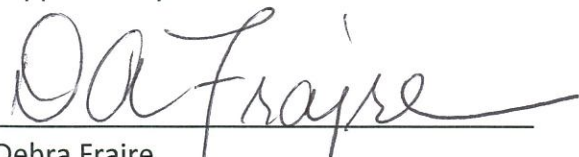
**El Paso Inc Magazine** A local high-gloss quarterly magazine devoted to telling the stories of the people, places and experiences that make El Paso a dynamic place to live. A lifestyle magazine that builds on the strengths of the business journal – outstanding writing and reporting, insights you can't get anywhere else. Will target the mature adult and their families with enormous buying Power. Demographics 45 plus. Circulation 15,000 Mailed to 10,000 selected households based on age & income \$75,000.

**El Paso Kids Inc** is the only free publication that publishes 3 times a year Fall, Spring and Summer. Targets K – 5<sup>th</sup>, their parents, teachers and school administration. The only publication who partners with EPISD, YISD, SISD and the Parks and Recreation Departments. A publication where you could obtain school news, city programs and other topics that will interest both Parents, Teachers and children. 88,000 circulation per Issue.

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All publications are locally owned.

I appreciate your consideration and look forward working with you.



Debra Fraire

Secretary of the Board



**PASO DEL NORTE PUBLISHING**

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

June 25, 2019.

Dear Purchasing Department:

RE: Sole Source Letter

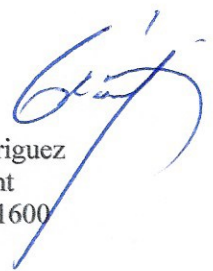
El Diario de El Paso is the only daily Hispanic newspaper in El Paso, TX. El Diario de El Paso reaches the El Paso Hispanic market, surrounding El Paso County Communities and Las Cruces, New México. El Diario de El Paso is paid daily publication, targeting the Hispanic market, 19 years of age up demographics. Our daily circulation, Monday thru Saturday is 20,147 and Sunday circulation 22,764.

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 75,626, and 76,277. El Diario de Juarez has been in business for 42 years.

El Diario de Chihuahua has daily circulation, Monday thru Saturday 26,515 and on Sundays 29,039. El Diario de Chihuahua has been in business for 32 years.

We appreciate very much the partnership that we have shared over the past 10 years and hope to continue this partnership for many years to come.

Sincerely,



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

1801 Texas Ave., El Paso, Texas 79901 · (915) 838-1600 · (800)956-9009 · Fax (915) 225-1431 · [www.diariousa.com](http://www.diariousa.com)





7717 Lockheed Drive, Ste. A  
El Paso, TX 79925

(915) 772-0934  
Fax (915) 772-1594

ads@lavenpublishing.com  
www.lavenpublishing.com

06.24.19

**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 34 years. We publish and sell advertising for the Fort Bliss newspaper, the Fort Bliss Bugle, the Fort Bliss Map and Directory and the US edition of the Stars & Stripes newspaper.

We are the only authorized seller of advertising space in these official Fort Bliss publications.

Thank you.

**Susan Laven**  
President  
Laven Publishing Group  
7717 Lockheed Drive, Ste. A  
El Paso TX, 79925  
O 915-772-0934 ext. 21  
F 915-772-1594



135  
*Your monthly guide to community  
entertainment, recreation and culture*

**Randy Limbird, Editor & Publisher**

P.O. Box 13615  
El Paso, Texas 79913

(915) 542-1422  
FAX: (915) 542-4292

**www.epscene.com**

email: [randy@epscene.com](mailto:randy@epscene.com)

June 24, 2019

Jim Heiney  
El Paso Community College  
Interim Director of Marketing  
and Community Relations  
9050 Viscount Blvd., A 100  
El Paso, Texas 79925

Dear Jim,

This is in response to your request about our company's unique services. Here's a summary of why El Paso Scene is a unique advertising medium in the El Paso region:

- El Paso Scene is a free monthly publication with about 40,000 copies printed and distributed throughout the El Paso region. There is no other monthly publication that offer this quantity and breadth of distribution. In fact, our monthly press run is the largest single press run of any daily, weekly or monthly publication in the market.
- El Paso Scene is devoted to community entertainment, recreation and culture, from festivals to book clubs, symphony performances to rock concerts, sporting events to art galleries and museums, etc. Our editorial content sets us apart from any other specialty publication.
- El Paso Scene was established in 1993 and will mark its 26th anniversary this summer. No other general interest free publication has been around as long. We have printed every month as scheduled for all 26 years.
- El Paso Scene is an entirely local publication. There is not one word of syndicated content. Every item concerns the local community.

I hope this addresses your request. I am the sole owner of Cristo Rey Communications, which also does business as El Paso Scene. If you need anything else, let me know. Thanks!

Sincerely,

A handwritten signature in blue ink that reads "Randy Limbird". The signature is fluid and cursive, with the first name "Randy" being more prominent than the last name "Limbird".

Randy Limbird  
Owner & Sole Proprietor  
Cristo Rey Communications  
Publishers of El Paso Scene





E.P. MASS MEDIA ADVERTISING INC.

To: EPCC Media Buyer  
From: SPOTLIGHT EP NEWS  
DATE: June 24, 2019  
SUBJECT: PROFILE

SPOTLIGHT EP NEWS is the only **Free** publication in El Paso of its kind.  
It has served the El Paso/Fort Bliss community for 19 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](http://www.spotlightepnews.com)

SPOTLIGHT EP NEWS is published by Mass Media advertising Inc

Orlando Rodriguez.....President / Publisher

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11385 James Watt. Suite B-12 • El Paso, Tx 79936  
Ph(915) 595 2492 • [media@massmediaadvertising.com](mailto:media@massmediaadvertising.com)

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b>	Discussion and action on the approval to award a contract with Spectrum Paper Co., Inc. to provide copy paper for the Instructional Service Centers and Academic Computing Services Labs for the fiscal year 2019-2020.	<b>Amount (Not to Exceed):</b> \$130,000
<b>Requestor(s):</b> Jenny Girón, Juan Flores	<b>Area Responsible:</b> Academic Computing Services, Auxiliary Services	
<b>Resource Persons:</b> Jenny Girón, Josette Shaughnessy, Fernando Flores, Juan Flores		
<b>Purpose:</b>	To approve a contract award for the purchase of copy paper for each one of the five (5) Instructional Service Centers (ISCs) and the six (6) Academic Computing Services (ACS) Labs for the fiscal year 2019-2020.	
<b>Explanation:</b>	<p>The Instructional Service Centers (ISCs) are major facilities for instructional support. In addition to photocopying, they provide word processing services, binding services, message center/answering services, mail distribution, and fax services, as well as the distribution of supplies to faculty and staff. The paper will be utilized by the ISCs for daily operation and available to district users outside the centers, on a charge-back basis.</p> <p>The Academic Computing Services Labs (ACS) are open computer labs with several computer classrooms clustered around the labs. Students are supplied with the paper by the ACS Department for printing during the academic year.</p> <p>This purchase will be conducted through the purchasing cooperative Region 19 #15-7179, as allowed by the Texas Education Code 44.031 (a); and the provisions of Texas Government Code, Chapter 791 - Interlocal Cooperation Contracts. This contract has been competitively awarded.</p> <p>Funding is provided by the Instructional Service Centers and Academic Computing Services Labs operating budgets.</p>	
<b>Recommendation:</b>	Approval by the Board of Trustees.	
<b>Vendor:</b>	Spectrum Paper Co., Inc. 27 Concord St. El Paso, Texas 79906	

Date:	<u>09/01/19</u>
Accounts:	<u>11000-52101,</u> <u>72003, 72004,</u> <u>72005, 72006,</u> <u>72007</u>
Budget:	<u>\$1,538,506</u>
Expenditures to date:	<u>-0-</u>
Balance:	<u>\$1,538,506</u>

## FINANCIAL SERVICES ABSTRACT


<b>Item(s) to be Considered:</b> Discussion and action on the sole source procurement of outdoor billboard advertising services from Clear Channel Outdoor for fiscal year 2019-2020.		<b>Amount (Not to Exceed):</b> \$100,000										
<b>Requestor:</b> Jim Heiney	<b>Area Responsible:</b> Marketing & Community Relations											
<b>Resource Persons:</b> Keri Moe, Jim Heiney												
<p><b>Purpose:</b> Approval to award a contract for outdoor advertising to Clear Channel Outdoor for fiscal year 2019-2020.</p> <p><b>Explanation:</b> 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 areas 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 &amp; Community Relations Department requests flexibility in choosing locations of the billboards, which will best promote the College.</p> <p>Sole source letters follow this item.</p> <p>Funding is provided by the Marketing &amp; Community Relations budget and other College departments.</p>												
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendors:</b> Clear Channel Outdoor 2305 Sparkman St. El Paso, TX 79903</p>		<table border="1"> <tr> <td>Date:</td> <td><u>09/01/19</u></td> </tr> <tr> <td>Account:</td> <td><u>11000-14001</u></td> </tr> <tr> <td>Budget:</td> <td><u>\$309,692</u></td> </tr> <tr> <td>Expenditures to date:</td> <td><u>-0-</u></td> </tr> <tr> <td>Balance:</td> <td><u>\$309,692</u></td> </tr> </table>	Date:	<u>09/01/19</u>	Account:	<u>11000-14001</u>	Budget:	<u>\$309,692</u>	Expenditures to date:	<u>-0-</u>	Balance:	<u>\$309,692</u>
Date:	<u>09/01/19</u>											
Account:	<u>11000-14001</u>											
Budget:	<u>\$309,692</u>											
Expenditures to date:	<u>-0-</u>											
Balance:	<u>\$309,692</u>											






## 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:** August 6, 2019

**SUBJECT:** CLEAR CHANNEL OUTDOOR AS A SOLE SOURCE

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The purpose of this memo is to validate the reasons for 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 District's goals, various media advertising is needed to publicize messages in order to reach diverse target audiences.

Clear Channel Outdoor 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 in the most high-traffic location and is the only operator in El Paso for digital billboards with availability of locations citywide. These boards are most efficient because of cost and quick set-up time. Advertisements can be put up in 12 hours. It would take more than one week on traditional vinyl boards and the College would incur additional print charges.

Approval of this item will allow the College to advertise on this unique network of digital billboards and smaller boards in neighborhoods and main roadways.

Reaching all audiences will further improve branding and visibility of EPCC to support districtwide mission and goals.

July 16, 2019

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; 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)." **(Release 1 – Feb 2018- Feb 2019).**

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 2019 Release 1 [Feb.'18-Feb.'19])**

- **Drive (any purpose)** **81.9%**
- **Time Spent Commuting (One Way)**
  - **-less than 10 minutes: 10.2%**
  - **-10-19 minutes: 21.9%**
  - **-20-29 minutes: 13.1%**
  - **-30+ minutes: 13.4%**
- **Average Travel Time to Work: 15 minutes one-way**
- **Top 5 Roads Traveled:**
  - **1-10**

**Clear Channel Outdoor**  
2305 Sparkman Street, El Paso, Texas 79903  
Call 915.566.9380 / Fax 915.566.9409 / Visit [ClearChannelOutdoor.com](http://ClearChannelOutdoor.com)



- **Loop 375**
- **Highway 54**
- **Mesa Street**
- **Lee Trevino Drive**

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 12 Units that capture approximately 83% of the El Paso:

- **80800 – Sunland Park N/O Doniphan F/W**
- **80200 – Executive S/O Mesa F/W**
- **80900 – Mesa @ Brentwood F/S**
- **80500 – Dyer N/O Hercules F/S**
- **80400 – Montana @ Piedras F/E**
- **80100 – Alameda @ Delta F/W**
- **80300 – Viscount N/O I-10 F/S**
- **80600 – Lee Trevino @ Rojas F/S**
- **81000 – Zaragoza S/O Rojas F/N**
- **80700 – Zaragoza S/O Rojas F/S**
- **27935 – Montana E/O McRae F/W**
- **30050 – Dyer S/O Diana F/N**
- **31340 – I-10 Lee Trevino**

Digital Bulletins:

- **70100 – I-10 @ Geronimo F/W**
- **030790 – I-10 @ Executive**
- **031980 – I-10 @ Mesa**
- **033850 – I-10 @ Piedras**

**Clear Channel Outdoor**

2305 Sparkman Street, El Paso, Texas 79903  
Call 915.566.9380 / Fax 915.566.9409 / Visit [ClearChannelOutdoor.com](http://ClearChannelOutdoor.com)


- 030480 - I-10 @ Cotton
- 032910 - US 54 @ Dyer
- 031080 I-10 @ Hawkins
- 031360 I-10 @ Lomaland
- 033470 Joe Battle @ Rojas
- 033390 Joe Battle @ Pebble Hills

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  
Vice President of Sales

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b>		Discussion and action on the acceptance of the 2019 Certified Appraisal Roll with a net taxable value of property within the El Paso County Community College District of \$44,159,315,329, as established by the Central Appraisal District.
<b>Requestor:</b>	Laura Tellez	<b>Area Responsible:</b> Budget and Financial Services
<b>Resource Persons:</b> Josette Shaughnessy, Fernando Flores, Laura Tellez		
<b>Purpose:</b>	To accept the Certified Appraisal Roll for El Paso County Community College District as prepared by the Central Appraisal District for the 2019 tax year.	
<b>Explanation:</b>	<p>As required by the State's Property Tax Code, the Central Appraisal District prepares an annual appraisal roll for EPCC. The appraisal roll is approved by the Appraisal District's Review Board and certified by the District's Chief Appraiser.</p> <p>Figures contained in the appraisal roll are used by the College to compute and develop a property tax rate for the 2019 tax year. The appraisal roll reflects a net taxable value of property within the El Paso County Community College District of \$44,159,315,329, as established by the Central Appraisal District.</p> <p>Formal acceptance of the appraisal roll by the El Paso County Community College District is required before any property taxes are imposed during the next fiscal year.</p>	
<b>Recommendation:</b>	Approval by the Board of Trustees.	

THE STATE OF TEXAS  
COUNTY OF EL PASO  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**CERTIFICATE FOR ORDER**

We, the undersigned officers of the Board of Trustees of said District hereby certify as follows:

1. The Board of Trustees of said District convened in El Paso MEETING ON THE 28<sup>th</sup> day of August, 2019, at the designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to-wit:

Mr. Brian J. Haggerty, Chair  
Dr. Carmen Olivas Graham, Vice Chair  
Mrs. Belen Robles, Secretary  
Mr. John E. Uxer, Jr.

Ms. Christina R. Sanchez  
Ms. Nina Piña  
Ms. Bonnie Soria Najera

and all of said persons were present, except the following absentees:

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thus constituting a quorum. Whereupon, among other business the following was transacted at said Meeting.

BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT THAT THE APPRAISAL ROLL FOR THE DISTRICT FOR THE 2019 TAX YEAR BE ACCEPTED AS APPROVED BY THE 2019 APPRAISAL REVIEW BOARD AND CERTIFIED BY THE CHIEF APPRAISER AS FOLLOWS:

NET TAXABLE VALUE                      \$44,159,315,329

was duly introduced for the consideration of said Board and read in full. It was then duly moved and seconded that said Order be passed; and, after due discussion, said motion, carrying with it the passage of said Order, prevailed and carried by the following vote;

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

2. That a true, full and correct copy of the aforesaid Order passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Order has been duly recorded in said Board's minutes of said Meeting pertaining to the passage of said Order; that the persons named above in the foregoing paragraph are the duly chosen, qualified and acting officers and members of said Board as indicated herein; that each of the officers and members of said Board was duly and sufficiently notified, officially and personally in advance, of the time, place and purpose of the aforesaid Meeting, and each of said officers and members consented, in advance to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, place and purpose of said Meeting was given, all required by Chapter 551 of the Texas Government Code.

SIGNED AND SEALED THE 28th day of August, 2019.

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Mr. Brian J. Haggerty  
Chair, Board of Trustees

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Mrs. Belen Robles  
Secretary, Board of Trustees

THE STATE OF TEXAS  
COUNTY OF EL PASO  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**ORDER ACCEPTING CERTIFIED APPRAISAL ROLL**

WHEREAS, the Board of Trustees of said District desire that the appraisal roll for the District for the 2019 tax year be accepted and approved.

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT:

1. That the appraisal roll for the District for the 2019 tax year be accepted as approved by the 2019 Appraisal Review Board and certified by the Chief Appraiser as follows:

NET TAXABLE VALUE . . . . . \$44,159,315,329

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the adoption of the 2019-2020 fiscal year Operating Budget of \$147,808,920.	
<b>Requestor:</b> Laura Tellez	<b>Area Responsible:</b> Budget and Financial Services
<b>Resource Persons:</b> Josette Shaughnessy, Fernando Flores, Laura Tellez	
<b>Purpose:</b>	To adopt the 2019-2020 fiscal year Operating Budget \$147,808,920 for the El Paso County Community College District.
<b>Explanation:</b>	<p>The Operating Budget, also known as the Education and General Fund Budget, serves as the funding and spending plan for the El Paso County Community College District's institutional accounts.</p> <p>In February 2019, the college administration started the 2019-2020 budget process with the distribution of the budget development instructions which served as guides to the executive levels in the preparation of their respective budgets. Budget workshops were conducted, and budget requests were submitted by the respective executive levels to arrive at a baseline budget which included some reallocation of resources within the respective executive levels. Separate requests for additional funding above the baseline budget were submitted for consideration contingent upon the availability of funds.</p> <p>During budget workshops held on June 29 and July 24, 2019, the Board of Trustees was provided with updates on the Budget Development Process and the 86<sup>th</sup> Legislature. The preliminary 2019-2020 budget was also presented to include revenue projections, additional funding needs, and different funding strategies to fund the operating budget. The final proposed budget, as presented to the Board of Trustees, includes the 3.5% salary enhancement for all employees recommended by the Board at the July 24 Board meeting, additional funding requirements, and is in exact balance with projected revenues for the 2019-2020 fiscal year.</p>
<b>Recommendation:</b>	Adoption of the FY 2019-2020 Operating Budget by the Board of Trustees.



**FY 2019-20 Proposed Budget  
El Paso County Community College District**

Instruction & Workforce Education	\$ 48,909,147
Research, Accreditation & Planning	133,858
Public Service	6,538,421
Academic Support	16,556,870
Student & Enrollment Services	9,905,585
Institutional Support	43,955,060
Operation & Maintenance of Physical Plant	10,665,875
Transfers	7,713,719

<b>Total Baseline including Self-Supporting Programs</b>	<b>\$</b>	<b><u>144,378,535</u></b>
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***Additional Funding Needs:***

3.5% Salary Enhancement	\$ 3,262,000
Must Be Funded (overhead & new facilities)	2,139,735
Other Funding Requests from Executive Levels	1,188,598
Decrease to Biennium Reserve	(3,159,948)

<b>Total Proposed Budget</b>	<b>\$</b>	<b><u>147,808,920</u></b>
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## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the adoption of the 2019-2020 Auxiliary Fund Budget.	
<b>Requestor:</b> Juan Flores	<b>Area Responsible:</b> Auxiliary Services
<b>Resource Persons:</b> Josette Shaughnessy, Fernando Flores, Juan Flores	
<p><b>Purpose:</b> To adopt the Auxiliary Fund Budget for the 2019-2020 fiscal year.</p> <p><b>Explanation:</b> Auxiliary funds are considered institutional funds and therefore need to be budgeted accordingly and approved by the Board of Trustees. The attached exhibit compares budgeted revenues and expenditures for the fiscal year 2018-2019 with the proposed budget for the fiscal year 2019-2020.</p> <p>The Auxiliary Fund revenues are based on student enrollment and therefore are projected to be comparable to the 2018-2019 revenues except for the decrease in the bookstore and vending commissions due to the Open Educational Resources (OER) and low sharing revenue sales.</p> <p>The expenditures are budgeted with an increase of \$100,000 in the transfer to the Plant Fund for maintenance of campus parking lots and mechanical systems.</p> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p>	

**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT  
AUXILIARY ENTERPRISE FUND  
PROPOSED BUDGET FOR FISCAL YEAR 2019/20**

	<b>BUDGET 8/31/2019</b>	<b>BUDGET 8/31/2020</b>
<b>Beginning Fund Balance</b>	<b>\$ 2,891,505</b>	<b>\$ 2,048,578</b>
<b>Revenue</b>		
Vehicle Registration	\$ 985,000	\$ 890,000
Bookstore Commissions	560,000	430,000
Pepsi-Cola Commission	89,784	100,000
Food Court Commissions	65,000	69,000
Vending Commissions	75,000	56,250
ATM Commissions	9,500	9,500
GECU Rental Space	24,096	24,621
Returned Check Processing Fee	3,000	2,800
<b>Total Revenue</b>	<b>1,811,380</b>	<b>1,582,171</b>
<b>Expenditures</b>		
Vehicle Registration	760,000	640,000
Staff Scholarships	300,000	300,000
Memberships	81,000	81,000
Cafeteria Maint/Equip Replac.	75,000	75,000
Cafeteria Renovations	250,000	-
Utilities Expense	65,000	65,000
Staff Educational Assistance	24,000	24,000
Auxiliary Operations	12,000	14,000
Classified Staff Association	3,750	3,750
Faculty Association	3,750	3,750
Professional Staff Association	3,750	3,750
Vending Commissions-ECHS	1,000	1,000
<b>Total Expenditures</b>	<b>1,579,250</b>	<b>1,211,250</b>
<b>Funds Transfers</b>		
Plant Fund	225,000	325,000
Loan Repayment from Athletics Fund	0	0
<b>Total Transfers</b>	<b>225,000</b>	<b>325,000</b>
<b>Increase in Fund Balance</b>	<b>7,130</b>	<b>45,921</b>
<b>Ending Fund Balance</b>	<b>\$ 2,898,635</b>	<b>\$ 2,094,499</b>

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b>		Discussion and action on the adoption of the Order and the Certificate of Order Setting Tax Rate of \$0.141167 per \$100 valuation for fiscal year 2019-2020.																	
<b>Requestor:</b>	Laura Tellez	<b>Area Responsible:</b>	Budget and Financial Services																
<b>Resource Persons:</b> Josette Shaughnessy, Fernando Flores, Laura Tellez																			
<b>Purpose:</b>	The Board of Trustees is required to adopt a tax rate for the 2019-2020 fiscal year.																		
<b>Explanation:</b>	<p>In order to adopt a tax rate, the order must be read and approved. The El Paso County Community College District currently imposes a property tax rate of \$0.140273 for every \$100 of valuation. As of July 31, 2019, this rate has generated \$60,901,318 in property tax revenue for fiscal year 2018-2019.</p> <p>Based on the 2019 Certified Appraisal Roll, the Effective Tax Rate has been calculated at \$0.141167 per \$100 valuation. The administration is recommending the effective tax rate as the 2019-2020 adopted tax rate.</p> <p>If El Paso Community College adopts a 2019 tax rate equal to the effective tax rate of \$0.141167 per \$100 valuation, taxes would increase compared to 2018 taxes by \$982,173.</p> <p>The following table illustrates how the tax rate of \$0.141167 will impact homeowners in El Paso County.</p> <table border="1"> <thead> <tr> <th>Home Taxable Value</th> <th>Current Taxes Paid to EPCC in 2018 Tax Year</th> <th>Proposed Taxes Due to EPCC in 2019 Tax Year</th> <th>Annual Increase over 2018 Tax Year</th> </tr> </thead> <tbody> <tr> <td>\$100,000</td> <td>\$140.27</td> <td>\$141.17</td> <td>\$0.90</td> </tr> <tr> <td>\$125,000</td> <td>\$175.34</td> <td>\$176.46</td> <td>\$1.12</td> </tr> <tr> <td>\$150,000</td> <td>\$210.41</td> <td>\$211.75</td> <td>\$1.34</td> </tr> </tbody> </table>			Home Taxable Value	Current Taxes Paid to EPCC in 2018 Tax Year	Proposed Taxes Due to EPCC in 2019 Tax Year	Annual Increase over 2018 Tax Year	\$100,000	\$140.27	\$141.17	\$0.90	\$125,000	\$175.34	\$176.46	\$1.12	\$150,000	\$210.41	\$211.75	\$1.34
Home Taxable Value	Current Taxes Paid to EPCC in 2018 Tax Year	Proposed Taxes Due to EPCC in 2019 Tax Year	Annual Increase over 2018 Tax Year																
\$100,000	\$140.27	\$141.17	\$0.90																
\$125,000	\$175.34	\$176.46	\$1.12																
\$150,000	\$210.41	\$211.75	\$1.34																
<b>Recommendation:</b>	Approval by the Board of Trustees.																		

THE STATE OF TEXAS  
COUNTY OF EL PASO  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**CERTIFICATE FOR ORDER**

We, the undersigned officers of the Board of Trustees of said District hereby certify as follows:

1. The Board of Trustees of said District convened in El Paso MEETING ON THE 28th day of August, 2019, at the designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to-wit:

Mr. Brian J. Haggerty, Chair  
Dr. Carmen Olivas Graham, Vice Chair  
Mrs. Belen Robles, Secretary  
Dr. John E. Uxer, Jr.

Ms. Christina R. Sanchez  
Ms. Nina Piña  
Ms. Bonnie Soria Najera

and all of said persons were present, except the following absentees:

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thus constituting a quorum. Whereupon, among other business the following was transacted at said Meeting.

BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT THAT THE MAINTENANCE AND OPERATION TAX RATE FOR THE DISTRICT FOR THE 2019 TAX YEAR BE SET AND ADOPTED IN ACCORDANCE WITH CHAPTER 26 OF THE TEXAS TAX CODE ENTITLED THE "PROPERTY TAX CODE" AS FOLLOWS:

Operations Tax Rate	<u>\$0.141167</u> per \$100 valuation
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Total	<u>\$0.141167</u> per \$100 valuation
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was duly introduced for the consideration of said Board and read in full. It was then duly moved and seconded that said Order be passed; and, after due discussion, said motion, carrying with it the passage of said Order, prevailed and carried by the following vote;

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

2. That a true, full and correct copy of the aforesaid Order passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Order has been duly recorded in said Board's minutes of said Meeting pertaining to the passage of said Order; that the persons named above in the foregoing paragraph are the duly chosen, qualified and acting officers and members of said Board as indicated herein; that each of the officers and members of said Board was duly and sufficiently notified, officially and personally in advance, of the time, place and purpose of the aforesaid Meeting, and each of said officers and members consented, in advance to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, place and purpose of said Meeting was given, all required by Chapter 551 of the Texas Government Code.

SIGNED AND SEALED THE 28<sup>th</sup> day of August, 2019.

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Mr. Brian J. Haggerty  
Chair, Board of Trustees

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Mrs. Belen Robles  
Secretary, Board of Trustees

THE STATE OF TEXAS  
COUNTY OF EL PASO  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**ORDER SETTING TAX RATE**

WHEREAS, the Board of Trustees of said District has received, accepted and approved the certified appraisal roll for the 2019 tax year, and

WHEREAS, the District has calculated those tax rates and made such other calculations as required by law, and

WHEREAS, the Board of Trustees of said District wishes to adopt a tax rate:

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT:

1. That the Maintenance and Operation tax rate for the District for the 2019 tax year be set and adopted in accordance with Chapter 26 of the Texas Tax Code entitled the "Property Tax Code" as follows:

Operations Tax Rate	<u>\$0.141167</u> per \$100 valuation
TOTAL	<u>\$0.141167</u> per \$100 valuation

## PHYSICAL FACILITIES ABSTRACT

<b>Item(s) to be Considered:</b>	Discussion and action on the approval to award a contract to Rabbet + Dado, Inc. for the renovation of the Makerspace Project at Valle Verde Campus.	<b>Amount (Not to Exceed):</b> \$260,567						
<b>Requestor:</b>	Rick Lobato	<b>Area Responsible:</b> Physical Plant						
<b>Resource Persons:</b>	Josette Shaughnessy, Steven Smith, Rick Lobato, Carlos Amaya							
<b>Purpose:</b>	To approve a contract award for the renovation of 3,742 square feet of former Architecture program offices and classrooms at the Valle Verde A building into the Makerspace program area.							
<b>Explanation:</b>	<p>Makerspace is a space designed and dedicated to hands-on creativity where users will have the opportunity to use state of the art prototyping technologies in addition to traditional workshop equipment to fabricate their designs. The Makerspace will be available to all students across EPCC and will aid in their engagement and retention. In particular, students in the STEM + Architecture fields will be able to fabricate their own designs, which helps them to achieve a deeper understanding of the concepts taught in the classroom. By developing high impact experiences through the Makerspace, faculty across EPCC will have the opportunity to incorporate Maker technology into their curriculum. EPCC's Makerspace will include 3D printers, a laser cutter, a CNC router, soldering irons, robotics tools, sewing machines, woodshop equipment, design software, and other fabrication tools.</p> <p>This recommendation is based upon Request for Competitive Sealed Proposals (RFCSP) #19-020, per Texas Education Code 44.031 and Texas Government Code 2269.</p> <table data-bbox="524 1119 1321 1220"> <tr> <td>Construction Contract</td> <td>\$226,580</td> </tr> <tr> <td>Contingency 15%</td> <td>33,987</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$260,567</b></td> </tr> </table> <p>Funding is provided by the VV Makerspace Project budget and the STEMGROW Dept. of Education Grant.</p>		Construction Contract	\$226,580	Contingency 15%	33,987	<b>Total</b>	<b>\$260,567</b>
Construction Contract	\$226,580							
Contingency 15%	33,987							
<b>Total</b>	<b>\$260,567</b>							
<b>Recommendation:</b>	Approval by the Board of Trustees.							
<b>Vendor:</b>	Rabbet + Dado, Inc. 909 Texas Ave, Suite B El Paso, TX 79901							
Date:	<u>09/1/19</u>							
Account:	<u>91619-M91619</u>							
Budget:	<u>\$135,567</u>							
Expenditures to date:	<u>-0-</u>							
Balance:	<u>\$135,567</u>							
Date:	<u>09/1/19</u>							
Account:	<u>23793-P23793</u>							
Budget:	<u>\$125,000</u>							
Expenditures to date:	<u>-0-</u>							
Balance:	<u>\$125,000</u>							

**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**  
**CONSTRUCTION SERVICES: VALLE VERDE CAMPUS- MAKER SPACE**  
**PROJECT**

**RFCSP #19-020**

**ANALYSIS**

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

This RFCSP 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.

Requests for Competitive Sealed Proposals were 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. Proposal packets were issued to twenty-six (26) entities. Proposals received are indicated on the RFCSP tabulation. The accompanying tabulation page is used for reference only.

Proposers' previous experience was reviewed, when available, on the proposal received. References from the vendors who submitted proposals were checked. It is the recommendation of the "RFCSP Analysis Committee" (Cesar Aguirre, Carlos Amaya, Alfonso Barrera, Mozella Garcia, and Rick Torres) that a contract be awarded to:

Rabbet + Dado, Inc.  
909 Texas Ave., Suite B  
El Paso, TX 79901



<b>RF CSP #19-020 Construction Services: Valle Verde Campus - Maker Space Project</b>	<b>EPPX Construction</b>	<b>PERIKIN Enterprises, LLC</b>	<b>PERIKIN Enterprises, LLC Reciprocity-adjusted price (per Texas Government Code 2252.002)</b>	<b>Rabbet + Dado, Inc.</b>	<b>Vonanza Construction LLC</b>
<b>Cost Proposal for Turnkey Project</b>					
The District requests two (2) complete proposal response packets, of which <u>one (1) must be an original</u> , with all the requested information, documentation, forms, etc. in each packet.	Provided	Provided	Provided	Provided	Provided
<b>Base Proposal for the complete project construction project as defined in the technical specifications of the Project Manual. Work will be substantially complete within one hundred twenty (120) calendar days from the date of notice to proceed.</b>	<b>\$449,970.15</b>	<b>\$328,530.14</b>	<b>\$344,956.65</b>	<b>\$226,580.00</b>	<b>\$468,937.27</b>
Proposed Project Completion Timeframe: The District requires that the Work be Substantially Complete withing 120 calendar days from the date of <i>Notice to Proceed</i> .	86	120	120	120	120
<b>Required Information</b>					
Respondent shall state the city & state where its company's headquarters are located on the <b>Proposal Form, pages 47.</b>	Provided	Provided	Provided	Provided	Provided
Respondent shall provide a minimum of three (3) references from organizations where similar and recent projects have been provided using <b>Proposal Form Attachment A</b> .	Provided	Provided	Provided	Provided	Provided
Respondent shall provide the total number of years it has been in business providing the services requested herein under its current name. Firm must also disclose company ownership information using <b>Proposal Form Attachment B.</b>	Provided	Provided	Provided	Provided	Provided
Respondent shall submit a list of sub-contractors by using <b>Proposal Form Attachment C.</b>	Provided	Provided	Provided	Provided	Provided
Respondent shall submit a bid bond in an amount equal to 5% of the total proposed cost with their proposal response.	Provided	Provided	Provided	Provided	Provided
Respondent shall 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	Initialled attestation of insurance compliance, but evidence not found in proposal	Initialled attestation of insurance compliance, but not found in proposal	District listed as additional insured; Professional Liability limits listed; however, no other limits were found on certificate	Initialled attestation of insurance compliance, but evidence not found in proposal
Respondent shall submit evidence of its safety record within the last two (2) years. OSHA compliance documentation is acceptable.	Provided OSHA Forms 300 and 300A for Years 2017, 2018 and 2019	Provided OSHA Forms 300 and 300A for Years 2017 and 2018	Provided OSHA Forms 300 and 300A for Years 2017 and 2018	Provided Safety Record Statement: "We are pleased to announce that we have not had any work related injuries or illnesses from the start of our company on October 8, 2015 to present."	Provided OSHA Form 300 for Years 2017 and 2018

Respondent shall provide a brief company history, including the names and credentials of key personnel that will be involved in the project.	Provided	Partially provided	Partially provided	Provided	Provided
Respondent should describe what separates it from other organizations performing the same service. Attach separate pages for response.	Provided	Provided	Provided	Provided	Provided
Respondent should submit, with their proposal response, their proposed project timeline.	Provided	Provided	Provided	Provided	Provided
Respondent should also demonstrate past adherence performance to on-time project completion. Attach separate pages for response. Up to ten (20) points will be awarded to the Respondent's proposal based on this demonstration. It is vitally important to the District that the work be substantially completed within one hundred twenty (120) calendar days.	Provided	Provided	Provided	Provided	Provided
Respondent should provide the proposed project approach to complete the project. Attach separate pages for response.	Not found in proposal	Provided	Provided	Not found in proposal	Provided
Respondent shall submit evidence that its financial capability is appropriate to the size and scope of the project. Evidence submitted with the proposal response will assist the District in the evaluation process based on the criteria contained herein.	Provided Volumes, Revenues and Bonding table	Provided letter from BBVA Bank	Provided letter from BBVA Bank	Provided letter from CPA, Balance Sheet Summary as of August 31, 2017, Profit and Loss Standard January through August 2017 and 2016 Asset Detail Report	Provided unsigned letter attesting to financial stability and a 2019 Bond Reference Letter
In awarding contracts, the District may consider the wages and benefits, including health insurance coverage, paid to the employees of the proposer or vendor to determine the best value for the District under section 44.031 of the Texas Education Code. Respondent should provide a written statement specifying compliance with this provision.	"EPPX acknowledges compliance with provision under section 44.031 of the Texas Education Code."	"PERIKIN acknowledges section 44.031 of the Texas Education Code. Perikin will provide the specified benefits upon award of contract."	"PERIKIN acknowledges section 44.031 of the Texas Education Code. Perikin will provide the specified benefits upon award of contract."	"Rabbit + Dado is currently in compliance with this provision. Health Insurance coverage is available to all full time employees and may be waived or accepted at employee's discretion."	"Although VonanZa offered to cover 60% of its employees' healthcare benefit plan, at the beginning of the year, its employees chose not to participate. They were given options of different tier plans, but in the end, there was not enough interest to acquire a company plan."
Acknowledged Addenda	Acknowledged	Acknowledged	Acknowledged	Acknowledged	Acknowledged
Family Code Form, Felony Conviction Form, and Conflict of Interest	Provided	Provided	Provided	Provided	Provided

July 15, 2019

RFCSP #19-020 Construction Services: Valle Verde Campus - Maker Space Project		Ratings x Factor					
Evaluation Criteria	Ratings Key	Factor	EPPX Construction	PERIKIN Enterprises, LLC	Rabbet + Dado, Inc.	Vonanza Construction LLC	Maximum Points
1. The price. (45 pts.)	Formula: (Low Base Amount) ÷ (Other Base Bid Amount) = N x 45	N/A	22.66	31.04	45.00	21.74	45
2. The offeror's experience and reputation. (10 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	2	5.60	6.80	8.00	5.60	10
3. The quality of the offeror's goods or services. -Demonstrated ability to adhere to proposed project timeline, including on-time completion. (20 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	4	10.40	11.20	15.20	10.40	20
4. The impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses. (1 pt.)	0 = No 1 = Yes	1	0.00	1.00	1.00	1.00	1
5. The offeror's safety record. (5 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	1	3.60	3.80	3.20	2.80	5
6. The offerors' proposed personnel. (5 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	1	3.00	3.00	4.00	3.20	5
7. Whether the offeror's financial capability is appropriate to the size and scope of the project. (10 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	2	5.60	6.00	6.80	5.60	10
8. Any other relevant factor specifically listed in the request for bids, proposals, or qualifications. (4 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	0.8	2.40	2.56	3.04	2.24	4
Composite scores calculated to the nearest hundredth.		n/a	53.26	65.40	86.24	52.58	100
Comments:					Recommend award		
Scope of Work per Specification for RFCSP #19-020 Construction Services: Valle Verde Campus - Maker Space Project							
The El Paso County Community College District ("District" or "Owner") is requesting competitive sealed proposals from qualified respondents to serve as General Contractor providing renovation services for the Valle Verde Campus - Maker Space Project. The successful respondent shall furnish all the labor, materials, services and equipment necessary for and incidental to the project as called for on the drawings and in the project manual. All materials, equipment, and construction shall be in compliance with local and national building codes.							

## PHYSICAL FACILITIES ABSTRACT

<b>Item(s) to be Considered:</b>	Discussion and action on the approval to enter into a contract with Lariat Builders Group, Corp. to replace the "H" building roof at the Rio Grande Campus.	<b>Amount (Not to Exceed):</b> \$162,150						
<b>Requestor:</b>	Rick Lobato	<b>Area Responsible:</b> Physical Plant						
<b>Resource Persons:</b> Josette Shaughnessy, Rick Lobato, Rick Torres								
<b>Purpose:</b>	To enter into a contract with Lariat Builders Group, Corp. to remove the existing roof and install a new roof at the Rio Grande Campus "H" building.							
<b>Explanation:</b>	<p>The "H" building roof was installed in late 2003. In 2017, this roof experienced severe hail damage. An insurance claim was filed and monies were made available for the replacement. Physical Plant has made multiple repairs over the years. The time has come to remove the existing roof and install a new 26,060 square-foot roof. The proposed rubberized material (TPO) for the roof will have a 20-year warranty. This approval will allow the roof to be completely replaced which will provide a better learning environment for our students, faculty, and staff.</p> <p>This recommendation is based on Request for Competitive Sealed Proposals (RFCSP #19-022) per Texas Education Code 44.031 and Texas Government Code 2269.</p> <p>It is the recommendation of the committee that a contract be awarded to Lariat Builders Group, Corp. A 15% contingency is requested in case of hidden roof damage or similar unforeseen circumstances.</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="text-align: right;">Construction Contract</td> <td style="text-align: right;">\$141,000</td> </tr> <tr> <td style="text-align: right;">Contingency 15%</td> <td style="text-align: right;"><u>21,150</u></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$162,150</b></td> </tr> </table> <p style="margin-top: 20px;">Funding is provided by DW Insurance Roof Repair account.</p>		Construction Contract	\$141,000	Contingency 15%	<u>21,150</u>	<b>Total</b>	<b>\$162,150</b>
Construction Contract	\$141,000							
Contingency 15%	<u>21,150</u>							
<b>Total</b>	<b>\$162,150</b>							
<b>Recommendation:</b>	Approval by the Board of Trustees.							
<b>Vendor:</b>	Lariat Builders Group, Corp. 3 Butterfield Trail, Suite 101 El Paso, TX 79906							

Date:	<u>07/30/19</u>
Account:	<u>91503-M91503</u>
Budget:	<u>\$495,060</u>
Expenditures to date:	<u>\$98,355</u>
Balance:	<u>\$396,705</u>

**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**  
**RIO GRANDE CAMPUS: BUILDING “H” RE-ROOFING PROJECT**

**RFCSP #19-022**

**ANALYSIS**

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

This RFCSP 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.

Requests for Competitive Sealed Proposals were advertised for two (2) consecutive weeks in the local newspaper, the *El Paso Times*. All such solicitations are also posted on the Purchasing & Contract Management Department’s page of the EPCC website. Proposal packets were issued to thirty-five (35) entities. Proposals received are indicated on the RFCSP tabulation. The accompanying tabulation page is used for reference only.

Proposers’ previous experience was reviewed, when available, on the proposal received. References from the vendors who submitted proposals were checked. It is the recommendation of the “RFCSP Analysis Committee” (Jan Eveler, Rick Lobato, Liliana Sepulveda, and Rick Torres) that a contract be awarded to:

Lariat Builders Group, Corp.  
3 Butterfield Trail, Ste. 101  
El Paso, TX 79906

<b>RFCSP #19-022 Rio Grande Campus: Building "H" Re-roofing Project</b>	<b>C Ortiz Corp., DBA The Roof &amp; Metal Co.</b>	<b>CIM ROOFING INC</b>	<b>HRT Roofing &amp; Construction, Inc.</b>	<b>Lariat Builders Group, Corp.</b>	<b>Roof Toppers of El Paso, Inc.</b>
<b><i>Cost Proposal for Turnkey Project</i></b>					
The District requests two (2) complete proposal response packets, of which <u>one (1) must be an original</u> , with all the requested information, documentation, forms, etc. in each packet.	Provided	Provided	Provided	Provided	Provided
<b>Base Proposal for the complete project construction project as defined in the technical specifications of the Project Manual. Work will be substantially complete within forty five (45) calendar days from the date of notice to proceed.</b>	<b>\$168,000.00</b>	<b>\$126,919.00</b>	<b>\$152,360.00</b>	<b>\$141,000.00</b>	<b>\$136,600.00</b>
Proposed Project Completion Timeframe: The District requires that the Work be Substantially Complete within forty five (45) calendar days from the date of Notice to Proceed.	45	45	21	45	45
<b><i>Required Information</i></b>					
Respondent shall state the city & state where its company's headquarters are located on the <b>Proposal Form, pages 42.</b>	Provided	Provided	Provided	Provided	Provided
Respondent shall provide a minimum of three (3) references from organizations where similar and recent projects have been provided.	Provided	Provided	Provided	Provided	Provided
Respondent shall provide the total number of years it has been in business providing the services requested herein under its current name. Firm must also disclose company ownership information.	Provided	Provided	Provided	Provided	Provided
Respondent shall submit a list of sub-contractors.	Provided	Provided	Provided	Provided	Provided
Respondent shall submit a bid bond in an amount equal to 5% of the total proposed cost with their proposal response.	Provided	Provided	Provided	Provided	Provided
Respondent shall 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.	Not found in proposal	Not found in proposal	Partially provided (District not listed as additional insured.)	Provided	Not found in proposal
Respondent shall submit evidence of its safety record within the last two (2) years. OSHA compliance documentation is acceptable.	Not found in proposal	Provided OSHA form for 2018, 2017, and 2016 and NCCI Rating for 2018, 2017 and 2016	Provided NCCI Rating for 2018 and 2017	"As a general contractor, Lariat Builders Group operates an aggressive safety program, requiring all management, employees and subcontractors to adhere to all LBG and OSHA safety requirements and standards. LBG takes pride in making the safety of all individuals on the project top priority. LBG's comprehensive safety program governs safety compliance of all individuals on the job site."	Not found in proposal
Respondent shall provide a brief company history, including the names and credentials of key personnel that will be involved in the project.	Partially provided	Provided	Provided	Provided	Not found in proposal
Respondent should describe what separates it from other organizations performing the same service.	Not found in proposal	Provided	Provided	Provided	Not found in proposal
Respondent should submit, with their proposal response, their proposed project timeline.	Not found in proposal	Provided	Provided	Provided	Not found in proposal
Respondent should also demonstrate past adherence performance to on-time project completion. Attach separate pages for response. Up to ten (20) points will be awarded to the Respondent's proposal based on this demonstration. It is vitally important to the District that the work be substantially completed within forty five (45) calendar days.	Provided	Provided	"HRT has never been charged with liquidated damage."	Provided	Not found in proposal
Respondent should provide the proposed project approach to complete the project.	Not found in proposal	Provided	Provided	Provided	Not found in proposal
Acknowledged Addenda	Acknowledged	Acknowledged	Acknowledged	Acknowledged	Acknowledged
Texas Family Code Form, Felony Conviction Form, and Conflict of Interest Form	Provided	Provided	Provided	Provided	Provided

July 29, 2019

RFCSP #19-022 Rio Grande Campus: Building "H" Re-roofing Project		Ratings x Factor					Maximum Points
Evaluation Criteria	Ratings Key	Factor	C Ortiz Corp., DBA The Roof & Metal Co.	CIM ROOFING INC	HRT Roofing & Construction, Inc.	Lariat Builders Group, Corp.	Roof Toppers of El Paso, Inc.
1. The price. (45 pts.)	Formula: (Low Base Amount) ÷ (Other Base Bid Amount) = N x 45	N/A	34.00	45.00	37.49	40.51	41.81
2. The offeror's experience and reputation. (10 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	2	7.00	6.00	7.00	6.50	5.50
3. The quality of the offeror's goods or services. -Demonstrated ability to adhere to proposed project timeline, including on-time completion. (20 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	4	12.00	10.00	11.00	14.00	8.00
4. The impact on the ability of the governmental entity to comply with rules relating to historically underutilized businesses. (1 pt.)	0 = No 1 = Yes	1	1.00	0.00	1.00	0.00	1.00
5. The offeror's safety record. (5 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	1	0.00	2.75	2.50	3.25	0.00
6. The offerors' proposed personnel. (5 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	1	3.25	2.75	3.00	2.50	1.75
7. Whether the offeror's financial capability is appropriate to the size and scope of the project. (10 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	2	5.50	5.50	4.50	6.50	1.50
8. Any other relevant factor specifically listed in the request for bids, proposals, or qualifications. (4 pts.)	0 = Unable to evaluate due to inadequate or missing information 1 = Unsatisfactory 2 = Below average 3 = Average 4 = Above average 5 = Superior	0.8	3.20	1.20	2.20	2.40	1.60
Composite scores calculated to the nearest hundredth.		n/a	65.95	73.20	68.69	75.66	61.16
<b>Comments: Proposal received from Roof Solutions &amp; Constr. was disqualified for failure to submit required bid bond.</b> <b>Scope of Work per Specification for RFCSP #19-022 Rio Grande Campus: Building "H" Re-roofing Project</b>							
The El Paso County Community College District ("District" or "Owner") is requesting competitive sealed proposals from qualified respondents to serve as General Contractor providing renovation services for the re-roofing of Building "H" of the Rio Grande Campus. The successful respondent shall furnish all the labor, materials, services and equipment necessary for and incidental to the project as called for on the drawings and in the project manual.							

# PHYSICAL FACILITIES ABSTRACT

<b>Item(s) to be Considered:</b>		Discussion and action on the approval of expenditures with various vendors to purchase building materials, supplies and/or services as needed for the District for fiscal year 2019-2020.
<b>Requestor:</b>	Rick Lobato	<b>Area Responsible:</b> Physical Plant
<b>Resource Persons:</b> Josette Shaughnessy, Rick Lobato		
<b>Purpose:</b>	To authorize expenditures from September 1, 2019 through August 31, 2020 in an amount not to exceed, per vendor, as indicated on the attached list.	
<b>Explanation:</b>	<p>The Physical Plant Department will utilize these vendors to purchase materials, supplies, and/or services for on-going projects for district-wide.</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 – Interlocal Cooperation Contracts. All such contracts are competitively awarded.</p> <p>Funding is provided by the approved budgets for each construction project allocated in the Plant Funds.</p>	
<b>Recommendation:</b>	Approval by the Board of Trustees.	
<b>Vendors:</b>	See attached listing.	





Vendor		Amount	Explanation
Longhorn Electric 8409 Lockheed Dr., Ste. 18 El Paso, TX 79925  Region 19 #17-7240	All Trades Electrical Contractors, Inc. 11005 Argal Ct. El Paso, TX 79907  Region 19 #15-7130	Not to Exceed \$125,000 Per vendor	<ul style="list-style-type: none"> <li>•To authorize expenditures for electrical repairs/services for fiscal year 2019-20.</li> <li>•Physical Plant will utilize these vendors on an as-needed basis district-wide.</li> </ul>
Trane U.S. Inc. 1405 Vanderbilt Dr. El Paso, TX 79935  Region 19 #17-7263 or OMNIA 15-JLP-023	Technical Building Services 1712 Wyoming Ave. El Paso, TX 79902  Region 19 #18-7289 or BuyBoard #558-18	Not to Exceed \$150,000 Per vendor	<ul style="list-style-type: none"> <li>•To authorize expenditures for heating, ventilation and air conditioning (HVAC) and related services for fiscal year 2019-20.</li> <li>•Physical Plant will utilize these vendors on an as-needed basis district-wide.</li> </ul>
HSW RR, Inc. d/b/a Roto Rooter Plumbing and Service Company El Paso, TX 79922  Region 19 #15-7130		Not to Exceed \$100,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for plumbing and related services for fiscal year 2019-20.</li> <li>•Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>
ThyssenKrupp 1477 Lomaland Dr., Suite D1 El Paso, TX 79935  Sourcewell #100516-TKE or NCPA 02-43		Not to Exceed \$100,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for elevator maintenance and repair services for fiscal year 2019-20.</li> <li>•Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>
LVR Commercial Flooring 11501 Rojas Dr. El Paso, TX 79936  BuyBoard #561-18		Not to Exceed \$125,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for purchasing and installation of carpet and tile for fiscal year 2019-20.</li> <li>• Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>
Mohawk Carpet Distribution, Inc 160 S. Industrial Blvd Calhoun, GA 30701  Sourcewell #121715- MCD		Not to Exceed \$125,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for purchasing of carpet and tile for fiscal year 2019-20.</li> <li>• Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>
Paulino's Vertical Blind Shop 11416 Arrow Rock Dr. El Paso, TX 79936  Region 19 #15-7190		Not to Exceed \$75,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for installation of window coverings for fiscal year 2019-20.</li> <li>•Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>
IDN Acme, Inc. 1504 Justin Rd. Metairie, LA 70001  BuyBoard #577-18		Not to Exceed \$75,000	<ul style="list-style-type: none"> <li>•To authorize expenditures for locksets materials/supplies for fiscal year 2019-20.</li> <li>•Physical Plant will utilize this vendor on an as-needed basis district-wide.</li> </ul>

Vendor	Amount	Explanation
<div> <div>AO General Contractor, Inc. 1050 Diesel El Paso, TX 79907</div> <div>Jordan Foster Construction 7700 CF Jordan Dr. El Paso, TX 79912</div> </div> <div> <div>C. Ortiz Corp. DBA The Roof and Metal Company 4021 Johnson Ave. El Paso, TX 79930</div> <div>Region 19 #17-7261</div> </div>	<div>Not to Exceed \$850,000 Per vendor</div>	<div>•To authorize expenditures for job order contracting services for fiscal year 2019-20.</div> <div>•Physical Plant will utilize these vendors on an as-needed basis district-wide.</div>
<div>National Auto Fleet Group 490 Auto Center Dr. Watsonville, CA 95076</div> <div>Sourcewell #120716-NAF</div>	<div>Not to Exceed \$250,000</div>	<div>•To authorize expenditures for college vehicle replacements for fiscal year 2019-20.</div> <div>•Physical Plant will utilize this vendor on an as-needed basis district-wide.</div>

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the acceptance of the High School Equivalency grant award from the U.S. Department of Education.		<b>Amount:</b> \$475,000																																													
<b>Requestor:</b> Andres Muro	<b>Area Responsible:</b> Community Education Program																																														
<b>Resource Persons:</b> Steven Smith, Eileen Conklin, Robert Elliot, Andres Muro																																															
<p><b>Purpose:</b> This is the fourth year of a five (5) year grant to develop and implement a comprehensive adult education program that will provide GED preparation to qualifying migrant workers and their family members ages 16 and above. This program will offer GED classes to no less than 100 migrant workers or family members throughout El Paso County. The grant will also provide health education and other support services. It will also offer assistance to GED graduates to make the transition to college credit courses.</p> <p><b>Explanation:</b> This program will offer classes of 150 hours of instruction throughout El Paso County to prepare migrant students for the GED. A minimum of 100 students will be enrolled in GED classes.</p> <p style="text-align: center;"><b>Budget Account Number: 21519-F21519    Budget Summary: \$475,000</b>  <b>July 1, 2019 – June 30, 2020</b>  <b>Detailed Budget Overview:</b></p> <table> <tbody> <tr><td>61000</td><td>P/T Instructor Pool</td><td>\$52,470</td></tr> <tr><td>61605</td><td>Classified Staff</td><td>115,048</td></tr> <tr><td>61601</td><td>Classified Staff P/T</td><td>145,920</td></tr> <tr><td>62000</td><td>Fringe Benefits</td><td>60,219</td></tr> <tr><td>71120</td><td>Office Supplies</td><td>9,000</td></tr> <tr><td>71130</td><td>Instructional Supplies</td><td>4,659</td></tr> <tr><td>71410</td><td>Membership</td><td>1,200</td></tr> <tr><td>71440</td><td>Hospitality</td><td>1,200</td></tr> <tr><td>71620</td><td>Equipment Rental</td><td>6,150</td></tr> <tr><td>71910</td><td>Indirect Cost</td><td>34,222</td></tr> <tr><td>72200</td><td>Out of Town Travel</td><td>16,221</td></tr> <tr><td>72100</td><td>In Town Travel</td><td>8,091</td></tr> <tr><td>73300</td><td>Computers</td><td>7,600</td></tr> <tr><td>71653</td><td>Student Testing</td><td>13,000</td></tr> <tr><td colspan="2"><b>TOTAL</b></td><td><b>\$475,000</b></td></tr> </tbody> </table> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p>			61000	P/T Instructor Pool	\$52,470	61605	Classified Staff	115,048	61601	Classified Staff P/T	145,920	62000	Fringe Benefits	60,219	71120	Office Supplies	9,000	71130	Instructional Supplies	4,659	71410	Membership	1,200	71440	Hospitality	1,200	71620	Equipment Rental	6,150	71910	Indirect Cost	34,222	72200	Out of Town Travel	16,221	72100	In Town Travel	8,091	73300	Computers	7,600	71653	Student Testing	13,000	<b>TOTAL</b>		<b>\$475,000</b>
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## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the acceptance of a grant award from the U.S. Department of Education, College Assistance Migrant Program (CAMP).		<b>Amount:</b> \$273,443																																										
<b>Requestor:</b> Andres Muro	<b>Area Responsible:</b> Community Education Program																																											
<b>Resource Persons:</b> Steven Smith, Eileen Conklin, Robert Elliot, Andres Muro																																												
<p><b>Purpose:</b> This is the fourth year of a five (5) year grant to develop and implement a comprehensive transition to a college program to serve qualifying migrant workers and their family members. The program will offer outreach and recruitment efforts to at least forty (40) participants. All participants will be provided with an orientation, transitional services, computer skills training, technical support, tutoring, advising services, individualized support services, financial resources support and career counseling.</p> <p><b>Explanation:</b> Forty (40) qualifying migrant students will enroll full-time in credit college courses and will complete one (1) year of college work in good standing. The expectation is that no less than eighty (80) percent of completers will enroll full-time for a second year of college work.</p> <p><b>Budget Account Number: 21529-F21529 Budget Summary: \$273,443</b>  <b>July 1, 2019 – June 30, 2020</b>  <b>Detailed Budget Overview:</b></p> <table> <tr> <td>61000</td> <td>P/T Instructor Pool</td> <td>\$56,635</td> </tr> <tr> <td>61601</td> <td>Classified Staff P/T</td> <td>71,419</td> </tr> <tr> <td>61305</td> <td>Professional F/T</td> <td>42,574</td> </tr> <tr> <td>62000</td> <td>Fringe Benefits</td> <td>26,244</td> </tr> <tr> <td>71120</td> <td>Office Supplies</td> <td>3,000</td> </tr> <tr> <td>71130</td> <td>Instructional Supplies</td> <td>5,000</td> </tr> <tr> <td>71331</td> <td>Printing</td> <td>1,300</td> </tr> <tr> <td>71410</td> <td>Membership</td> <td>1,200</td> </tr> <tr> <td>71440</td> <td>Hospitality</td> <td>1,500</td> </tr> <tr> <td>71910</td> <td>Indirect Cost</td> <td>15,771</td> </tr> <tr> <td>72200</td> <td>Out of Town Travel</td> <td>12,800</td> </tr> <tr> <td>72100</td> <td>In-Town Travel</td> <td>6,000</td> </tr> <tr> <td>73300</td> <td>Computers</td> <td><u>30,000</u></td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>\$273,443</b></td> </tr> </table>			61000	P/T Instructor Pool	\$56,635	61601	Classified Staff P/T	71,419	61305	Professional F/T	42,574	62000	Fringe Benefits	26,244	71120	Office Supplies	3,000	71130	Instructional Supplies	5,000	71331	Printing	1,300	71410	Membership	1,200	71440	Hospitality	1,500	71910	Indirect Cost	15,771	72200	Out of Town Travel	12,800	72100	In-Town Travel	6,000	73300	Computers	<u>30,000</u>		<b>TOTAL</b>	<b>\$273,443</b>
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<b>Recommendation:</b> Approval by the Board of Trustees.																																												

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the acceptance of a contract from Emergence Healthcare Network.		<b>Amount:</b> \$54,000																														
<b>Requestor:</b> Luz Taboada	<b>Area Responsible:</b> Center for Corporate and Workforce Development																															
<b>Resource Persons:</b> Steven Smith, Jaime Farias, Luz Taboada, Robert Elliott																																
<b>Purpose:</b>	To provide training in computer hardware and employability skills to military veterans with EPCC through the Center for Corporate and Workforce Training (CCWT) in partnership with Emergence Health Network (EHN).																															
<b>Explanation:</b>	This training will allow the students to build their own computer and provide them with the employability skills necessary to be job ready once they complete the training.																															
<p><b>Budget Account Number: 23720-P23720; Budget Summary \$18,000</b>  <b>July 10, 2017 through July 10, 2018</b>  <b>Detailed Budget Overview: One Cohort of 15 Students</b></p> <table> <tr> <td>71123</td> <td>Furn. &amp; Equip &lt;5,000 Grant</td> <td>\$8,250</td> </tr> <tr> <td>71330</td> <td>Print/Duplicating</td> <td>345</td> </tr> <tr> <td>71440</td> <td>Hospitality</td> <td>240</td> </tr> <tr> <td>74604</td> <td>Tuition/Spec. Program</td> <td><u>9,165</u></td> </tr> <tr> <td><b>TOTAL:</b></td> <td></td> <td><b>\$18,000</b></td> </tr> </table> <p><b>Budget Account Number: 23920-P23920; Budget Summary \$36,000</b>  <b>July 1, 2019 through December 31, 2019</b>  <b>Detailed Budget Overview: Two Cohorts of 15 Students Each</b></p> <table> <tr> <td>71123</td> <td>Furn. &amp; Equip &lt;5,000 Grant</td> <td>\$15,710</td> </tr> <tr> <td>71130</td> <td>Instructional Supplies</td> <td>1,000</td> </tr> <tr> <td>74604</td> <td>Tuition/Spec. Program</td> <td>18,390</td> </tr> <tr> <td>74609</td> <td>Student Services</td> <td><u>900</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>\$36,000</b></td> </tr> </table>			71123	Furn. & Equip <5,000 Grant	\$8,250	71330	Print/Duplicating	345	71440	Hospitality	240	74604	Tuition/Spec. Program	<u>9,165</u>	<b>TOTAL:</b>		<b>\$18,000</b>	71123	Furn. & Equip <5,000 Grant	\$15,710	71130	Instructional Supplies	1,000	74604	Tuition/Spec. Program	18,390	74609	Student Services	<u>900</u>	<b>TOTAL</b>		<b>\$36,000</b>
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<b>TOTAL</b>		<b>\$36,000</b>																														
<b>Recommendation:</b>	Approval by the Board of Trustees.																															

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the approval of the acceptance of a grant from the Institute of Museum and Library Services (IMLS).		<b>Amount:</b> \$49,913
<b>Requestor:</b> Paula Mitchell	<b>Area Responsible:</b> Instruction and Student Success	
<b>Resource Persons:</b> Steven Smith, Paula Mitchell, Oscar Baeza		
<b>Purpose:</b>	To approve a grant from the Institute of Museum and Library Services (IMLS). The purpose of the grant, Accelerating Promising Practices for Small Libraries, is to attract senior citizens (a non-traditional college population) to the Valle Verde library.	
<b>Explanation:</b>	The Valle Verde library will be offering basic digital technology two-hour training courses through a two-year time-frame beginning Fall 2019. Classes will include cyber safety, email use, library research, texting, online shopping, Instagram and SnapChat use, Face Time and Skype, YouTube viewing, Medical and E-Govt. Searches and Online Dating for Seniors. We recognize that seniors are being introduced to daily usable technologies, such as iPads and smartphones. Their digital literacy new skills will increase and enhance their lives. They will be able to communicate with more electronic savvy and learn how to be safe online. The goal is to seek and attract seniors to the library while providing a needed service, and hopefully encouraging a lifelong benefit of using the library. The grant will cover EPCC costs for Librarian salaries, instructional coordination, associated fringe benefits, and administrative support allocated as follows:	
<b>Budget Account Number: 21718-F21718 Budget Summary: \$49,913</b> <b>September 1, 2019 – August 31, 2021</b> <b>Detailed Budget Overview:</b>		
	61431 Librarian FT	\$15,585
	61601 Classified Staff FT	5,195
	62000 Benefits Pool	5,928
	71120 Office Supplies	14,534
	71317 Other Prof/Tech	6,000
	71910 Indirect Costs	<u>2,671</u>
	<b>TOTAL</b>	<b>\$49,913</b>
<b>Recommendation:</b>	Approval by the Board of Trustees.	

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the approval of the amended and restated Valle Verde Early College High School Interlocal Agreement.	
<b>Requestor:</b> Tonie Badillo	<b>Area Responsible:</b> Instruction and Workforce Education
<b>Resource Persons:</b> Steven Smith, Tonie Badillo	
<b>Purpose:</b>	To obtain approval from El Paso County Community College District Board of Trustees for the amended and restated Valle Verde Early College High School Interlocal Agreement between the El Paso County Community College District and the Ysleta Independent School District.
<b>Explanation:</b>	With the guidance of legal counsel and respective stakeholders, the Valle Verde Early College High School Advisory Committee, comprised of representatives from El Paso County Community College District and the Ysleta Independent School District, has revised its existing Interlocal Agreement for the Valle Verde Early College High School. The agreement states the responsibilities of each entity in sustaining the schools. The agreement is also a requirement from the Texas Education Agency (TEA) in order to grant Early College High School designation. The El Paso County Community College District has an established and respected Early College High School Program. The Valle Verde Early College High School is located at 919 Hunter Dr., El Paso, Texas, 79915.
<b>Recommendation:</b>	Approval by the Board of Trustees.



## STUDENT SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Discussion and action on the approval to purchase, from Caldwell Country Ford, three (3) 2020 Ford Police Interceptor Utility vehicles for the EPCC Police Department.		<b>Amount (Not to Exceed):</b> \$115,000										
<b>Requestor:</b> Jose Ramirez	<b>Area Responsible:</b> Police Department											
<b>Resource Persons:</b> Kenneth Gonzalez, Jose Ramirez												
<p><b>Purpose:</b> To purchase three (3) 2020 Ford Police Interceptors Utility vehicles to be utilized by the El Paso Community College Police Department.</p> <p><b>Explanation:</b> Vehicles are utilized 24 hours a day to conduct campus patrols to enhance student, staff, and community safety and secure all campuses at EPCC. The Ford Interceptors will replace high mileage units, which are in need of mechanical repair due to constant use throughout the years. Upon arrival, vehicles will be equipped with a proper police package to include lights, siren, cage and center console.</p> <p>This purchase will be conducted using the TASB Purchasing Cooperative BuyBoard contract #521-16, as allowed by the Texas Education Code 44.031 (a) (4), and the provisions of Texas Government Code, Chapter 7791-Interlocal Cooperation Contracts. Such contracts are competitively awarded.</p> <p>The amount above includes a total of \$1,725 or approximate 1.5% contingency to allow for possible unexpected changes in costs due to model year changeover.</p> <p>Funding is provided by the Vehicle Registration Fund budget.</p>												
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b> Caldwell Country Ford d/b/a Rockdale Country Ford P.O. Box 72 Rockdale, TX 76567</p>		<table border="1"> <tr> <td>Date:</td> <td><u>08/07/19</u></td> </tr> <tr> <td>Account:</td> <td><u>31001-L31001</u></td> </tr> <tr> <td>Budget:</td> <td><u>\$857,233</u></td> </tr> <tr> <td>Expenditures to date:</td> <td><u>\$457,799</u></td> </tr> <tr> <td>Balance:</td> <td><u>\$399,434</u></td> </tr> </table>	Date:	<u>08/07/19</u>	Account:	<u>31001-L31001</u>	Budget:	<u>\$857,233</u>	Expenditures to date:	<u>\$457,799</u>	Balance:	<u>\$399,434</u>
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