

MEETING

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

REGULAR

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

DATE: August 21, 2013



Consent Docket

5:30 p.m.

Mr. Art Fierro
Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Mrs. Gracie Quintanilla
Mrs. Belen B. Robles
Ms. Selena N. Solis
Dr. John E. Uxer

Present
Not Present

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Motion
Second
Ayes
Nays
Abstain

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1.0 GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

July 31, 2013

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

Exhibit 1.3

Pages 1-15

1.4 Welcome to Guests and Staff Members

1.5 Open Forum

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Dr. William Serrata (College President) will recognize individuals who are retiring from the College District.

1.6.2 Mr. Rick Lobato (executive director, Physical Plant) will introduce representatives from El Paso Electric and the SCORE program who will present the College with a check in the amount of \$892.80 for energy saving initiatives used in the design of the Enrollment Services Building.

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

1.7 Communications: None



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Consent Docket

Motion
 Second
 Ayes
 Nays
 Abstain

1.8 Board of Trustees Business:

1.8.1 The Board of Trustees will discuss the scheduling of a workshop to determine the structure to be utilized for the President's Evaluation.

1.9 Board Reports

1.9.1 Treasurer's Report

July 31, 2013

No action is necessary.

1.9.2 President's Report

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

1.9.2.2 As part of the President's Report, Mr. Steve Smith (interim vice president, Instruction) will provide an update to the Board of Trustees on Student Success Initiatives.

**Exhibit 1.9.1
 Pages 16-43**

Motion
 Second
 Ayes
 Nays
 Abstain

1.10 Consent Docket

2.0 ADMINISTRATION

2.1.1 The following policy is presented for first reading:

3.32.20 *Institutional Calendar*

No action is necessary.

**Exhibit 2.1.1
 Pages 44-45**

Motion
 Second
 Ayes
 Nays
 Abstain



Mr. Art Fierro
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3.0 PERSONNEL

Consent Docket

Motion Second Ayes Nays 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"/> <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"/> <input type="checkbox"/>	3.1 Full-Time Institutionally-Funded Actions	<input type="checkbox"/> Exhibit 3.1 Pages 46-51a
Motion Second Ayes Nays 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"/> <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"/> <input type="checkbox"/>	3.2 Full-Time Externally Funded Actions	<input checked="" type="checkbox"/> Exhibit 3.2 Pages 52-53
Motion Second Ayes Nays 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"/> <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"/> <input type="checkbox"/>	3.3 Appointment of new Tenured Faculty, reappointment of continuing Probationary Faculty and authorization for the President to enter into written contracts and contract addenda of employment for the 2013-2014 academic year with Tenured and Probationary Faculty members.	<input type="checkbox"/> Exhibit 3.3 Pages 54-55



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3.0 PERSONNEL

Consent Docket

Motion Second Ayes Nays Abstain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.4 Reappointment of continuing regular Classified Staff, Professional Support, and Administrative Staff, including Vice Presidents, Associate Vice Presidents, Deans and Directors, and authorization for the President to enter into written employment contracts and contract addenda of employment effective September 1, 2013 with the employees listed.	<input type="checkbox"/> Exhibit 3.4 Pages 56-69
Motion Second Ayes Nays Abstain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.5 Authorization for the President to employ part-time faculty and staff for the 2013-2014 fiscal year.	<input type="checkbox"/> No Exhibit
Motion Second Ayes Nays Abstain	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.6 Information Items (No action required)	<input type="checkbox"/> Exhibit 3.6 Pages 70-71



Consent Docket

4.0 FINANCIAL SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
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 Dr. John E. Uxer

Motion
 Second
 Ayes
 Nays
 Abstain

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4.1 Consideration and deliberation on the renewal of a software maintenance contract for the Banner Enterprise Resource Planning (ERP) system with Ellucian Higher Education in the amount of \$434,317.

Note: To approve a two-year software maintenance support contract with Ellucian Higher Education for the Banner Enterprise Resource Planning (ERP) system. Funding is provided by the Software Maintenance account.

Resource Person: Jenny Girón

Exhibit 4.1
 Pages 72-74

Motion
 Second
 Ayes
 Nays
 Abstain

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4.2 Consideration and deliberation on the approval to purchase copy paper from O-K Paper Centers for the Instructional Services Centers and Academic Computing Services Labs for fiscal year 2013-14 in an amount not to exceed \$160,000.

Note: To approve the purchase of copy paper for five Instructional Service Centers (ISCs) and six Academic Computing Services (ACS) Labs for fiscal year 2013-14. Funding is provided by the Instructional Service Centers and Academic Computing Services Labs.

**Resource Person: Ernst Roberts
 Jenny Girón**

Exhibit 4.2
 Page 75



Consent Docket

4.0 FINANCIAL SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
 Second
 Ayes
 Nays
 Abstain

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4.5 Consideration and deliberation on the approval to award contracts for advertising to various radio broadcasters for fiscal year 2013-14 in an amount not to exceed \$95,000 in the aggregate.

Note: To award contracts for College advertising to various radio broadcasters for fiscal year 2013-14. Funding is provided by the Marketing & Community Relations account.

Resource Person: Ernst Roberts

Exhibit 4.5
 Pages 94-107

Motion
 Second
 Ayes
 Nays
 Abstain

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4.6 Consideration and deliberation on the approval of expenditures for advertising services with the El Paso Times for fiscal year 2013-14 in an amount not to exceed \$65,000 in the aggregate.

Note: To approve expenditures for advertising services with the El Paso Times for fiscal year 2013-14. Funding is provided by each individual departmental budget.

Resource Person: Ernst Roberts

Exhibit 4.6
 Pages 108-110



Consent Docket

6.0 CURRICULUM AND INSTRUCTION

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
 Second
 Ayes
 Nays
 Abstain

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6.1 Consideration and deliberation on the approval of contract renewals for the purchase of library materials from various vendors for district-wide usage in an amount not to exceed \$360,000 in the aggregate.

Exhibit 6.1
 Page 113

Note: To renew the contracts with the library vendors that provide books, eBooks and periodicals for the El Paso Community College libraries district-wide for the 2013-14 fiscal year. Funding is provided by each campus library and the Library Replacement Fund.

Resource Person: Steve Smith

Motion
 Second
 Ayes
 Nays
 Abstain

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6.2 Consideration and deliberation on the approval of contract renewals for online database services used in the El Paso Community College Libraries in an amount not to exceed \$130,000 in the aggregate.

Exhibit 6.2
 Pages 114-117

Note: To approve contract renewals with online database providers for the El Paso Community College Libraries for the 2013-14 fiscal year. Funding is provided by the district-wide Library Databases budget.

Resource Person: Steve Smith



Consent Docket

7.0 STUDENT SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
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 Ayes
 Nays
 Abstain

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7.1 Consideration and deliberation on the approval of a contract to support required academic assessment testing of students with The College Board for fiscal year 2013-14 in an amount not to exceed \$140,000.

Note: To approve expenditures for test materials/units used for academic assessment of students. Funding is provided by the Alternative Testing/Accuplacer budget.

Resource Person: Linda Gonzalez-Hensgen

Exhibit 7.1
 Pages 119-121

Motion
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 Ayes
 Nays
 Abstain

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

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

Resource Person: Yolanda Chávez Ahner

Exhibit 7.2
 Pages 122-123



MINUTES

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

REGULAR

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

DATE: July 31, 2013

Consent Docket

5:30 p.m.

Mr. Art Fierro
Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Mrs. Gracie Quintanilla
Mrs. Belen B. Robles
Ms. Selena N. Solis
Dr. John E. Uxer

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1.0 GENERAL FUNCTIONS

1.1 Call to Order – The meeting was called to order at 5:34 p.m. by Board of Trustees Chair Art Fierro.

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

Ms. Joyce Cordell (director, Marketing Community Relations) led the Trustees and audience in the Pledge of Allegiance.

1.3 Approval of Minutes:

June 25, 2013

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

Motion to approve was made by Trustee Brian Haggerty and seconded by Trustee Carmen Olivas Graham. Motion to approve passed.

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

1.5 Open Forum – Sgt. Milton Quiroz addressed the Board of Trustees expressing his appreciation for the Books and Beyond program held at the Northwest Campus.

1.6 Presentations by Individuals, Groups, and Organizations:

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

Mr. Daniel Gaytan (president, Professional Staff Association) expressed the association's

**Exhibit 1.3
Pages 1-16**

Mr. Art Fierro
Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Mrs. Gracie Quintanilla
Mrs. Belen B. Robles
Ms. Selena Solis
Dr. John E. Uxer



Consent Docket

gratitude to Dr. William Serrata (President) for his support of salary enhancement for the staff.

Dr. Carina Ramirez (president, Faculty Association) addressed the Board of Trustees regarding faculty salary increases and the hiring of new full-time faculty.

1.7 Communications: None

1.8 Board of Trustees Business : None

1.9 Board Reports

1.9.1 Treasurer's Report

June 30, 2013

No action is necessary.

1.9.2 President's Report

1.9.2.1 Dr. William Serrata (President) will update the Board of Trustees and audience on recent events that have transpired at the College.

Dr. Serrata thanked the Board of Trustees for their thoughts and prayers on the recent death of his grandfather.

Dr. Serrata discussed the College's representation at the Minority Serving Institution meeting sponsored by the Lumina Foundation in Indianapolis. He also discussed the General Session that will be held as part of Faculty Development Week activities on Monday, August 19 at the Centennial Club.

**Exhibit 1.9.1
Pages 17-44**

Mr. Art Fierro
Dr. Carmen Olivas Graham
Mr. Brian J. Haggerty
Mrs. Gracie Quintanilla
Mrs. Belen B. Robles
Ms. Selena N. Solis
Dr. John E. Uxer



Consent Docket

1.9.2.2 As part of the President's Report, Ms. Josette Shaughnessy (associate vice president, Budget and Financial Services) will present the 2013-2014 Operating Budget.

Ms. Shaughnessy presented the Operating Budget for 2013-2014 to the Board of Trustees. She provided a PowerPoint presentation detailing the steps that had been taken to prepare the budget and discussed the top funding priorities, which included the recruitment of full-time faculty in the amount of \$2.3 million to comply with SACS 2.8 core requirement, a proposed salary enhancement of 3% for all employees (roughly \$2.4 million) and \$1.1 million in other institutional needs.

She discussed the revenue strategies, which included a Tuition and Fees increase that had previously been approved by the Board of Trustees and property tax revenue based on the certified 2013 property tax valuation of \$37.8 billion which includes new property.

Ms. Shaughnessy reviewed the proposed budget. She stated that the baseline budget was \$122,872,679 and the proposed 2013-2014 budget is \$129,168,827, which covers all of the top priority needs and the ability to place \$501,176 in the biennium reserve.

Discussion followed by the Board of Trustees regarding cost cutting measures



Consent Docket

4.0 FINANCIAL SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
 Second
 Ayes
 Nays
 Abstain

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4.1 Consideration and deliberation on the approval to renew contracts with the awarded Purchasing Cooperative vendors for the district-wide purchase of office products in an amount not to exceed \$750,000 in the aggregate.

Note: Approval of a contract renewal with various vendors as district-wide suppliers of office products for the period of September 1, 2013 – August 31, 2014. Funding is provided by each individual departmental budget.

Resource Person: Ernst Roberts

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

Exhibit 4.1
 Page 51

Motion
 Second
 Ayes
 Nays
 Abstain

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4.2 Consideration and deliberation on the approval of the purchase of computers for district-wide use from Dell Marketing, L.P., in an amount not to exceed \$448,658 per year.

Note: To purchase up to 700 personal computers to replace outdated and/or non-functioning equipment throughout the District on an as-needed basis. Funding is provided by each individual departmental budget.

Resource Person: Ernst Roberts

Item passed.

Exhibit 4.2
 Pages 52-55



Consent Docket

4.0 FINANCIAL SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
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 Ayes
 Nays
 Abstain

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4.3 Consideration and deliberation on the approval of a contract award for automobile, liability, crime and property commercial insurance in the amount of \$446,518.

Note: To approve a one-year contract award for district-wide automobile, general liability, educator's legal liability, crime and property commercial insurance for the period of September 1, 2013 through August 31, 2014. Funding is provided by the Insurance Property account.

Resource Person: Ernst Roberts

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

Exhibit 4.3
 Page 56

Motion
 Second
 Ayes
 Nays
 Abstain

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4.4 Consideration and deliberation on the approval of the authorized signatories on bank resolutions with JP Morgan Chase Bank, N.A.

Note: To authorize Ms. Selena N. Solis as a signatory on bank resolutions for the contract with JP Morgan Chase Bank, N.A., and El Paso County Community College District.

Resource Person: Ernst Roberts

Motion to approve items 4.4 and 4.5 was made by Mrs. Robles and seconded by Mr. Haggerty. Motion to approve passed.

Exhibit 4.4
 Page 57



Consent Docket

7.0 STUDENT SERVICES

Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Motion
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 Ayes
 Nays
 Abstain

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7.1 Consideration and deliberation on the approval of a contract with Strata Information Group, Inc. (SIG) to provide consulting services for maintenance of BANNER Curriculum, Advising and Program Planning (CAPP) in the amount of \$127,520.

Note: To obtain professional consultant services to review, analyze, correct and provide recommendations for changes in current BANNER operating practices concerning curriculum maintenance, academic advising, and enrollment controls. Funding is provided by the Kresge Foundation grant.

Resource Person: Linda Gonzalez-Hensgen

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

Exhibit 7.1
 Pages 67-70

Motion
 Second
 Ayes
 Nays
 Abstain

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

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

Resource Person: Yolanda Chávez-Ahner

Motion to approve items 7.2 and 7.3 was made by Mrs. Robles and seconded by Mr. Fierro. Motion to approve passed.

Exhibit 7.2
 Pages 71-72



Mr. Art Fierro
 Dr. Carmen Olivas Graham
 Mr. Brian J. Haggerty
 Mrs. Gracie Quintanilla
 Mrs. Belen B. Robles
 Ms. Selena N. Solis
 Dr. John E. Uxer

Consent Docket

8.0 COMMUNITY SERVICES

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

9.0 UNFINISHED BUSINESS

Mr. Fierro announced that the next meeting of the Board of Trustees will be held on Wednesday, August 21, 2013 at 5:30 p.m. in the Board Room.

10.0 ADJOURNMENT

Motion to adjourn was made by Mrs. Robles and seconded by Dr. Graham. Motion to adjourn passed. *(Note: Mr. Haggerty was not present for the conclusion of the meeting.)*

The meeting was adjourned at 8:38 p.m.

BOARD POLICY ABSTRACT

Policy to be Considered: Institutional Calendar	Policy #: 3.32.20
Policy Section: Human Resources	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
Action: <input checked="" type="checkbox"/> For information only (<input checked="" type="checkbox"/> 1 st reading) <input type="checkbox"/> For Adoption (<input type="checkbox"/> 2 nd Reading and/or Approval)	
Resource Persons: William Serrata	
Purpose: To revise the existing Board Policy as noted.	
Explanation: The revised policy provides to the President increased flexibility in designating the paid holidays to be provided to eligible employees during the academic year beginning on September 1, 2013.	
Recommendation: Approval by the Board of Trustees.	



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

3.32.20

INSTITUTIONAL CALENDAR

The President of the College shall designate the paid holidays to be provided to eligible employees during the twelve month period beginning September 1. The holiday schedule shall be consistent with generally accepted practices in other institutions of higher education ~~and shall not exceed 22 days.~~

The holiday schedule shall represent the College's plan, or estimate of holidays to be provided during a given year, and may be revised by the President in the best interest of the College.

The specific work schedule for administrative, professional support, and classified staff shall be in accordance with the institutional calendar, as required, to provide departmental services and instructional support. Faculty shall follow the work schedule as outlined in the academic calendar.

Adopted: Aug. 28, 1978
Year of Last Review: 2013

Amended: Oct. 20, 1993

3.32.20 - 1 of 1

Designated Contact: President of the College

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Aguilar, Robert

Instructor
Faculty
Education
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Avila, Juan

Instructor
Faculty
History
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Alvarado, Manuel

Instructor
Faculty
Physics
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade H/5
Noncompetitive Appointment
(New Position)

Bibo, Patricia

Accountant
Professional Support
Accounting Services
08/26/13 – 08/31/13
Grade C
Competitive Appointment
(Replacement Action)

Anchondo, Arturo

Business Development Advisor
Professional Support
Small Business Development Center
Temporary Status
09/01/13 – 08/31/14
Grade E
Extension of Appointment

Castro, Rodolfo

Instructor
Faculty
Art
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Arvizo, Martha

Assistant Registrar
Professional Support
Dual Credit/ Early College High School
09/01/13 – 02/28/14
Grade D
Extension of Appointment

Chacon, Claudia

Instructor
Faculty
History
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/4
Noncompetitive Appointment
(New Position)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Delgado, Monica

Instructor
Faculty
Chemistry
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade H/4
Noncompetitive Appointment
(New Position)

Escobedo, Crisol

Instructor
Faculty
Philosophy
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/2
Noncompetitive Appointment
(New Position)

Dominguez, Cristina

Instructor
Faculty
Nursing
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/3
Noncompetitive Appointment
(New Position)

Galaviz, Cynthia

Administrative Office Assistant
Classified Staff
Small Business Development Center
Temporary Status
09/01/13 – 08/31/14
Grade C
Extension of Appointment

Ervin, Mary

Instructor
Faculty
Economics
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Gomez, Manuela

Instructor
Faculty
Philosophy
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Escalante, Lorenzo

Maintenance Worker I
Classified Staff
Physical Plant
09/01/13 – 11/30/13
Grade B
Extension of Appointment

Gonzalez, Patricia

System Administrator
Professional Support
Information Technology
08/26/13 – 08/31/13
Grade I
Competitive Appointment
(Replacement Action)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Gonzalez, Rosa

Instructor
Faculty
Mathematics
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Lama, Steven

Instructor
Faculty
Mass Communication
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Haan, Mary Beth

Director, College Accreditation &
Compliance
Administrator
College Accreditation & Compliance
09/01/13 – 08/31/14
Grade D
Competitive Appointment
(New Position)

Loya, Rosamarta

Instructor
Faculty
Medical Lab Technology
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade B/5
Noncompetitive Appointment
(New Position)

Hassell, Daniel

Instructor
Faculty
Sociology
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Mann, Scott

Instructor
Faculty
Criminal Justice
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Kazanjian, Christopher

Instructor
Faculty
Education
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade H/3
Noncompetitive Appointment
(New Position)

Martinez, Ivan

Peace Officer I
Classified Staff
Police Department
09/01/13 – 11/30/13
Grade D
Extension of Appointment

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Monge, Thelma

Associate Comptroller, General Accounting
Professional Support
Accounting
09/01/13 – 02/28/14
Grade F
Extension of Appointment

Nelson, Johanna

Business Development Advisor
Professional Support
Small Business Development Center
Temporary Status
09/01/13 – 08/31/14
Grade E
Extension of Appointment

Nelson, Lavonne

Instructor
Faculty
Music
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Nelson, Nancy

Associate Vice President, Employee
Relations
Administrator
Employee Relations
09/01/13 – 08/31/14
Grade F
Reclassification

Puebla, Karina

Instructor
Faculty
Engineering
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade H/3
Noncompetitive Appointment
(New Position)

Ramos, Brenda

Library Assistant
Classified Staff
Library
09/01/13 – 08/31/14
Grade E
Competitive Appointment
(Replacement Action)

Richardson, Carolina

Instructor
Faculty
Foreign Language
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Rimbach, Frank

Instructor
Faculty
Art
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Rodriguez, Gabriel

Instructor
Faculty
Architecture
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Shaughnessy, Josette

Associate Vice President, Budget &
Financial Services
Administrator
Budget & Financial Services
09/01/13 – 08/31/14
Grade F
Reclassification

Rodriguez, Monica

Library Assistant
Classified Staff
Library
09/01/13- 08/31/14
Grade E
Competitive Appointment
(Replacement Action)

Thorton, Michael

Instructor
Faculty
Art
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Salama, Allaa

Instructor
Faculty
Philosophy
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/4
Noncompetitive Appointment
(New Position)

Torres, Rebecca

Instructor
Faculty
Nursing
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Serrano, Miguel

Maintenance Worker II
Classified Staff
Physical Plant
09/01/13 – 11/30/13
Grade C
Extension of Appointment

Trujillo, Alfred

Buyer
Professional Support
Purchasing & Contract Management
Temporary Status
07/08/13 – 08/31/13
Grade C
Competitive Appointment
(New Position)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Urquidi, Eduardo

Instructor
Faculty
Mathematics
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Valdespino, Arturo

Instructor
Faculty
English
Temporary (Lecturer) Status
08/19/13 – 05/17/14
Grade C/5
Noncompetitive Appointment
(New Position)

Exhibit 3.1
Full-Time Institutionally-Funded Actions

The following full-time, temporary Instructors (Lecturers) are extended for the period of 08/19/13 – 05/17/14.

<u>NAME</u>	<u>DISCIPLINE</u>	<u>GRADE</u>
Brown, Deborah	Nursing	C
Buttz, Donald	Physics	C
Dudley, Michael	Culinary Arts	B
Gamez, Cynthia	Economics	C
Gonzalez, Lorena	Mathematics	C
Guerrero, Hafid	Nursing	B
Hernandez, Rodolfo	Psychology	C
Luna, Juan	Drafting & Design	A
Macedo, Oscar	Mathematics	C
Mireles, Alejandro	Architecture	C
New, Elizabeth	Culinary Arts	A
Rosales, Jennifer	Psychology	C
Sathiyajith, Bindu	Nursing	C
Spalloni, Natalie	English	C
Valdez, Judy	Nursing	B

The following Adult Vocational/Special Program Instructors are extended for the period of 08/19/13 – 08/15/14.

<u>NAME</u>	<u>DISCIPLINE</u>	<u>GRADE</u>
Cruz, Josie	Cosmetology	A
Dominguez, Cecilia	Cosmetology	A
Mendoza, Mireya	Basic Skills	B
Molina, Laura	Machining	A
Rosales, Sonja	Cosmetology	A
Salazar, Jose	Diesel Mechanic	A
Serna, Raul	Electrical Journeyman	A

Exhibit 3.2
Full-Time Externally-Funded Actions

Castillo, Maria P.

Administrative Office Assistant
Classified Staff
Community Education Program
DOE HEP 2013
Temporary Status
09/01/13 – 06/30/14
Grade C
Extension of Appointment

Flores, Maribel

Business Development Advisor
Professional Support
Small Business Development Center
UTSA SBDC SBA 2013
Temporary Status
09/01/13 – 09/30/13
Grade E
Extension of Appointment

Devora, Jose

Driver II
Classified Staff
International Education Program
SEED Cycle 2013
Temporary Status
09/01/13 – 01/15/14
Grade C
Extension of Appointment

Limon, Armando

Business Development Advisor
Professional Support
Small Business Development Center
UTSA SBDC SBA 2013
Temporary Status
09/01/13 – 09/30/13
Grade E
Extension of Appointment

Dominguez, Leticia

Popular Education Lead Facilitator
Classified Staff
Community Education Program
DOE HEP 2013
Temporary Status
09/01/13 – 06/30/14
Grade E
Extension of Appointment

Marrufo, Audrey

Training Coordinator
Professional Support
Small Business Development Center
UTSA SBDC SBA 2013
Temporary Status
09/01/13 – 09/30/13
Grade D
Extension of Appointment

Ferguson, Joseph

Associate Director
Professional Support
Small Business Development Center
UTSA SBDC SBA 2013
Temporary Status
09/01/13 – 09/30/13
Grade F
Extension of Appointment

Martinelli, Lilia

SEED Coordinator
Professional Support
International Education Program
SEED Cycle 2013
Temporary Status
09/01/13 – 01/15/14
Grade C
Extension of Appointment

Exhibit 3.2
Full-Time Externally-Funded Actions

Rodriguez, Maria G.

Popular Education Lead Facilitator
Classified Staff
Community Education Program
DOE HEP 2013
Temporary Status
09/01/13 – 06/30/14
Grade E
Extension of Appointment

Ruiz, Elsa

Administrative Office Assistant
Classified Staff
Small Business Development Center
UTSA SBDC SBA 2013
Temporary Status
09/01/13 – 09/30/13
Grade C
Extension of Appointment

Simons, Hercilia

Popular Education Lead Facilitator
Classified Staff
Community Education Program
DOE HEP 2013
Temporary Status
09/01/13 – 06/30/14
Grade E
Extension of Appointment

New Tenured Faculty

NAME		TITLE	RANK	GRADE
Amaya	Carlos	Biology Instructor VV	Associate Professor	H
Coulehan	Michael	Reading Instructor TM	Associate Professor	C
Estrada	Gloria	English Instructor MDP	Associate Professor	C
Favela	Celeste	Psychology Instructor VV	Associate Professor	C
Gabaldon	Luis	Math Instructor VV	Associate Professor	C
Garcia	Adriana	Sign Language Instructor VV	Associate Professor	C
Jimenez	Ramon	Counselor MDP	Associate Professor	C
Konings-Dudin	Gertrud	Biology Instructor TM	Associate Professor	H
Lopez	Elsa	Math Instructor VV	Associate Professor	C
Miller	Charles	English Instructor VV	Associate Professor	C
Olmos	Mariano	Engineering Instructor VV	Associate Professor	G
Rodriguez	Mauricio	English Instructor VV	Associate Professor	C
Waissman	Naomi	Biology Instructor TM	Associate Professor	H
Willars	Elaviano	Automotive Technology Instr	Associate Professor	A

Continuing Probationary Faculty

NAME		TITLE	RANK	GRADE
Adams	Dionne	Counselor Ft. Bliss	Assistant Professor	C
Aiona	Robin	Emergency Medical Svcs Instr	Assistant Professor	A
Auckland	Andrew	Nursing Instructor	Assistant Professor	C
Baeza	Oscar	Librarian VV	Assistant Professor	C
Bell	Rebekah	Speech Instructor TM	Assistant Professor	C
Biernacki	Michele	Physical Therapist Asst Instr	Assistant Professor	A
Bombach	Kathleen	English Instructor VV	Assistant Professor	C
Bretado	Vanessa	Counselor TM	Assistant Professor	C
Camarillo	Melinda	Math Instructor TM	Assistant Professor	C
Carrasco	Francisco	English Instructor VV	Assistant Professor	C
Catalano	Anthony	Voc Nursing Inst Probationary	Assistant Professor	A
Chamblin	Linda	Sociology Instructor TM	Assistant Professor	D
Clarke	Bill	Math Instructor VV	Assistant Professor	C
Conklin	Michelle	Education Instructor NW	Assistant Professor	C
Crisafulli	Zaira	English Instructor TM	Assistant Professor	C
Duarte	Argelia	Counselor RG	Assistant Professor	C
Elliott	Lisa	Mass Communication Instructor	Assistant Professor	C
Fabela	Mary	Counselor VV	Assistant Professor	C
Gonzalez	Laura	Nursing Instructor	Assistant Professor	C
Guerra	Daniel	Culinary Arts Instructor	Assistant Professor	A
Gutierrez	Ruben	Music Instructor VV	Assistant Professor	C
Jimenez	Laura	Vocational Nursing Instructor	Assistant Professor	B
Kalantarian	Enayatallah	Math Instructor NW	Assistant Professor	H
Kirby	Brian	English Instructor RG	Assistant Professor	C
Knapp	Deborah	Counselor VV	Assistant Professor	C
Lopez	Jose	Nursing Instructor	Assistant Professor	C

Continuing Probationary Faculty

NAME		TITLE	RANK	GRADE
Martinez	Ruben	Vocational Nursing Instructor	Assistant Professor	A
Mayfield	Judith	Dental Hygiene Instructor	Assistant Professor	C
McGill	Rebecca	English Instructor VV	Assistant Professor	C
McNiel	Lisa	Speech Instructor VV	Assistant Professor	C
Miller	Lisa	Art Instructor TM	Assistant Professor	C
Minott	Eugenie	Nursing Instructor	Assistant Professor	D
Moreno	Emmanuel	Architecture Instructor VV	Assistant Professor	C
Nelson	John	History Instructor TM	Assistant Professor	H
Nelson Rodriguez	Margaret	English Instructor VV	Assistant Professor	C
Pacheco-Lucero	Jose	Biology Instructor NW	Assistant Professor	H
Park	Hyung Lae	Government Instructor TM	Assistant Professor	H
Peregrino	Sylvia	Government Instructor MDP	Assistant Professor	H
Pynes	Patrick	History Instructor VV	Assistant Professor	C
Raley	David	History Instructor MDP	Assistant Professor	H
Ramirez	Rafael	Radiologic Technology Instruct	Assistant Professor	B
Ramos-Gonzalez	Maria	Nursing Instructor	Assistant Professor	C
Rodriguez	Oswaldo	Chemistry Instructor	Assistant Professor	G
Sanchez	Gale	Librarian RG	Assistant Professor	C
Sanchez	Jose	Auto Technology Instr VV	Assistant Professor	A
Sealing	Terry	Sociology Instructor VV	Assistant Professor	C
Servin	Christian	Computer Science Instructor	Assistant Professor	F
Sosa	Alicia	Vocational Nursing Instructor	Assistant Professor	B
Valadez	Alma	Counselor TM	Assistant Professor	C
Valles	Shanan	Psychology Instructor	Assistant Professor	C
Vaughn	Mary	Business Instructor	Assistant Professor	D
Zavala	Graciela	Medical Lab Technology Instr	Assistant Professor	C

Administrative Staff Contracts

NAME	TITLE	GRADE	
Aguilar	Cynthia	Dir College Readiness	D
Ahner	Yolanda	VP Workforce Economic Dev & CE	G
Arriaga	Martina	Dir Dual Crd & ECHSP	D
Badillo	Maria	Dean Arch Arts Math & Science	E
Bogle	Barry	Dir Law Enforcement Trng Acad	C
Candelas	Saul	VP Research & Accountability	G
Cardoza	Carla	Dir Career Services	C
Chacon	Gerardo	Exec Director IT Systems Appl	E
Chaparro	Luis	Dir Library Tech Services	C
Chavez	Olga	Dir Diversity Programs	B
Conklin	Eileen	Dean Arts BS Comm Oc Ed SS	E
Cordell	Joyce	Dir Mrktg & Com Relations	D
Corral-Nava	Nita	Dir Recruitment & School Rel	C
De La Fuente	Marta	Director CE Health	C
Eveler	Janet	Dean Arts Comm & Soc Science	E
Farias	Jaime	Dean Educ & Occ Prog VV	E
Fernandez	Marco	Exec Dir Net Sys & Suprt Svcs	E
Flores	Fernando	Comptroller	E
Flores	Juan	Director Auxiliary Services	C
Gallardo	Ruben	Dir Purchasing & Contract Mgmt	D
Giron	Jenny	VP Info Tech CIO	G
Gonzalez	Linda	VP Student Services	G
Gross	Dolores	Dir Instl & Com Planning	C
Hendry	Daryle	Exec Dir Admission & Registrar	E
Hernandez	Alejandro	Dir Human Resources Dev	C
Jones	Arvis	Dir Std Ldrshp & Campus Life	C
Jones	Robert	Director Distance Education	C
Kay	Carol	Dir Instl Research	C
Kelley	Katherine	Dir Curriculum & Instruc Dev	C
Lawrence	Alfred	Director Grants Management	C
Lerma	Raul	Exec Dir Stud Fin Aid	E
Lobato	Richard	Exec Dir Physical Plant	E
Lockhart	Janet	Dir Ctr for Student with Disab	C
Lopez	Kathleen	Dir CE Bus/Ind Trng&Pers Enrch	C
Martinez	Miguel	Dir International Education	C
Martinez	Sara	Dir Workplace Literacy Prgrams	C
Mathis	Claude	Dean Amer Lang BS Comm PA	E
Meagher	Paula	Dean of Nursing	E
Mitchell	Paula	Dean Health Occup Math & Sci	E

Administrative Staff Contracts

NAME		TITLE	GRADE
Olguin-Ryan	Elizabeth	Exec Dir Human Resources	E
Penley	Julie	Dean Instructional Prgms MDP	E
Pierce	Marisa	Director Testing Services	C
Ponce	Christina	Exec Dir Fndn & Dev	E
Prieto	Martha	Director Records Management	C
Ramirez	Jose	Chief of Police	D
Roberts	Ernst	VP Admin and Financial Ops	G
Rodarte	Susana	Dean ESL Reading Soc Sci VV	E
Smith	Steven	Dean Math Occ Ed & Sci TM	G
Stroud	James	Dir Institutional Effective	C
Taboada	Luz	Dir Workforce Development	C
Tellez	Laura	Director of Budgets	D
Tena	Lydia	Dean Instructional Prgms NW	E
Valerio	Olga	Dean ATC	E
Yanez	Mary	Dir Senior Adult Programs	B

Classified Staff One Year Contracts

NAME		TITLE	GRADE
Acosta	Alma	Financial Aid Specialist	D
Acuna	Adrian	Certification Specialist	C
Alarcon	Julio	Campus Maintenance Tech	E
Alcantar	Michael	General Mechanic	D
Anguiano	Laura	Admission & Registration Asst	D
Armendariz	Carlos	ESL Lab Assistant TM	E
Arroyo	Maria	Certification Specialist	C
Arroyos	Dina	Career Services Specialist	E
Barcnas	Guadalupe	FA CD Scholarships Exemptions	F
Bautista	Barry	Campus Maintenance Technician	E
Burks	Teresa	Campus Cashier	C
Campbell	Jennifer	ISC Technician MDP	C
Cardenas	Jorge	Peace Officer I	D
Cardoza	Sonia	CD ALP Office	E
Castanon	Margarita	Career Services Assistant	D
Chavez	Ernesto	Campus Cashier	C
Chavira	Savannah	Administrative Assistant	D

Classified Staff One Year Contracts

NAME		TITLE	GRADE
Chavira	Isabel	Library Assistant MDP	E
Contreras	Lorena	Career Services Specialist	E
Davila	Ida	Science Lab Assistant VV	E
De La Pena	Vanessa	Admin Office Assistant	C
Delgado	Ana	Career Services Assistant	D
Diaz	Sandra	Admin Office Assistant	C
Dominguez	Martha	ESL Lab Assistant RG	E
Dorado-Grove	Alfredo	Student Services Assistant II	C
Esparza	Norma	Admission & Registration Asst	D
Flores	Lourdes	Accounts Payable Clerk	D
Franco	Heriberto	Peace Officer I	D
Gallardo	Lucy	Sr Administrative Associate	F
Garcia	Carmen	Financial Aid Specialist	D
Garcia	Christopher	Lab Assistant I	B
Garcia	Jesus	Admission & Registration Asst	D
Gentry	Lisa	Campus Cashier	C
Gonzalez	Marlib	Campus Life Representative	D
Gonzalez	Sylvia	Program Assistant	D
Grajeda	Jose	Peace Officer I	D
Gutierrez	Brandon	Peace Officer I	D
Hermosillo	Griselda	Administrative Associate	E
Hernandez	Isabel	Payroll Clerk	D
Hernandez	Luz	Student Services Assistant II	C
Hernandez	Maria	Admin Office Assistant	C
Hernandez	Yvonne	Administrative Associate	E
Herr	Alberto	Campus Maintenance Technician	E
Herrera	Maria	Admin Office Assistant	C
Hoey	Sandra	Administrative Assistant	D
Holguin	Rolando	Peace Officer I	D
Jauregui	Mary	Accounts Payable Clerk	D
Jones	Leticia	Administrative Associate	E
Luna	Rebecca	Admission & Registration Asst	D
Marin	Elizabeth	Administrative Assistant	D
Marquez	Pamela	Financial Aid Specialist	D
Mata	Fernando	Curriculum Monitoring Asst	D
Morales	Antonio	Peace Officer I	D
Negrete	Marisol	Administrative Assistant	D
Olan	Paul	Lab Assistant III VV	E
Palomo	Francisco	Science Lab Assistant	E

Classified Staff One Year Contracts

NAME		TITLE	GRADE
Parral-Taylor	Rachel	Campus Cashier	C
Perez	Dora	Admission & Registration Asst	D
Pescador	Lorena	FA Spec Electronic Processes	D
Pineda	Juan	Adms & Regstr Spec DC/ECHSP	E
Ponce	Jennifer	ESL Lab Assistant	E
Quian	Luis	Peace Officer I	D
Ramos	Brenda	Library Assistant	E
Reyna	Teresa	Administrative Associate	E
Rivera	Pablo	Career Services Specialist	E
Rodarte	Hugo	Media Services Assistant	C
Rodriguez	Gilbert	Peace Officer I	D
Rodriguez	Monica	Library Assistant	E
Rodriguez	Rigoberto	Construction Worker	C
Rodriguez	Sandra	Admin Office Assistant	C
Rojas	Carolina	Occupational Edu Lab Assistant	D
Romero	Alma	Science Lab Assistant TM	E
Ruiz	Ana	Admission & Registration Asst	D
Ruiz	Juan	Maintenance Worker II	C
Ruiz	Samuel	Supv Public Services VV	F
Saavedra	Margaret	GED Testing Assistant	D
Sachs-Freck	Leah	Dispatcher	C
Salas	Cecilia	ACS Lab Assistant	C
Serrano	Leonardo	Journey Construction Worker	D
Shin	Youmi	Fin Aid Spec Acad Progress	D
Soto	Adalberto	Peace Officer I	D
Teran	Krystal	Sign Language Interpreter	D
Torres	Miguel	Recruiter	E
Torres	Ivan	Academic Resource Spec	E
Torres-Guerra	Ariana	Student Services Assistant II	C
Trejo	Guillermo	Occupational Edu Lab Assistant	D
Turon	Teresa	Peace Officer I	D
Vasquez	Patricia	Career Services Specialist	E
Vasquez	Osvaldo	Peace Officer I	D
Villalpando	Veronica	Lab Assistant II	D
Weaver	Melissa	Admission & Registration Asst	D
Webber	John	Sign Language Interpreter	A
Yalda	Jacqueline	Peace Officer I	D

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Abilez	Alma	Supv Public Services RG	F
Acevedo	Oscar	ACS Lab Assistant	C
Adame	Leticia	Acquisitions Tech Assistant	E
Ahumada	Myrna	Accounts Payable Clerk	D
Alcantar	Santiago	CEP Assistant	D
Alvarado	Guadalupe	Admission & Registration Asst	D
Alvarado	Maria	Human Resources Assistant	D
Alvarez	Guadalupe	Administrative Assistant	D
Alvarez	Leticia	Benefits Assistant	D
Amaya	Maria	Admission & Registration Asst	D
Anchondo	Alma	Library Assistant VV	E
Annotico	Margarita	Reading Lab Assistant RG	E
Apodaca	Yvonne	Workstudy Program Coordinator	F
Apple	Lulu	Administrative Assistant	D
Araiza	Vera	Reading Lab Assistant MDP	E
Arango	Araseli	Cataloging Technical Assistant	E
Archuleta	Jesus	Sr Painter	F
Arellano	Dolores	Administrative Assistant	D
Arellano	Jessie	Grants Admin Assistant	D
Armas	Salvador	Lab Assistant II	D
Armendariz	Diann	Tuition Clerk	C
Arreola	Lourdes	Administrative Assistant	D
Arriaga	Fernando	Welder	E
Arvizo	Juan	Maintenance Worker II	C
Attel	Carol	Administrative Associate	E
Avalos	Cecilia	Admin Office Assistant	C
Avila	Christine	Employment Specialist	E
Avila	Margarita	Lab Assistant III NW	E
Ayala	Patricia	Library Assistant RG	E
Barraza	Angelina	Account Clerk III	D
Barrios	Marisela	Program Assistant	D
Beltran	Laura	Career Services Specialist	E
Brown	Dwight	Admissions Eval Assistant	D
Bryant	Gerald	Campus Maintenance Technician	E
Buisson-Rodriguez	Claire	Media Production Specialist	D
Burrola	Lydia	Human Resources Assistant	D
Cabral	Elia	Testing Services Clerk	C
Candia	Hector	Peace Officer I	D
Carlos	Gabriela	Occupational Edu Lab Assistant	D
Carrillo	Hugo	Shipping and Receiving Clerk	C
Castaneda	Edna	CE Registration Assistant	D

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Castillo	Dolores	Admission & Registration Asst	D
Castillo	Maria	Student Services Assistant I	B
Ceniceros	Francisco	Library Assistant TM	E
Cepeda	Esperanza	Occupational Edu Lab Assistant	D
Chavez	Francisco	Locksmith Assistant	E
Chavez	Georgina	Admission & Registration Asst	D
Chavez	Javier	Peace Officer II	E
Chavez	Rosa	Accounts Payable Clerk	D
Cisneros	Maria	Testing Services Specialist	D
Clancy	Dolores	Science Lab Assistant MDP	E
Contreras	Eduardo	ACS Lab Assistant	C
Cordova	Enid	Administrative Assistant	D
Corona	Cecilia	Admission & Registration Asst	D
Coronado	Elizabeth	CD Fin Aid RMTO	F
Cortinas	Luis	Media Services Assistant	C
Curiel	Daniel	Journey Construction Worker	D
Curiel	Elvia	Administrative Assistant	D
Dean	Charles	Head Maintenance Wkr Electric	D
Del Rio	Maria	Program Assistant	D
Del Villar	Rocio	Vehicle Registration Clerk	B
Delgado	Carlos	Locksmith	F
Delgado	Maria	ACS Lab Assistant	C
Devora	Delia	Human Resources Assistant	D
Diaz	Jessica	Administrative Associate	E
Diaz	Victor	Maintenance Worker II	C
Dominguez	Eva	Registration Assistant	D
Dominguez	Silvia	Career Services Specialist	E
Dragon	Norma	Administrative Assistant	D
Duran	Luis	Maintenance Worker II	C
Duran	Luz	ACS Lab Assistant	C
Duran	Maria	Admin Office Assistant	C
Duran	Patricia	Accounts Receivable Clerk	D
Echavarria	Jose	Shipping and Receiving Clerk	C
Eichhorn	Charles	Detective Investigator	E
Elenes	Arturo	Maintenance Worker II	C
Elenez	Candido	Occupational Edu Lab Assistant	D
Elizalde	Imelda	Inst Research Specialist	E
Escalante	Irene	Administrative Office Assistant	C
Espinoza	Robert	Occupational Edu Lab Assistant	D
Estrada	Alfredo	Peace Officer I	D
Estrada	Hilario	Property Control Assistant	D

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Estrada	Laura	Accounts Payable Clerk	D
Fabela	Pedro	Account Clerk	C
Faber	Maria	Financial Aid Specialist	D
Farah	Mayela	Grants Admin Assistant	D
Fernandez	Elvira	Administrative Associate	E
Franco	Rafaela	Administrative Associate	E
Franco	Rojelio	Pest Control Grounds Tech	E
Gaither	Laura	ISC Technician TM	C
Gallardo	David	ACS Lab Assistant	C
Gallegos	Ruben	Graduation Specialist	E
Gamboa	Erika	Administrative Associate	E
Garay	Teresa	Library Assistant TM	E
Garcia	Aurea	Career Services Assistant	D
Garcia	Fernando	Photographer	C
Garcia	Javier	Accounts Receivable Clerk	D
Garcia	Laura	Administrative Associate	E
Garcia	Lucia	Testing Services Specialist	D
Gaytan	Juan	Tuitions Assistant	D
Giner	Maria	Certification Specialist	C
Gomez	Esperanza	Administrative Associate	E
Gomez	Maria	Sr Administrative Associate	F
Gonzalez	Irma	Accounts Receivable Clerk	D
Gonzalez	Laura	Student Services Assistant II	C
Guerra	Javier	Peace Officer I	D
Guerra	Monica	Administrative Assistant	D
Guerrero	Ana	Student Services Assistant I	B
Guerrero	Ana	Bursar Clerk	C
Gunnells	Patricia	Admissions Eval Assistant	D
Gutierrez	Claudia	Administrative Assistant	D
Gutierrez	Henry	Peace Officer II	E
Gutierrez	Maria	Administrative Associate	E
Gutierrez	Minerva	Administrative Associate	E
Gutierrez	Sandra	Admin Office Assistant	C
Guzman-Jarnagin	Elvia	Administrative Associate	E
Hall	John	Plato Lab Assistant	D
Hernandez	Bernice	Sr Administrative Associate	F
Hernandez	Leticia	Admission & Registration Asst	D
Hernandez	Patricia	CD Scheduling	E
Herrera	Rafael	Maintenance Worker I	B
Hicks	Barbara	CD Instructional Testing	F

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Hinojo	Fernando	Head Maintenance Worker Ground	D
Hinojos	Norma	Administrative Assistant	D
Hunter	Juanita	Occupational Edu Lab Assistant	D
Jackson	Sylvia	Admissions & Registration Asst	D
Jimenez	Maria	Administrative Assistant	D
Juarez	Brenda	Financial Aid Specialist	D
Juarez	Luis	Peace Officer I	D
Leon Guerrero	Maria	Specialist FA VA	D
Lerma	Marisela	Admin Office Assistant	C
Leslie	David	Peace Officer I	D
Leyva	Victor	ISC Technician VV	C
Licon	Vanessa	Admission & Registration Asst	D
Linder	Renato	Campus Cashier	C
Loera	Guillermo	Budget Analyst	E
Loera	Mayela	Payroll Clerk	D
Lopez	Caesar	Irrigation Specialist	E
Lopez	Javier	Kinesiology Lab Assistant TM	C
Loya	Alma	Sr Administrative Associate	F
Lozano	Rosa	Financial Aid Specialist	D
Lozoya	Maria	Financial Aid Specialist	D
Lucero	Raul	Grounds Foreman	G
Luevano	Gustavo	Records Mgmt Clerk	C
Lujan	Marisela	Administrative Assistant	D
Lujan	Rose	Admission & Registration Asst	D
Maese	Juanita	Financial Aid Specialist	D
Marin	Jose	ATC Lab Assistant	E
Marquez	Juana	Student Services Assistant II	C
Marquez	Rosemary	Clerk	A
Martinez	Elvira	Sr Administrative Associate	F
Martinez	Juana	Financial Aid Specialist	D
Martinez	Maria	Administrative Associate	E
Martinez-Lizarraga	Gregorio	ISC Technician VV	C
Martinez-Rivas	Elida	Financial Aid Specialist	D
McBroom	Kimberly	Campus Cashier	C
McHale	Sandra	Sr Administrative Associate	F
Medrano	Lilia	Admission & Registration Asst	D
Mejia	Daniel	Testing Services Clerk	C
Mendoza	Hilda	Scheduling Assistant	D
Mendoza	Roberto	HVAC Controls Technician	F
Moncayo	Sara	Media Scheduling Specialist	E
Montes	Astrid	Library Assistant VV	E

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Mora	Pedro	Career Services Specialist	E
Moreno	Barbara	Administrative Associate	E
Moreno	Margarita	Administrative Associate	E
Muela	Lino	Maintenance Worker I	B
Muniz	Nancy	Administrative Associate	E
Munoz	Alma	Admission & Registration Asst	D
Munoz	Maria	Administrative Associate	E
Navarro	Javier	Sr Construction Worker	F
Nervais	Martha	TV Production Technician	D
Nieto	Guadalupe	Administrative Associate	E
Noriega	Jose	Supervisor Auto Shop	G
Noriega	Maria	Administrative Assistant	D
Ocon	Mario	Maintenance Worker II	C
Olivas	Magdalena	ISC Technician RG	C
Ontiveros	Elizabeth	Purchasing Specialist	E
Ontiveros	Maria	Media Services Assistant	C
Ordaz	Esperanza	Admissions Eval Assistant	D
Ordonez	Isabel	Program Assistant	D
Orduno	Rosa	Occupational Edu Lab Assistant	D
Orozco	Irma	Occupational Edu Lab Assistant	D
Ortega	Maria	Sr Administrative Associate	F
Ortiz	Jesus	Campus Maintenance Technician	E
Padilla	Roy	Peace Officer I	D
Paiz	Elinora	Registration Assistant	D
Pando	Rita	Financial Aid Clerk	C
Parra	Eva Leticia	Administrative Assistant	D
Payne	Pamela	Admin Assist to the President	G
Perez	Dagoberto	Peace Officer II	E
Perkins	Jennifer	Employment Specialist	E
Pham	Anhoa	Lab Assistant III TM	E
Porras	Karina	Testing Services Clerk	C
Potter	William	Maintenance Worker II	C
Powers	Elizabeth	Administrative Assistant	D
Pulido	Rosario	Student Services Assistant I	B
Quezada	Reynaldo	Sr Carpenter	F
Quiroz	Beatriz	Administrative Assistant	D
Quiroz	Sulamita	Human Resources Clerk	C
Ramirez	Angel	CD Special Events and Moving	F
Ramirez	Araceli	Student Loan Assistant	E
Ramirez	Donaciana	ISC Technician TM	C
Raygoza	Antonia	Purchasing Clerk	C

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Resendez	Ana	Administrative Associate	E
Retana	Rebecca	Library Assistant	E
Rico-Briones	Martha	Administrative Assistant	D
Rivera	Gilberto	HVAC Energy Management Spec	F
Roberts	Luz	ATB Student Advisor	D
Robles	Dolores	Student Services Assistant II	C
Rodela	Gabriel	Admission & Registration Asst	D
Rodriguez	Gilbert	ACS Lab Assistant	C
Rodriguez	Gilbert	CSD Testing Specialist	D
Rodriguez	Nivia	Shipping and Receiving Clerk	C
Romero	Daniel	Sr Electrician	F
Romero	Ernesto	Head Maintenance Worker Ground	D
Rosales	Laura	ISC Technician VV	C
Rubio	Salvador	Occupational Edu Lab Assistant	D
Rubio-Perez	Socorro	Administrative Associate	E
Salas	John	Library Assistant TM	E
Salas	Leticia	Program Assistant	D
Salazar	Maria	C E Registration Assistant	D
Salcido	Ana	CE Registration Assistant	D
Saldana	Laura	Accounts Payable Clerk	D
Saldana	Rosa	Administrative Assistant	D
Saldivar	Elizabeth	PREP Lab Assistant III	E
San Roman	Armando	Peace Officer I	D
Sanchez	Irma	Admission & Registration Asst	D
Sanchez	Saul	Maintenance Worker II	C
Sanchez	Veronica	Human Resources Clerk	C
Santacruz	Elva	Administrative Associate	E
Serna	Maria	Sign Language Interpreter	C
Shoppach	Eric	Financial Aid Specialist	D
Silva	Guadalupe	Administrative Associate	E
Simmons	Robin	Administrative Associate	E
Solis	Maria	Financial Aid Specialist	D
Soto	Dora	Student Services Assistant II	C
Stansbury	Seta	CE Program Specialist	E
Stevens	Richard	Occupational Edu Lab Assistant	D
Stroessel	Cecilia	ACS Lab Assistant	C
Sustaita	Silvia	ISC Technician RG	C
Tapia	Maria	Adms & Regstr Spec DC/ECHSP	E
Taylor	Janet	Processing Specialist	E
Terrones	Luz	Security Specialist	D
Topete	Clara	Campus Coord Testing Services	E

Classified Staff Two Year Contracts

NAME		TITLE	GRADE
Toynes	Deborah	Program Assistant	D
Trejo	Julie	Financial Aid Specialist	D
Valadez	Leticia	Adms & Registr Spec DC/ECHSP	E
Valadez	Mario	Sr Painter	F
Varela	Elvia	Testing Services Clerk	C
Viramontes	Raquel	Sr Administrative Associate	F
Yanez	Marisel	Admission & Registration Asst	D
Zarate	Maria	Supv Public Services NW	F
Zuniga	Erika	Financial Aid Specialist	D

Professional Support One Year Contracts

NAME		TITLE	GRADE
Alaniz	Martha	Worker's Comp Specialist	B
Amaya	Maria	CD Advertising Media	C
Antunez	Juanita	Accountant	C
Arriola	Hector	Mgr PREP	D
Barragan	Joseph	Captain	H
Barrera	Alfonso	Network Technician	E
Blanco	Laura	Accountant	C
Cadena	Luz	Manager, Distance Education	D
Campbell	Sabrina	CD Customized Training	D
Carrillo	Angel	EMT Lab Facilities Coord	B
Cazares	Maria	Finance Coordinator	D
Compean	Cynthia	Manager GED	C
Davila	Guadalupe	ACS Supervisor	F
Dominguez	Mercedes	Mgr Student Services	C
Erivez	Graciela	Vocational Guidance Assistant	B
Escajeda	Steve	Lab Manager	D
Espinoza	Debra	Buyer	C
Estrada	Evelyn	Program Student Advisor	B
Flores	Luis	Graphics Designer	C
Gaines	Jackie	Sr Programmer Analyst	H
Gamez	Armando	CE Lab Coordinator	C
Garcia	Gilbert	CD Media Services	D
Gil	Maria	Mgr Student Services	C
Gonzalez	Enrique	Coord Interpreting Services	C
Gonzalez	Octavio	Facilities Manager	G
Graham	Roger	Manager Academic Resources	D
Gutierrez	Kathryn	Head Softball Coach	E
Guzman	Michael	Lieutenant	G

Professional Support One Year Contracts

NAME		TITLE	GRADE
Heiney	James	Marketing Specialist	B
Hines	Cecilia	Manager Academic Resources	D
Loera	Norma	Class & Comp Analyst	D
Lopez	Ines	Assistant Director	D
Luna	Osvaldo	CD Media Services	D
Maldonado	Aquiles	Property Control Supervisor	C
Martinez	Maria	Lab Facilities Supervisor	B
Martinez	Pascual	Construction Supervisor	D
Martinez	Sandra	Program Student Advisor	B
Mejia	Carlos	Program Student Advisor	B
Mejia	Carlos	CD Media Services	D
Melendez	Patricia	Manager Data Payables	D
Mendoza	Maria	CSD Campus Representative	B
Molina Torres	Carlos	Sr Programmer Analyst	H
Monreal	David	Tech Support Specialist II	F
Montano	Cristobal	ACS Supervisor	F
Montenegro	Monica	ACS Supervisor	F
Montes	Patricia	Lab Facilities Supervisor	B
Munoz	Francisco	Accountant	C
Nazario	Darlina	Accounts Receivable Manager	D
Oatley	Christopher	Graphics Designer	C
Pagan	Norma	Facilities Planner	D
Quinones	Martha	Program Student Advisor	B
Ramirez	Jesus	ACS Supervisor	F
Ramos	Sergio	CD Media Services	D
Reyes	Maria	HR Development Specialist	B
Rodriguez	Jaime	CD Media Services	D
Salas	Jesusita	CD Media Services	D
Salazar	Ana	Program Student Advisor	B
Samaniego	Francisco	ACS Supervisor	F
Sanchez	Martha	Manager Academic Resources	D
Shahabi	Elda	Manager ISC	C
Silva	Ralph	Manager Assessment Programs	H
Steele	Elizabeth	Manager Grants Management	E
Suarez	Maria	Manager ISC	C
Tharp	Nancy	Risk Manager	E
Torres	Armando	Mgr Technical Support	H
Townsend	James	CD Media Services	D
Truman	Della	Manager Academic Resources	D
Tuberville	Roy	Manager Financial Aid	C
Urenda	Leticia	Mgr Student Services	C

Professional Support One Year Contracts

NAME		TITLE	GRADE
Valdez	James	Mgr Grants Management	E
Vasquez	Arturo	Mgr Tuition & Cashiering Svc	D
Wages	Carmen	Accountant	C
Yakubovsky	Charles	CSD Campus Representative	B
Zavala	Victor	Lab Facilities Supervisor	B

Professional Support Two Year Contracts

NAME		TITLE	GRADE
Almanza	Yvonne	IT Systems Manager	K
Avila	Sally	Academic Advisor	B
Banuelas	Israel	CD Maintenance Services	C
Bowman	Cheryl	Information Security Risk Adv	F
Brown	David	Lab Manager	D
Bustamante	Juliana	Admissions Manager	D
Cabrera	Rafael	Network Technician	E
Candelas	Gabriel	Test Svs Sys Specialist	F
Carnagey	Elizabeth	Assoc Dir Human Resources	F
Carrasco	Richard	Technical Support Specialist	E
Carreno	Margarita	Programmer Analyst	F
Casavantes	Mariadel Carmen	Manager Workplace Literacy	D
Chavez	Dalila	Programmer Analyst	F
Corona	Gloria	Assistant Director	D
Ebert	Patrick	Mgr Media Production	D
Elliott	Robert	Mgr Grants Management	E
Flores	Lucina	Mgr Americana Lang Programs	C
Gamez	Nancy	Manager Media Services	F
Garcia	Erick	Assistive Technolog Specialist	C
Garcia	Martha	Lab Manager VV	D
Gaytan	Daniel	Sr Programmer Analyst	H
Gaytan	Gabriel	Media Producer	E
Gil	Oscar	Mgr Student Services	C
Gomez	Armando	Asst Director Testing Services	E
Gonzalez	Arturo	Manager Inst Research	H
Gonzalez	Arturo	Buyer	C
Guerra	Francisco	Assistant Dir Veterans Affairs	D
Hajjar	Souraya	Mgr Health Related Grants	F
Hamdan	Nasser	IT Systems Manager	K
Harmon	William	Lab Facilities Supervisor VV	B

Professional Support Two Year Contracts

NAME		TITLE	GRADE
Hoefner	Lorraine	Manager Library Systems	J
Hougham	Dale	Enrollment Manager	E
Houston	Michelle	CD Special Events	C
Lara	Marco	Media Producer	E
Lawrence	Andrew	Technical Coordinator	H
Lipscomb	Victoria	CD Employee Relations	E
Lopez	Jose	CD PE Activities & Fac	B
Lopez De Lara	Ricardo	Academic Advisor	B
Mandell	Sally	Mgr HR Info Systems	H
Montero	Ernesto	Sr Programmer Analyst	H
Morgan	Charles	Mgr Support Center	H
Morrow	Roberto	Sr Programmer Analyst	H
Ornelas	Alfredo	Sr Programmer Analyst	H
Pavia	Dolores	Asst Registrar WF CE	D
Perez	Gabriel	Academic Advisor	B
Prats	Luis	PREP Guidance Assistant	B
Ramirez	Elizabeth	Academic Advisor	B
Rodriguez	Elizabeth	Technical Support Specialist	E
Rodriguez	Rosa	ACS Lab Assistant	C
Ruiz	Maria	Asst Dir Ofc Recruit & Sch Rel	D
Sanchez	Javier	Publications Coordinator	B
Schirmer	Denise	Mgr Specialized Admissions	C
Schirmer	Douglas	IT Systems Manager	K
Silva	Hazel	Asst Registrar for Records	D
Sotelo	Anita	Academic Advisor	B
Sweet	Deborah	Programmer Analyst	F
Thurman	Olga	Mgr Academic Resources	D
Urias	Norma	Assistant Director	D
Vasquez	Edmundo	Database Manager	J
Vazquez	Angeles	Statistical Research Associate	D
Vasquez	Daniel	Special Assist to VP Stud Svcs	F
Williams	Stella	Lieutenant	G
Woon	Lillian	Assoc Comp Bursar Services	F
Yee	James	IT Systems Manager	K

Exhibit 3.6
Information Items
(No Action Required)

Resignations:

Jefferson, Francine

Workforce Development Specialist
Advanced Technology Center
07/31/13

Servin, Nora

Manager, Classification &
Compensation
Human Resources
08/02/13

Exhibit 3.6
Information Items
(No Action Required)

Retirements:

Baltazar, Gloria

Financial Aid Specialist
Financial Aid
07/31/13

Veji, Alicia

Program Student Advisor
Student Success PREP
08/31/13

Chavira, Virginia

Admissions & Registration Assistant
Admissions & Registrar
08/31/13

York, Earl

Instructor
Criminal Justice
08/31/13

Cummings, Marsha

Instructor
Dietetic Technology
08/31/13

Fulton, Veronica

Counselor
Counseling
08/31/13

Rios, Lourdes

Campus Cashier
Accounting Services
08/31/13

Scott, Mary

Instructor
Art
08/31/13

Suciu, Ronald

Instructor
History
08/31/13

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Consideration and deliberation on the renewal of a software maintenance contract for the Banner Enterprise Resource Planning (ERP) System with Ellucian Higher Education.	Amount: \$434,317										
Requestor:	Gary Chacon	Area Responsible: Information Technology										
Resource Persons: Jenny Girón, Gary Chacon												
Purpose: To approve a two-year software maintenance support contract with Ellucian Higher Education for the Banner Enterprise Resource Planning (ERP) system.												
Explanation: The Banner Enterprise Resource Planning (ERP) system was approved for purchase from SunGard Higher Education, Inc., by the Board of Trustees on February 15, 1999 through Request for Proposals process RFP #98-03. The purchase cost at that time was \$2,825,316. The implementation of Banner took place over a three-year period and included the planning phases of this large and comprehensive ERP system, as well as testing of the system and training of the staff. Since then, this type of maintenance contract has availed the College with the ability to update/upgrade Banner several times to meet changing needs and to increase functionality. In 2012, it was announced that SunGard Higher Education and Datatel, two education technology leaders, combined to form Ellucian.												
The renewal of this maintenance contract provides for the continuation of the aforementioned updates/upgrades to Banner, as well as technical support. The current version of Banner is 8.5.1 and a future release will begin the migration to Banner XE, which will be web based.												
Banner is a suite of student and administrative software applications specifically designed for higher education institutions. The ERP integrates all departments and functions across the College and can serve different departmental needs. It is utilized district wide by the following student support areas: Admissions & Registrar, Financial Aid Services, Counseling, and Student Web Services. Additionally, Banner supports the following administrative support areas: Budget, Accounting, Payroll, Accounts Payable, Bursar Services, Property Control, Purchasing & Contract Management, Human Resources, Document Management, and Banner employee web services. Banner is highly integrated and all of the modules use a common database. It allows for 24 x 7 system access via the web of information regarding student enrollment, grades, HR, finance and budget.												
The Ellucian Banner software renewal maintenance is administered by Texas A&M University Corpus Christi and is part of an inter-local agreement with the Texas Connection Consortium (TCC). The TCC association is comprised of approximately 40 state universities, colleges, and community college districts.												
A sole source letter follows this item.												
Funding is provided by the Software Maintenance account.												
Recommendation:	Approval by the Board of Trustees.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date:</td> <td style="text-align: right;"><u>09/01/13</u></td> </tr> <tr> <td>Account:</td> <td style="text-align: right;"><u>11000-75006</u></td> </tr> <tr> <td>Budget:</td> <td style="text-align: right;"><u>\$1,296,893</u></td> </tr> <tr> <td>Expenditures to date:</td> <td style="text-align: right;"><u>\$ -0-</u></td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;"><u>\$1,296,893</u></td> </tr> </table>	Date:	<u>09/01/13</u>	Account:	<u>11000-75006</u>	Budget:	<u>\$1,296,893</u>	Expenditures to date:	<u>\$ -0-</u>	Balance:	<u>\$1,296,893</u>
Date:	<u>09/01/13</u>											
Account:	<u>11000-75006</u>											
Budget:	<u>\$1,296,893</u>											
Expenditures to date:	<u>\$ -0-</u>											
Balance:	<u>\$1,296,893</u>											
Vendor:	Texas A&M University Accounts Receivable – Thomas Oliver 6300 Ocean Drive – Unit 5767 Corpus Christi, TX 78412-5767											

July 29, 2013

Art Gonzalez
Purchasing Buyer
El Paso Community College
PO Box 20500
El Paso Texas 79998-0050

Dear Art,

We at Ellucian appreciate the opportunity to serve the technology requirements of El Paso Community College and look forward to continuing and strengthening our technology relationship with you.

Ellucian is the exclusive licensor of numerous software products for the higher education marketplace. These products collectively are referred to as the "Ellucian Software," and include the company's Banner solutions. The Ellucian Software is fully developed, is integrated, licensed and maintained exclusively by Ellucian. Ellucian protects its intellectual property interests in Ellucian Software by carefully safeguarding distribution of the Ellucian Software. Licensees are required to execute a license agreement under which the users, at an institution level, agree to use Ellucian Software only for the purpose of conducting in-house, non-commercial computing operations and further agree to limit use of Ellucian Software to those employees with a need to know. The Ellucian Software is protected under the copyright laws of the United States and the trade secret laws of the several states.

We hope that this information assists El Paso Community College as it considers the licensure of Ellucian's Banner solutions. If I can be of further assistance, please do not hesitate to call. Many thanks for your consideration.

Sincerely,



Susan L. Stern
VP, Customer Relationship Operations



**OFFICE OF THE VICE PRESIDENT
INFORMATION TECHNOLOGY/CIO**

MEMORANDUM

TO: Ruben Gallardo, Director, Purchasing & Contract Mgmt.
FROM: Gary Chacon, Executive Director, IT Systems
THROUGH: Jenny Girón, Ph.D., Vice President, Information Technology/CIO
DATE: July 29, 2013
SUBJECT: **ELLUCIAN AS A SOLE SOURCE**

The purpose of this memo is to validate the reasons in recognizing Ellucian as a sole source.

Ellucian is a sole source for Banner Enterprise Resource Planning (ERP) management information system. It exclusively develops, enhances, and maintains their proprietary software which in turn provides Ellucian clients with upgrades and enhancements that address federal requirements that are not available through other firms or individuals.

As a sole source, Ellucian provides a team that is focused on Texas specific solutions. The Texas connection consortium works with a team of Ellucian developers on state specific solutions by developing interfaces and reporting requirements to meet Texas mandates. These solutions are supported and maintained by Ellucian exclusively for Texas consortium colleges and universities in order to maintain proprietary governance.

In the state of Texas, all community colleges and universities using Banner ERP can only obtain software solutions and services through Ellucian, as part of the Texas master agreement. The Texas master agreement has centralized all support services to colleges and universities. El Paso Community College implemented the Banner ERP since it was first approved in 1999.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to purchase copy paper from O-K Paper Centers for the Instructional Services Centers and Academic Computing Services Labs for fiscal year 2013-14.	Amount: (Not to Exceed) \$160,000										
Requestor(s): Marco Fernandez, Juan Flores	Area Responsible: Academic Computing Services, Auxiliary Services										
Resource Persons: Ernst Roberts, Jenny Giron, Josette Shaughnessy, Marco Fernandez, Juan Flores											
<p>Purpose: To approve the purchase of copy paper for each one of the five Instructional Service Centers (ISCs) and the six Academic Computing Services (ACS) Labs for fiscal year 2013-14.</p> <p>Explanation: 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. The ISCs also distribute supplies to faculty and staff. The paper purchased through this contract will be utilized by the ISCs for daily operation and will also be available to district users outside the centers on a charge-back basis.</p> <p>The Academic Computing Service Labs (ACS) are open computer labs with several computer classrooms clustered around the labs. Students are supplied with paper by the ACS Department for printing during the academic year.</p> <p>This purchase is conducted through the State of Texas Comptroller of Public Accounts Term Contract #645-32, as allowed by the Texas Education Code, Section 44.031(a)(4).</p> <p>Funding is provided by the Instructional Service Centers and Academic Computing Service Labs operating budgets.</p>											
Recommendation: Approval by the Board of Trustees.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px;"><u>09/01/13</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="padding: 2px;"><u>11000-52101,</u> <u>72003, 72004,</u> <u>72005, 72006,</u> <u>72007</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="padding: 2px;"><u>\$1,445,002</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="padding: 2px;"><u>\$ -0-</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="padding: 2px;"><u>\$1,445,002</u></td> </tr> </table>	Date:	<u>09/01/13</u>	Account:	<u>11000-52101,</u> <u>72003, 72004,</u> <u>72005, 72006,</u> <u>72007</u>	Budget:	<u>\$1,445,002</u>	Expenditures to date:	<u>\$ -0-</u>	Balance:	<u>\$1,445,002</u>
Date:	<u>09/01/13</u>										
Account:	<u>11000-52101,</u> <u>72003, 72004,</u> <u>72005, 72006,</u> <u>72007</u>										
Budget:	<u>\$1,445,002</u>										
Expenditures to date:	<u>\$ -0-</u>										
Balance:	<u>\$1,445,002</u>										
Vendor: O-K Paper Centers 6600 Montana, Suite O El Paso, Texas 79925											

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to award a contract for outdoor advertising for fiscal year 2013-14 to Clear Channel Outdoor.	Amount: (Not to Exceed) \$130,000
Requestor: Joyce Cordell	Area Responsible: Marketing & Community Relations
Resource Persons: Ernst Roberts, Joyce Cordell	
<p>Purpose: Approval to award a contract for outdoor advertising to Clear Channel Outdoor for fiscal year 2013-14.</p> <p>Explanation: Clear Channel Outdoor will provide outdoor advertising through billboards and a network of twelve (12) digital boards throughout the city, which includes two locations on Interstate 10.</p> <p>Contracts must be signed two months prior to run time in order to reserve choice locations which target EPCC's demographic audience. Approval of this item will allow the College to advertise on the City's only digital billboard network. With the proposed plan, there will be approximately 420,000 spots per year or 140,000 spots per campaign (proposing three (3) campaigns consisting of four (4) weeks each throughout the year).</p> <p>Proposed annually-contracted billboard locations: I-10 West & Cotton; I-10 East & Campbell; Dyer Street & Patriot Freeway.</p> <p>Proposed rotating bulletin locations: Joe Battle & Montana; I-10 & Geronimo; Mesa & Sun Bowl; U.S. 54 & Pershing; Montana & Lee; Zaragoza & Saul Kleinfeld.</p> <p>Proposed digital network locations: Sunland Park Dr. N/O Doniphan F/W; Executive Center Blvd. S/O Mesa St. F/W; Mesa St. @ Brentwood Ave. F/S; Dyer St. N/O Hercules Ave. F/S; Montana Ave. @ Piedras St. F/E; Alameda Ave. @ Delta Dr. F/W; Viscount Blvd. N/O I-10 F/S; Lee Trevino Dr. @ Rojas Dr. F/S; Zaragoza Rd. S/O Rojas Dr. F/N; Zaragoza Rd. S/O Rojas Dr. F/S; Montana E/O McRae F/W; Dyer @ Diana F/N.</p> <p>Clear Channel Outdoor is a sole source for these services (see attached exhibits) because they reach unique demographics of viewers (age, gender, ethnicity, income, area of town, drive-time) by way of location and products. No other vendor has the exact locations and products important to EPCC to carry out its advertising campaign.</p> <p>Funding is provided by the Marketing & Community Relations budget.</p>	
<p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendor: Clear Channel Outdoor 2305 Sparkman St. El Paso, Texas 79903</p>	<p>Date: <u>09/01/13</u></p> <p>Account: <u>11000-14001</u></p> <p>Budget: <u>\$281,952</u></p> <p>Expenditures to date: <u> -0-</u></p> <p>Balance: <u>\$281,952</u></p>

August 14, 2013

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 posters, 10'5" height x 22'8" width, Digital Bulletin, two 14 x 48, and Digital Poster Network consisting of 12 posters each poster measures 11' x 22', advertising in El Paso.

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's 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've reach the point where "nearly 80% of consumers are gone from home during a majority of the day." according to Nielsen, 2010.

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 2013 Release 1)

- Drive to Work Alone: approximately 658,424
- Carpool: approximately 60,389
- 30+ Minute Commute: approximately 192,155
- Median Travel to Work: 20 minutes one-way
- Top 5 Roads Traveled:
 - 1-10
 - Lee Trevino Drive

- Loop 375/Joe Battle
- Yarborough Drive
- Zaragoza Road

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 only allow a maximum of two (2) advertisers in the same category on the digital units at all times.

The Digital Marketwide Network consists of 12 Units that capture approximately 75% 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 – Zaragosa S/O Rojas F/N
 - 80700 – Zaragoza S/O Rojas F/S
 - 81100 – Montana E/O McRae F/W
 - 81200 – Dyer S/O Diana F/N
- The Digital Network of 12 posters delivers 102,587 daily impressions

The Digital Market Center Unit:

- 70100 – I-10 @ Geronimo F/W
 - Digital Bulletin, #070100, on I-10 Geronimo delivers 65,000 daily impressions
- 33850 – I-10 @ Piedras F/E
 - Digital Bulletin, #033850, on I-10 Piedras delivers 56,345 daily impressions



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,

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

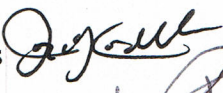
Louie Salazar

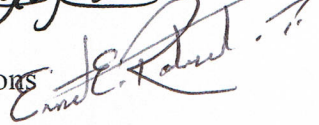
Vice President, Sales & Marketing



MEMORANDUM

TO: Ruben Gallardo

FROM: Joyce Cordell; Director, Marketing & Community Relations 

THROUGH: Dr. Ernst E. Roberts; VP, Administration & Financial Operations 

DATE: August 15, 2013

SUBJECT: Clear Channel Outdoor as a sole source

The purpose of this memo is to validate the reasons of using Clear Channel Outdoor as a sole source.

Marketing & Community Relations Mission

To spread awareness in the community and promote all educational opportunities offered by El Paso Community College (EPCC) in the El Paso County and surrounding areas in support of the college mission, vision, and student success.

Our Vision

For members of the community, business, and industry to see El Paso Community College as "The Best Place to Start!" their higher educational journey and realize the multitude of options available in obtaining a degree. EPCC will be a household name, the first place to stop to ask questions and get answers. The institute will gain national recognition through savvy public relations and targeted marketing strategies.

In supporting our mission and vision, advertising from the various media outlets must be purchased on an annual basis. In a very competitive market, it is critical that EPCC is recognized in the community as a top notch educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to cover the broad target audience we are trying to reach. The digital bulletins and digital network of billboards are the tools we need to use in our marketing strategy.

Clear Channel Outdoors is a sole source for the above mentioned billboards because they reach a unique demographic (age, gender, ethnicity, income, area of town, drive-time, etc.) of viewers by way of location and products (size and digital). Clear Channel Outdoor is the only operator in Digital bulletins and a digital billboard network, with 12 prime locations throughout the city. The digital billboard network is very prominent in their locations and highly visible from the main roads in which they are placed. This provides good, solid coverage across the city. In addition, the message on digital billboards can be changed by Marketing instantly and often.

Contracts must be signed two months prior to run time in order to reserve choice locations which target EPCC's demographic audience. Only two advertisers in the same industry (two educational institutions, for example) are allowed to be on Clear Channel Outdoor's digital boards simultaneously. Therefore, approval to use Clear Channel Outdoor's unique products will allow the College to advertise on the city's only digital billboard network to reach our target audience.

Please see attached letter from Clear Channel Outdoor. Thank you.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Consideration and deliberation on the approval to award contracts for advertising to various television media companies for fiscal year 2013-14.	Amount: (Not to Exceed) \$105,000 <i>(Annual aggregate)</i>										
Requestor:	Joyce Cordell	Area Responsible: Marketing & Community Relations										
Resource Persons:	Ernst Roberts, Joyce Cordell											
Purpose:	Approval to award contracts for College advertising to various television media companies for fiscal year 2013-14.											
Explanation:	These media companies are sole sources due to individual proprietary broadcasting rights.											
<p>In supporting the district's mission, advertising from the various media outlets must be purchased on an annual basis. In a very competitive market, it is critical that EPCC is easily recognized in the community as a top notch educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to cover the broad target audience we are trying to reach.</p> <p>Each television affiliate is considered a sole source because each affiliate airs programming from different national broadcast companies. 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 vs. a younger audience vs. a 30-plus male audience. Other factors such as income, educational level, or occupation come into play. The audience demographic varies for each media outlet. Our future enrollment numbers will be greatly affected if we ignore any one of these audiences.</p> <p>Sole source letters follow this item. An asterisk (*) indicates a sole source letter from this vendor signed by an officer was not available as of the time of printing of this agenda. Before a purchase order is issued, a letter bearing an officer's signature will be acquired.</p> <p>Funding is provided by the Marketing & Community Relations Department.</p>												
Recommendation:	Approval by the Board of Trustees.											
Vendors:	*KDBC 2201 E. Wyoming El Paso, TX 79903 KFOX 6004 N. Mesa El Paso, TX 79912 Entravision Communications KINT 5426 N. Mesa El Paso, TX 79912	*KVIA 4140 Rio Bravo El Paso, TX 79902 *KTDO 10033 Carnegie El Paso, TX 79925 *Time Warner 7010 Airport Road El Paso, TX 79906										
		KTSM 801 N. Oregon El Paso, TX 79902										
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Date:</td> <td style="text-align: right;"><u>09/1/13</u></td> </tr> <tr> <td>Account:</td> <td style="text-align: right;"><u>11000-14001</u></td> </tr> <tr> <td>Budget:</td> <td style="text-align: right;"><u>\$281,952</u></td> </tr> <tr> <td>Expenditures to date:</td> <td style="text-align: right;"><u> -0-</u></td> </tr> <tr> <td>Balance:</td> <td style="text-align: right;"><u>\$281,952</u></td> </tr> </table>	Date:	<u>09/1/13</u>	Account:	<u>11000-14001</u>	Budget:	<u>\$281,952</u>	Expenditures to date:	<u> -0-</u>	Balance:	<u>\$281,952</u>
Date:	<u>09/1/13</u>											
Account:	<u>11000-14001</u>											
Budget:	<u>\$281,952</u>											
Expenditures to date:	<u> -0-</u>											
Balance:	<u>\$281,952</u>											



June 24th, 2013

Joyce Y. Cordell

El Paso Community College

P.O. Box 20500

E Paso, Texas 79998-0500

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

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

KDBC 4 subscribes to Marshall Marketing and does local surveys for the El Paso Market annually. This research is available for our clients including El Paso Community College. The latest 10P news Viewer profile is attached.

CBS has the highest rated Prime Programming 10 out of the last 11 years in total Viewers.

#1 among Adults 25-54 and also adults 18-49 in the latest Nielsen survey

Local KDBC Programming reaches 75% of the Hispanic Market.

KDBC Local News allows for affordable frequency.

A handwritten signature in black ink, appearing to read 'Gary Sotir'. The signature is stylized and cursive.

Gary Sotir

General Manager

Communications Corporation of America.



July 10, 2013

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 KVIA-TV/ABC7 is the sole source provider for providing advertising on the ABC network in the El Paso/Las Cruces market. Here at KVIA 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, KVIA has proved to lead the market in the demographic, women 25-54. This particular demographic is one of the strongest as far as buying power and taking action after seeing a particular ad on television. Some of our highest rated shows in this demographic from our ABC affiliate are Live with Kelly, The View, and Dr. Oz.

We are also the only station in the market to carry over 32 hours of news per week. Our news strives to be number one in the market in news ratings from early morning news to early news and late news. We also have the only noon news show, 4 p.m. news show and early morning weekend news in the market. With the longest standing news anchor in the market, more Hispanics and military have chosen our station as their preferred newscast. The military population uses our station as a main source of news and information for the El Paso area. We are engaged with the military community by implementing campaigns like "Red Fridays" and "Troop Support." To target the large Hispanic and Spanish speaking community in the area we also sell exclusive Spanish language television with Azteca America. Our demographic market area covers El Paso, West Texas, Ft. Bliss, Southern New Mexico and Ciudad Juarez, Mexico. Our station and its affiliate are viewed by 53.8% women and an average viewing age of 48 in the El Paso/Las Cruces DMA. If you would like further demographic information I will be happy to send you a detailed demographic breakdown at your request.

Sincerely,

Kevin Lovell
KVIA General Manager

Rene Santana
General Sales Manager

4140 Rio Bravo St. • El Paso, Texas • 79902
Phone: (915) 496-7777 • Fax: (915) 544-6534

kvia.com



August 14, 2013

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

This is to verify that KTSM TV is the sole 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 source affiliate for NBC, per contractual agreement for this market, we are obliged to follow all of the rules and regulations set forth by NBC.

KTSM 9 subscribes to Marshall Marketing and does local surveys for the El Paso Market annually. This research is available for our clients including El Paso Community College. The latest IOP news Viewer profile is attached.

NBC is home to Sunday Night Football and the Voice, the two largest audiences found in regular scheduled Primetime programs.

NBC has the most affluent audience 18-49 with incomes over \$100,000.00

Local KTSM Programming reaches 75% of the Hispanic Market.

KTSM Local News allows for affordable frequency.

A handwritten signature in black ink, appearing to read 'Greg Boulanger'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Greg Boulanger
Chief Accounting Officer
Communications Corporation of America.



Attn: Purchasing Department

El Paso Community College

P.O. Box 20500

El Paso, 79998

Sinclair Broadcast Group

8/12/13

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

KFOX-TV, home of some of the most critically acclaimed programs in the recent years like "American Idol," "Glee," the Dallas Cowboys, and the 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 the 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. * El Paso Scarborough Research shows 71% of KFOX viewers are Hispanic with 45% that speak more English than Spanish and 30% who speak more Spanish than English. Our coverage map covers as far out as Otero, Hudspeth and parts of Mexico helping reach potential student population. Our News Programs are very unique amongst our competitors, KFOX's *Coverage You Can Count On* can be found on-air, online, on your phone, and on popular social networking sites Facebook and Twitter.

If you desire additional information, please don't hesitate to call me at 915-834-2112

X

Kevin Hayes – Vice President / Station Manager

*Source: El Paso Scarborough 2012Release2. Target-Watched KFOX M-Sun 5a-2a cume.



10033 Carnegie
El Paso, TX 79925

7/26/2013

To Whom It May Concern:

KTDO Telemundo El Paso and K481K-LP both operate in the El Paso television market pursuant to license issued by the Federal Communications Commission. The stations are affiliates of the Telemundo Network, which provides programming to the stations pursuant to an affiliation agreement. The stations are the only over-the-air broadcasters authorized to broadcast the Telemundo programming in the El Paso, Las Cruces and Cd. Juarez, MX market.

KTDO Telemundo El Paso is a sole source provider as we are the only affiliate television station in the market who can:

1. Broadcast Telemundo programming, including:
 - Primetime Novelas: *Coso Cerrado Edici6n Estelar, Pasion Prohibida, La Patrona, El Senor de los Cielos*: Reach Women 18-49
 - Sports: *Titulares y Mas, Futbol Estelar, Boxeo Telemundo, Club Leon, La Selecci6n Mexicana*: Reach Men 18-49
 - Kids: *Wimzies House, Raggs, Jay Jay The Jet Plane, Lazytown* : Reach Kids 2+
 - Specials/Variety/Special Coverage: *Los Premios Billboard, Miss Universe, Concerts, The Olympics*: Reach Adults 18+
 - News/Talk/Movies: Local News & National News, court/game shows, news magazine shows and a variety of movies including traditional films from Mexico and Latin American as well as Hollywood blockbusters: Reach Adults 18+
2. We still keep our analog signal, which allows us to provide relevant and local programming and emergency information to local viewers without digital converter boxes, cable and/or satellite.
3. Our analog signal reaches all viewers in Juarez, Chihuahua, MX.

ZGS Communications is a Hispanic-owned company with a profound commitment to serving the local communities where it conducts business. We believe in good corporate citizenship and uphold the highest ethical standards in our work. We strive to meet the changing needs of the Hispanic community, encouraging responsible citizenship and addressing social issues.

We make a positive impact by:

- Providing quality Spanish-language programming that entertains, informs and educates Hispanics of all ages
- Celebrating our unique cultural heritage and preserving it for future generations of Hispanic Americans
- Building lasting relationships with our business partners based on honesty and integrity
- Attracting and retaining the very best people for every position and encouraging them to be actively involved in their communities



10033 Carnegie
El Paso, TX 79925

- Providing financial prosperity to our company, our clients and our families

Lastly, I would like to add that our programming reflects the wide variety of viewer favorites and that our local half-hour program, *Que No Ves Somas Tres*, highlights the best our regional community has to offer by profiling the people, places and talent that make this community so unique. And we're proud to be a part of this community.

If you have any questions please do not hesitate to reach out to me.

A stylized signature of Lorena Castaneda, consisting of a large question mark shape.

Lorena Castaneda
General Manager
KTDO Telemundo El Paso



July 17, 2013

To whom it may concern:

El Paso Community College

From: Jason Quintana

Entravision Communications El Paso

This letter is to confirm that Entravision Communications is the sole source provider for advertising on the Univision, Unimás, and MundoFox affiliates in the El Paso market. This market extends coverage to Culberson County, Hudspeth County, El Paso County, Dona Ana County New Mexico, as well as Juarez Mexico. Entravision Communications provides our clients programming to a unique demographic that cannot be matched by any Spanish or English Television competitor. Entravision El Paso represents 50% of viewers 18-49 years of age that do not watch English Television and prefer Spanish as their household language. 95% of Hispanics in the El Paso DMA speak Spanish at home and 74% of this group is bilingual. The prime time exclusive viewing:

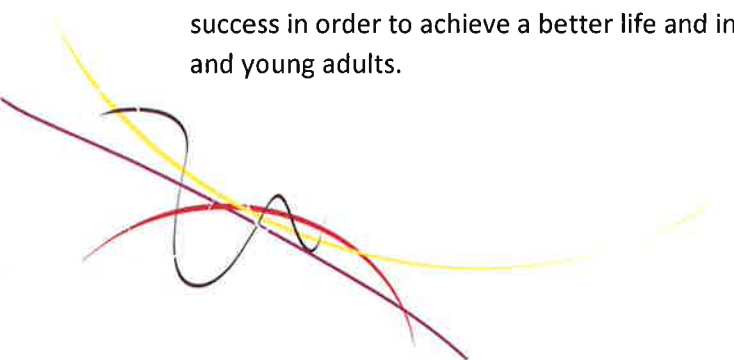
- 100% of KINT's 18-24 prime time audience doesn't watch ABC, NBC, CBS or FOX in prime time.
- VS
- 47% of KFOX's 18-24 prime time audience that is exclusive of the other 4 (including UNIVISION)
- 38% of KDBC's 18-24 prime time audience that is exclusive of the other 4
- 29% of KVIA's 18-24 prime time audience that is exclusive of the other 4, and
- 17% of KTSM's 18-24 prime time audience that is exclusive of the other 4.

data attached

Spanish Television advertising has proven to be 3 times more effective among bilingual Hispanics, according to Nielsen Universe Estimates. Entravision Communications represents a sense of familiarity to the southwest and continues to be the number one broadcasted Spanish Television network, with Univision, Unimás, and MundoFox dominating the El Paso DMA.

Univision KINT-TV, Unimás KTFN-TV, and MundoFox NTFN-TV continue the commitment to helping improve academic achievement among Hispanic students by encouraging parents to become advocates of a quality education. In February 2010, Univision Communications Inc. launched 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

The program provided information on providing a clear and consistent framework to prepare students for college and careers. The special aims at creating awareness to ensure they are abreast on the educational resources available to them and to create an advocate to ensure their 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, U.S. Department of Education and other educators and civic community leaders, Entravision 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 has such an unparalleled connection with America's youngest and fastest-growing consumer group. No other network can deliver such an engaged and unduplicated audience. Also, no other broadcast network is delivering higher primetime year-over-year growth this season.

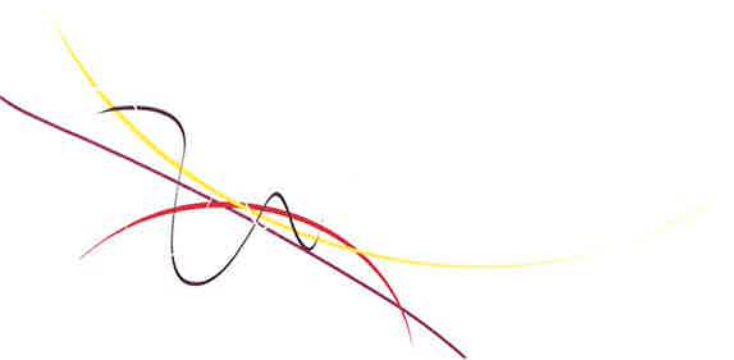
I thank you for your support and look forward to our continued working relationship. Should you need anything further in regards to Univision-El Paso, please feel free to contact me at your convenience.

Thank you in advance.

David Candelaria

A handwritten signature in black ink, appearing to read 'David Candelaria', written over a faint, larger version of the same signature.

Executive Vice President
Entravision Communications





July 15, 2013

Purchasing Department
EL Paso Community College
P.O Box 20500
EL Paso, Texas 79998-0500

To Whom It May Concern:

This letter serves as confirmation that Time Warner Media Sales is the Sole Source provider for all television advertising originated on the Time Warner Cable system in EL Paso, Texas.

Our product is provided to advertisers in the market by a direct sales force that is comprised by Time Warner Cable Media employees in the El Paso market. Total TV Households in this market are 336,570. Total DMA Cable Households to include DISH and AT&T is 151,340. Of that, 103,430 are Time Warner Cable subscribers.

Time Warner Cable Media which includes 40 networks such as but not limited to LIFETIME, TNT and E! A&E, TLC, HLN, BRAVO, CNN, HGTV, SFY, TBS, & ABC FAMILY. We also offer digital capabilities, for example, Roadrunner.com and Video on Demand. Audiences reached through the above mentioned networks are as such: WOMEN, MEN GENERATION X&Y, and AFFUENT ADULTS. Our viewer is 53% Female while 47% is male. Primary Language spoken in a Time Warner Cable Household is 17% English and 8% is Spanish. Age consist of 16% 65+, 14% 55-64, 19% 45-64, 15% 35-34, 20% 25-34 and 16% 18-24. Household income consists of 21% \$75K+, 19% \$50K-\$75K, 23% \$35K-50K, 17% \$25k-\$35K and 21% make less than \$25K

Time Warner Cable is the exclusive cable provider for Fort Bliss Military Base while also serving the following communities: Santa Teresa, Sunland Park, Chaparral, Anthony, Canutillo, El Paso, Fabens, Socorro and Horizon, Time Warner Cable along with Time Warner Cable Media strives to be the leaders in community outreach with programs such as "Connect a Million Minds" and "Dia de los Nino's Dia de los Libros." If you would like further demographic information, we will be happy to supply you with a detailed demographic breakdown.

Sincerely,

Sally G. Martinez
General Manager
Time Warner Cable Media



MEMORANDUM

TO: Ruben Gallardo

FROM: Joyce Cordell; Director, Marketing & Community Relations *JAC*

THROUGH: Ernst Roberts, VP Administration & Finance Operations *ER*

DATE: July 19, 2013

SUBJECT: Local TV stations as sole sources

The purpose of this memo is to validate the reasons of using the local TV stations as sole sources.

Marketing & Community Relations Mission

To spread awareness in the community and promote all educational opportunities offered by El Paso Community College (EPCC) in the El Paso County and surrounding areas in support of the college mission, vision, and student success.

In supporting the district's mission, advertising from the various media outlets must be purchased on an annual basis. In a very competitive market, it is critical that EPCC is easily recognized in the community as a top notch educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to cover the broad target audience we are trying to reach.

"A distinction exists between the national and the local television advertising markets, based on the location of the consumers that the purchaser of the advertising time intends to reach. Some local advertisers serve a geographically limited, or local, market and therefore wish to purchase advertising that reaches only local consumers."

-As cited by "Before the Federal Communications Commission Washington, D.C. MM Docet No. 95-90" and (*Further Notice of Proposed Rule Making* in MM Docet No. 91-221, 10 FCC Red 3524, 3541-44 (*TV Ownership FNPRM*) and Bruce M. Owen and Steven S. Wildman, *Video Economics*, Harvard University Press, 1992).

"As the Commission stated in the *Report on Chain Broadcasting*, "[c]ompetition between stations in the same community inures to the public good because only by attracting and holding listeners can a broadcast station successfully compete for advertisers. Competition for advertisers[,] which means competition for listeners[,] necessarily results in rivalry between stations to broadcast programs calculated to attract and hold listeners, which necessarily results in the improvement of the quality of their program service. This is the essence of the American system of broadcasting. The Commission still believes, fifty years later, that healthy and vigorously competitive television advertising markets are in the public interest."

-As cited by "Before the Federal Communications Commission Washington, D.C. MM Docet No. 95-90" and *Report on Chain Broadcasting* at 47, quoting *Spartanburg Advertising Co.*, Docket No. 5451, (January 9, 1940).

MEMORANDUM p. 2

Each television affiliate airs programming from different national broadcast companies which 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 vs. a younger audience vs. a 30-plus male audience. Other factors such as income, educational level, or occupation come into play. Thus, the demographic varies for each media outlet. **Our future enrollment numbers will be greatly affected if we ignore any one of these audiences.**

Local TV stations EPCC currently advertises with:

KVIA-TV, Ch. 7-**ABC affiliate** programming includes but not limited to *Good Morning America* and *Dancing with the Stars*

KDBC-TV, Ch. 4-**CBS affiliate** programming includes but not limited to *CBS This Morning* and *CSI NY*

KTSM-TV, Ch. 9- **NBC affiliate** programming includes but not limited to *America's got Talent* and *The Voice*

KFOX-TV, Ch. 14-**FOX affiliate** programming includes but not limited to *American Idol* and *Glee*

Time Warner Cable

(Currently-AEN, DISC, MTV, TBSC, TRAV, Spike, SYFY)

(Past-USA, TBS, WE, Oxygen, ESPN2, VH1, Fox News, MSNBC, Discovery Health, Comedy Central, E! Entertainment, TLC, CNN Headline news)

KINT-TV, Ch. 26-**Univision affiliate**-programming includes but not limited to *Primer Impacto*, *La Rosa de Guadalupe*, *Gordo y La Flaca*, *Noticias Mundo Fox*, and *A Mano Limpia*, *El Rey David*,

KTDO-TV, Ch. 48-**Telemundo affiliate**-programming includes but not limited to *Al Rojo Vivo* and *Noticias Telemundo*

KTFN-TV, Ch. 65-**Telefutura affiliate**-programming includes but not limited to *Contacto Deportivo*, *Sin Ellas no hay Paraiso*, and *Cineplex Saturday*

Please see attached letters from local TV stations. Thank you.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Consideration and deliberation on the approval to award contracts for advertising to various radio broadcasters for fiscal year 2013-14.	Amount: (Not to Exceed) \$95,000 <i>(Annual aggregate)</i>																																																											
Requestor:	Joyce Cordell	Area Responsible: Marketing & Community Relations																																																											
Resource Persons:	Ernst Roberts, Joyce Cordell																																																												
Purpose:	Approval to award contracts for College advertising to various radio broadcasters for fiscal year 2013-14.																																																												
Explanation:	<p>These broadcasters are sole sourced due to individual proprietary broadcasting rights.</p> <p>Radio stations often define their audience by age, gender, income, education, the station's chosen format. Marketing asks for flexibility in choosing to advertise on smaller stations in addition to the ones listed below. Our future enrollment numbers will be greatly affected if we ignore any one of these audiences.</p> <p style="text-align: center;"><u>Formats of El Paso Radio Stations</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">KLAQ 95.5 (Classic Rock)</td> <td style="width: 50%;">KBNA 97.5 (Spanish Contemporary)</td> </tr> <tr> <td>KISS 93.1 (Adult Contemporary)</td> <td>KINT 93.9 (Regional/Contemporary)</td> </tr> <tr> <td>KROD 600 AM (Sports Talk Radio)</td> <td>KSVE 1650 AM (ESPN Sports)</td> </tr> <tr> <td>KPRR 102 (Hip Hop)</td> <td>KYSE 94.7 (Norteña, Grupera)</td> </tr> <tr> <td>KTSM 99.9 (Soft Rock)</td> <td>KHRO 1150 AM (Spanish Oldies)</td> </tr> <tr> <td>KHEY 96 (Country)</td> <td>KOFX 92.3 (Classics)</td> </tr> <tr> <td>XHPX 98.3 (Spanish/English Top 40)</td> <td></td> </tr> </table> <p>Sole source letters follow this item. An asterisk (*) indicates a sole source letter from this vendor signed by an officer was not available as of the time of printing of this agenda. Before a purchase order is issued, a letter bearing an officer's signature will be acquired.</p> <p>Funding is provided by the Marketing & Community Relations Department.</p> <p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Townsquare Media</td> <td style="width: 33%;">Clear Channel Radio</td> <td style="width: 33%;">*MVS Radio</td> </tr> <tr> <td>4180 N. Mesa</td> <td>4045 N. Mesa</td> <td>5862 Cromo, Suite 151</td> </tr> <tr> <td>El Paso, TX 79902</td> <td>El Paso, TX 79902</td> <td>El Paso, TX 79912</td> </tr> <tr> <td style="text-align: center;">KLAQ</td> <td style="text-align: center;">KPRR</td> <td style="text-align: center;">XHPX</td> </tr> <tr> <td style="text-align: center;">KISS</td> <td style="text-align: center;">KTSM</td> <td></td> </tr> <tr> <td style="text-align: center;">KROD</td> <td style="text-align: center;">KHEY</td> <td></td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Entravision Communications</td> <td>*Univision</td> <td></td> </tr> <tr> <td>5426 N. Mesa</td> <td>2211 E. Missouri</td> <td></td> </tr> <tr> <td>El Paso, TX 79912</td> <td>Suite 300</td> <td></td> </tr> <tr> <td style="text-align: center;">KINT</td> <td style="text-align: center;">El Paso, TX 79903</td> <td></td> </tr> <tr> <td style="text-align: center;">KSVE</td> <td style="text-align: center;">KBNA</td> <td></td> </tr> <tr> <td style="text-align: center;">KYSE</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">KHRO</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">KOFX</td> <td></td> <td></td> </tr> </table>		KLAQ 95.5 (Classic Rock)	KBNA 97.5 (Spanish Contemporary)	KISS 93.1 (Adult Contemporary)	KINT 93.9 (Regional/Contemporary)	KROD 600 AM (Sports Talk Radio)	KSVE 1650 AM (ESPN Sports)	KPRR 102 (Hip Hop)	KYSE 94.7 (Norteña, Grupera)	KTSM 99.9 (Soft Rock)	KHRO 1150 AM (Spanish Oldies)	KHEY 96 (Country)	KOFX 92.3 (Classics)	XHPX 98.3 (Spanish/English Top 40)		Townsquare Media	Clear Channel Radio	*MVS Radio	4180 N. Mesa	4045 N. Mesa	5862 Cromo, Suite 151	El Paso, TX 79902	El Paso, TX 79902	El Paso, TX 79912	KLAQ	KPRR	XHPX	KISS	KTSM		KROD	KHEY		 			Entravision Communications	*Univision		5426 N. Mesa	2211 E. Missouri		El Paso, TX 79912	Suite 300		KINT	El Paso, TX 79903		KSVE	KBNA		KYSE			KHRO			KOFX		
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Date: June 26, 2013

To: Joyce Cordell / Maria Amaya
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. (see attached)

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'sTalk 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 Downtowntown StreetFest, KLAQ Balloonfest, El Paso Mexican Food World Cookoff, 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

June 11, 2013
Purchasing Department
El Paso Community College
PO Box 20500
El Paso, Texas 79998



To Whom It May Concern:

Clear Channel Media and Entertainment of El Paso, Texas is a Sole Source Provider to EPCC due to our proprietary rights and applicable justification related to the demographic reach of the radio cluster and broadcast programming content. Historically El Paso Community College has relied on the Clear Channel Cluster to provide advertising campaigns on the 3 different radio stations with 3 distinct formats which are as follows:

- KPRR FM – The station format is referred to as a Contemporary Hit Radio Format whose strength is reaching the 18 to 34 audience and general audience of persons 12+. The format is comprised of today's contemporary hits. This is an exclusive format to Clear Channel Radio El Paso. The station is ranked #1 in the Arbitron Rankings and reaches 94,200 listeners in the 18 to 34 and 203,800 listeners in the Persons 12+ demographic cells weekly.
- KTSM FM – The station format is referred to as a Soft Adult Contemporary Radio Format whose strength is reaching the 25 to 64 audience. The format is comprised of the soft rock hits of the 80s, 90s and the new millennium. This is an exclusive format to Clear Channel Radio El Paso. The station is ranked #2 in the Arbitron Rankings and reaches 45,000 listeners in the 25 to 64 demographic cells and 172,200.
- KHEY FM – The station format is referred to as a Soft Adult Contemporary Radio Format whose strength is reaching the 25 to 64 audience. The format is comprised of the country hits of the 80s, 90s and the new millennium. This is an exclusive format to Clear Channel Radio El Paso. The station is ranked #6 in the Arbitron Rankings and reaches 30,800 listeners in the 25 to 64 demographic cells.
- Ft Bliss – According to Arbitron surveys, the 3 Clear Channel Radio stations reach approximately 3,000 Fort Bliss listeners every week and the 3 stations are consistently ranked in the Top 10 in the Fort Bliss area. The 3 Clear Channel Radio stations collectively reach over 130,000 listeners in the El Paso Market every week. This is cumulative reach level that is unsurpassed by any other single media company in the market. Moreover, the 18 to 34 year old population is most likely the bulk of the college population of El Paso Community College.

For any questions contact Director of Sales Raul Rodriguez at 915 351 5473 or by e mail at: mikeryan@clearchannel.com.

Sincerely,

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

Mike Ryan
VP/General Manager

Date: July 22, 2013

Purchasing Department
El Paso Community College
Joyce Cordell / Maria Amaya
RE: Sole Source

To whom it may concern:

As per your guidelines, this is to inform you that MVS International Corp., and Stereorey Mexico S.A. are the sole source and proprietor of broadcastings rights in El Paso and Cd. Juarez Chihuahua to XHPX, EXA FM 98.3 pursuant to license issued by the Federal Communications Commission and Secretaria de Comunicaciones y Transportes. MVS International Corp. and Stereorey Mexico S.A. hold and retain any and all necessary licenses and permits required by the Federal Communications Commission and Secretaria de Comunicaciones y Transportes. XHPX EXA 98.3 FM is a Hispanic and English Top 40 Pop-Rock station that targets Women and Men 18-34 years of age and is consistently ranked #1 in this Demographic. (See attached)

We offer local and international programming (radio shows) as well as host national shows in the El Paso and Cd. Juarez area. We produce our in house shows, spots, live remotes and van hits in both cities. Our signals can be heard all around the El Paso and Cd. Juarez area, including New Mexico all the way to Ruidoso and Villa Ahumada Chihuahua.

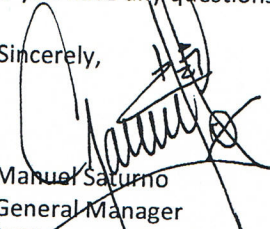
Our Spanish and English language programming is targeted to the Hispanic and Anglo population in these neighboring cities; Hispanic population represents the majority in these areas and we bridge the gap between all listeners and genres.

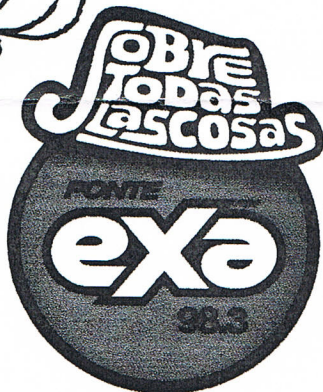
We provide the better option to our listeners and clients to meet their information and advertising needs in a bicultural community like El Paso and Cd. Juarez offering the most up to date content and free live events.

MVS provides services in event management hosting several local live events including the annual "El Concierto EXA FM 98.3" (with attendance of over 50,000) EXA Parties, EXA Acoustic, MVS National Golf Tournament and many more.

If you have any questions, please do not hesitate to call me at (915) 231-5500

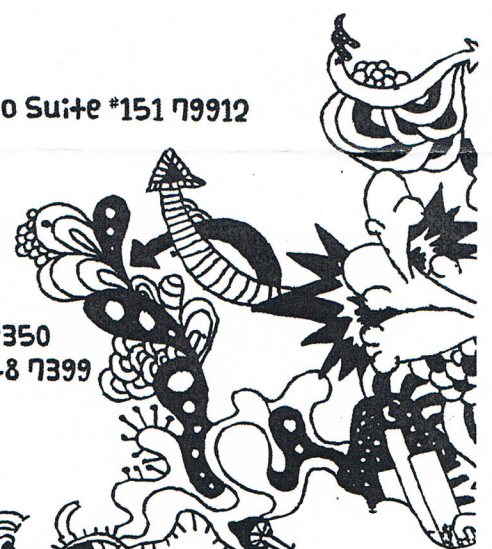
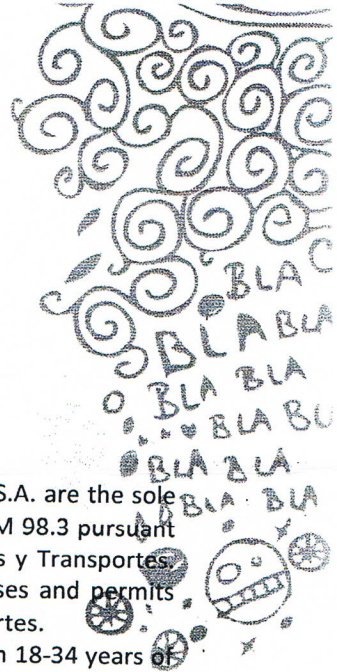
Sincerely,


Manuel Saturno
General Manager
XHPX EXA FM 98.3



EXA El Paso Texas / 5862 Cromo Suite #151 79912
+el 915 231 55 00 / fax 915 231 5500
CabinA Aire 915 880 5 983

www.exafm.com/elPaso
facebook.com/exa98.3
[+twitter @exaelPaso983](https://twitter.com/exaelPaso983)
Cd Juarez 3900 Av de la Raza / CP.32350
+el 656 648 7401-02-03 / fax 656 648 7399





July 11, 2013

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

This letter is to confirm that Entravision Communications is the sole source provider for advertising on Entravision's Cluster of Radio Stations (KOFX-FM, KINT-FM, KYSE-FM, KHRO-AM & KSVE-AM) 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 in both English and Spanish that cannot be matched by any other radio station cluster in El Paso. Entravision El Paso helps hundreds of advertisers reach Adult 18-54 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. 95% of Hispanics in the El Paso DMA speak Spanish at home and 74% of this group is bilingual. The target listening audience:



KOFX FM (English) Live El Paso programming featuring "All Classics" from the 60's through the 90's. It's fast paced fun & non-stop energy with more #1 hit music than any other radio station. The FOX is your exclusive flagship station for UTEP Sports (Football & Basketball) Our core artists include The Beatles, Santana, The Rolling Stones, The Cars & many more! KOFX targets Adults 25-54.



KINT FM (Spanish) Regional Mexican & Spanish Adult Contemporary hits, Unpredictable and without rules! José plays what José wants. No DJ's, just music. The biggest Spanish-language hits of today and yesterday. Core artists include: Vicente Fernandez, Los Bukis, Joan Sebastina, Juan Gabriel, Luis Miguel and more. KINT targets Adults 25-54.



KSYE FM (Spanish) A Mexican Regional Station features "Erazno y La Chokolata" and Las Alteradas de El Gato! Part of the Grupera and Alterada movement-a new music mix that is upbeat and intensely energetic. The core sound comes from Banda Nortena, Banda, Chihuahua Style Norteno Music, Progressive Norteno Music, Alterado & Tribal movement. KYSE targets Adults 25-54.



KHRO FM (English) features KHRO "THE FOX OLDIES" All your favorite oldies from the 50's & 60's". KHRO targets Adults 25-54.



KSVE AM (Spanish) features KSVE "ESPN DEPORTES" the new all spanish destination for sports fans. Airing Mexico National Team, (Liga Mexicana) and coverage of all major sporting events. KSVE targets Adults 25-54.

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-Added you receive is targeted to your needs, not stamped out of a cookie-cutter.

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, Interactive, and event marketing.

We'll work harder than you would expect to ensure your profit and, your 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 do our best work sitting beside you, not sitting on the opposite side of the table, showing you our selling skills. 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.

We appreciate the opportunity to partner in your business!

I look forward to continue our working relationship.
Sincerely,

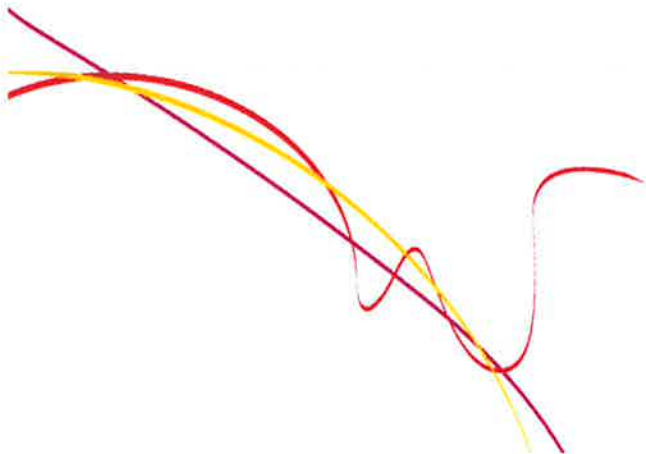
A handwritten signature in blue ink, appearing to read 'Pat Miller', written over a horizontal line.

Pat Miller
Integrated Marketing Solutions Consultant
Entravision Communications

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

David Candelaria
Vice President/General Manager
Entravision Communications Corporation

5426 N. Mesa. El Paso, Tex as 79912. 915) 581-1126



2211 E. Missouri Ave. South 300
El Paso, TX 79903
(915) 231-3000
(915) 544-1247 (Fax)



June 12, 2013

Purchasing Department,
El Paso Community College
(915) 831-6531
El Paso, Texas

RE: Sole Source

To Whom It May Concern:

Univision Radio KBNA-FM & KAMA-AM radio stations both operate in the El Paso market pursuant to license issued by the Federal Communications Commission. KBNA-FM and KAMA-AM are the only Univision radio stations authorized to broadcast Univision Radio programming in the El Paso area.

KBNA-FM and KAMA-AM are the sole source providers in the El Paso market for:

- Univision unique programming (radio shows) in the El Paso area. In addition to the Univision exclusive national shows, we also produce our in-house shows with great success. Our shows are continuously being updated to reflect our community and audience needs and demands.
- Our signals can be heard all around the El Paso area, including Las Cruces, New Mexico, and Ciudad Juarez, Mexico. Our Spanish language programming is targeted to the Hispanic population in these neighboring cities; Hispanic population represents the majority of the population in these areas.

Univision is community, and what we offer our audience is a unique experience not found in any other media company. Our company is considered the "heartbeat" of the Hispanic population because of our values and commitment to serve our communities; encouraging our Hispanic community to be informed and participate in our communities. We uphold the highest ethical standards and strive to meet the needs of our communities.

The positive impact we provide to our communities can be seen by:

- Providing the highest quality Spanish-language programming that not just entertains, but informs and educates our listeners. Shows like Piolin por La Manana, Educate- Es El Momento, and Conosca su Comunidad cover several issues of local interest.
- Our Company events are a source of entertainment and another way to inform and educate our listeners .

2211 E. Missouri Ave. South 300
El Paso, TX 79903
(915) 231-3000
(915) 544-1247 (Fax)



- Preserving and Celebrating our Hispanic culture and heritage
- Partnerships with both business and community entities that embrace our common goals to serve our community
- We encourage all our listeners and employees to become involved and serve our communities
- Our focus is for our company, our employees, our listeners, and our clients to grow not just financially but also with community awareness and involvement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis C. Villarreal', written over a series of horizontal lines.

Luis C. Villarreal
General Manager
Univision Radio – KBNA-FM & KAMA-AM



MEMORANDUM

TO: Ruben Gallardo

FROM: Joyce Cordell; Director, Marketing & Community Relations *JC*

THROUGH: Ernst Roberts; VP Administration & Finance Operations *ER*

DATE: July 19, 2013

SUBJECT: Local radio stations as sole sources

Marketing & Community Relations Mission

To spread awareness in the community and promote all educational opportunities offered by El Paso Community College (EPCC) in the El Paso County and surrounding areas in support of the college mission, vision, and student success.

In supporting our mission and vision, advertising from the various media outlets must be purchased on an annual basis. In a very competitive market, it is critical that EPCC is easily recognized in the community as a top notch educational institution. Therefore, our message must be sent out through a multitude of media outlets in order to cover the broad target audience we are trying to reach.

“Marketing a radio station to attract listeners is no different to any other marketing exercise in any other branch of business. Radio stations themselves will, or should have identified the type of listener the particular station is trying to attract and all their efforts will go to achieving as high a listenership in that particular area, whatever that may be. This effort to gain listeners is firstly dictated often by the size of their transmission area or the type of technology available for the transmissions.

- National radio serving the whole of the country.
- Regional stations covering multi-county areas or a group of city areas.
- Local radio, smaller local area transmission (similar to local newspaper area coverage).
- Community radio, not for profit radio station broadcasting to particular defined communities.
- RSL, short term time restricted service licenses.
- DAB stations transmitting only via a digital network.
- Internet, satellite and cable stations.
- Hospital, student or campus radio.
- Pirate radio, illegal and unlicensed broadcasting.

Radio stations often define their audience by some of the above criteria and the station's chosen format and aside from some Public Service Broadcasting channels (like the BBC in the UK which by the terms of their license precludes them from taking any advertising), most exist only through advertising, sponsorship or promotional revenue, and a very few through subscription.”

-As cited in *Understanding the Types of Radio Broadcasting*; Dan McCurdy <http://suite101.com/article/understanding-the-types-of-radio-broadcasting-a120364>, May 26, 2009

Formats of El Paso Radio Stations

Townsquare Media

- KLAQ 95.5 FM (Classic Rock) age group 45-54
- KISS 93.1 FM (Adult Contemporary) age group 25-34
- KROD 600 AM (Sports Talk Radio) men 18+

Clearchannel

- KPRR 102 FM (Hip Hop) age group 18-24
- KTSM 99.9 FM (Soft Rock) age group 35-44
- KHEY 96 FM (Country) age group 18-64

Haz Univision – KBNA 97.5 FM (Spanish Contemporary)

MVS Radio – XHPX (EXA – Spanish/English Top 40)

Entravision

- KYSE 94.7 FM (El Gato – Norteña, Grupera & Alterada)
- KOFX 92.3 FM (Classics – 60’s to 90’s)
- KINT 93.9 FM (Jose – Regional & Contemporary)
- KSVE 750 AM (Spanish ESPN Sports)
- KHRO 1650 AM (Spanish Oldies)

New York Radio Guide defines the following radio formats:

*SEE NOTE <u>BELOW</u> ON MUSIC FORMATS GENERALLY	
Active Rock	The term often used for stations which play rock music designed to be played loudly, such as "hard rock", "metal", and "heavy metal".
Adult Album Alternative (AAA)	A station which plays largely current music which tends to appeal more to adults than to teenagers. AAA playlists are much broader than the limited playlists of hit radio, and therefore depend on album tracks as well as on music released or designated as singles. Stylistically, such stations may play rock, folk-rock, country-rock, modern rock, blues, folk, and world music. Some publications refer to the adult-oriented rock music heard on AAA stations as "Progressive Rock", not to be confused with the 70's music of the same name.
Adult Alternative	A station which plays current hits, whether single releases or popular album tracks, which tend to appeal to adults more than to teenagers. Playlists are drawn from rock, pop, country-rock, folk-rock and blues releases.

<p>Adult Contemporary (AC)</p>	<p>A station primarily playing popular and rock music released during the past fifteen or twenty years, designed for general listeners rather than for listeners actively interested in hearing current releases. The playlists of many AC stations will also include a limited selection of older material and current hits. See Lite AC, Hot AC, and Rock AC.</p>
<p>Album Oriented Rock (AOR)</p>	<p>This is a format so named as to distinguish itself from Top 40 stations of the past, which played primarily singles. AOR stations thrived between the late 60's and the 80's, during the heyday of FM Rock Radio. See Rock, Classic Rock.</p>
<p>Alternative Rock</p>	<p>A station which plays rock music which is stylistically derivative of the Seattle grunge bands of the late 80's, and to some extent, the punk/new wave artists of the late 70's, rather than the "classic" rock artists of the 60's and 70's. These stations are aimed primarily at teenage audiences and feature mostly current single releases and popular album cuts. Since the Alternative Rock peak of the mid-90's, many alternative rock bands (and stations) have evolved in the direction of modern rock, or in some cases, hard rock. See Modern Rock.</p>
<p>Americana</p>	<p>A station which plays mostly current country-rock, folk-rock, blues and American roots music which tends to appeal to adults more than to teenagers.</p>
<p>Classic Rock</p>	<p>A station which plays rock music released during the 60's, 70's and 80's. These stations recreate the sound of Album Oriented Rock stations of that period (although often with a much more limited playlist) and appeal mainly to adults rather than to teenagers. Some Classic Rock stations play a limited amount of current releases stylistically consistent with the station's sound.</p>
<p>Contemporary Hit Radio (CHR)</p>	<p>A station which plays a significant amount of current popular music, whether singles or album cuts. As it is no longer unusual for a single to remain on the charts for 30-40 weeks or longer, "current" refers to music released within the last year. A more accurate description for "CHR" would be "Current Hit Radio". This format is the descendent of the Top 40 stations popular from the 50's through the 80's.</p> <p>Although some CHR stations base their playlists on surveys of local record sales or phone requests, most rely on published charts such as the Billboard Hot 100. As of December, 1998, the Billboard Hot 100 chart began to include popular album tracks not commercially released as singles, and began weighing a song's airplay three times as heavily as a song's sales. The Billboard Hot 100 chart is therefore a measure of which songs are being played on CHR stations which, in turn, base their playlists on Billboard's Hot 100 chart.</p>

	<p>Contemporary Hit Radio stations tend to concentrate on specific music styles, such as Rock or Urban, or a range of styles, such as Rock/Pop/Dance or R&B/Rap/Dance. Some CHR stations play a significant amount of hits released during the past ten or fifteen years, particularly if there are insufficient current hit releases which fall within the station's stylistic range.</p>
Dance	<p>A station which plays music, whether or not current, produced primarily to be played for dancing. This type of music was originally known as Disco music. Stations which play mostly current Dance music are often referred to as "CHR-Rhythmic", while stations which play Dance music of the past two decades are referred to as "Rhythmic AC".</p>
Ethnic/International	<p>Programs which feature music, whether traditional or popular, of a particular ethnic group, nation, or region, and are aimed at listeners from the featured group or place. Compare to World Music.</p>
Hot Adult Contemporary (Hot AC)	<p>A station which plays commercial popular and rock music released during the past fifteen or twenty years which is more lively than the music played on the average Adult Contemporary station, but is still designed to appeal to general listeners rather than listeners interested in hearing current releases. Another definition of "Hot Adult Contemporary" used in the radio industry is an Adult Contemporary station which plays a significant amount of new rock/pop releases. There is no strict rule as to how much new material a station needs to play in order to be considered "CHR" rather than "Hot AC". To confuse matters further, you will often see an "Adult Contemporary" music chart, which tracks current songs which appeal to adults but are more pop-oriented than songs found on the "Adult Alternative" chart. Billboard Magazine also compiles an "Adult Top 40" Chart, which tracks rock singles and album cuts which appeal to an adult audience. This chart reflects airplay on rock-oriented CHR stations as well as the new release airplay component of Hot AC stations. See AC, Lite AC, and Rock AC</p>
Lite Adult Contemporary (Lite AC)	<p>A station playing particularly easy-going popular and rock music released during the past fifteen or twenty years designed to appeal to general listeners. This format is the descendent of the not-quite-extinct "Easy Listening" format of years past. See AC and Hot AC.</p>
Modern Rock	<p>A station which plays mostly current rock music performed by artists which have become prominent during the past five to ten years. Stylistically, the music tends to fall between Rock and Alternative Rock. See Alternative Rock, Rock.</p>

<p>Music Formats Generally</p>	<p>What a radio station's music format sounds like is governed by four parameters: music style, music time period, music activity level, and music sophistication.</p> <p>Music Style refers strictly to the type of music played, regardless of how the music is packaged for airplay.</p> <p>Music Time Period refers to the time of the music's release. "Current" music generally refers to music released within the last year, "Contemporary" music generally refers to music released within the past fifteen or twenty years, "Oldies" generally refers to music released between the mid-50's and the mid-70's, and "Nostalgia" refers to music released prior to the mid-50's.</p> <p>Music Activity Level is a measure of the music's dynamic impact, ranging from soft & mellow to loud & hard-driving. Some names of music styles include built-in descriptions of the music's activity level: "hard rock", "smooth jazz".</p> <p>Music Sophistication is a reflection of whether the musical structure and lyrical content of the music played is simple or complex. Although difficult to quantify, this factor often determines the composition of a station's audience. It is also reflected in the presentation of the station's air staff.</p>
<p>Oldies</p>	<p>A station which plays popular, rock 'n roll, and rock music released during the "golden era of hit music", roughly 1955-1975. The term "Oldies" is actually a misnomer; a more accurate name for this format would be "Golden Hits", as music from the post-1975 period may qualify as "old" but will rarely qualify as "gold". Across the country, the format of various Oldies stations vary, some playing 50's and 60's music, others 60's, 70's, and even 80's music, 70's music only, "rock oldies", or r&b oldies. A format which became briefly popular in the 90's was the "Jammin' Oldies" format, which featured r&b oldies from the late 60's and 70's.</p>
<p>Personality</p>	<p>Programs or formats which rely on the personalities of an on-air host or hosts to entertain listeners, often with humor, parody, satire, or commentary on current events. Personality programming may also include music, interviews, and other features.</p>
<p>Rock</p>	<p>A station which plays mostly current rock music, whether single releases or album cuts. Due to the diversity within rock music today, the playlists of different rock stations will tend to fall within different stylistic ranges. See Modern Rock, Alternative Rock, Active Rock, Rock AC.</p>
<p>Rock AC</p>	<p>A station which plays rock music released largely during the past fifteen or twenty years, designed for the general rock listener who is not actively interested in following current releases. These stations, sometimes known as "rock hits",</p>

	include some "classic rock" material and some current material in their playlists. Some of the "name" formats such as "Jack" include some pop material along with rock hits.
Smooth Jazz	A station which plays easy-going popular music with a "jazzy" feel, designed to set a mood rather than to invite critical listening. "Smooth Jazz" is often set to a medium-tempo or "hip-hop" beat. This format is often referred to as New Adult Contemporary, or "NAC".
Standards/Big Band	A station which plays popular music recorded by the Big Bands of the late 30's and '40's, music recorded by Big Band-era singers during the 40's and '50's, and/or interpretations of the "standards" of that period, including recent interpretations. This format is primarily aimed at older adults and is sometimes referred to as "Adult Standards" or "Nostalgia" format. Some stations of this type will play any non-rock popular music of the past 60 years.
Talk	A format or program which features one or more hosts discussing current events and other topics, often in the context of a particular political ideology. Talk programs frequently feature in-studio guests and calls from members of the public, representing varying degrees of expertise. Health, medical, and financial topics are especially popular.
Urban	Stations or programs which plays music, such as rap, hip-hop, r&b, and soul, in the styles which are the descendants of rhythm & blues music of past decades. The mix favored by any given station depends in large part upon the age of the station's audience. Many Urban stations which appeal to adults rather than to teenagers include soul/R&B hits dating back twenty years or longer, and are sometimes characterized as "Urban AC".
World Music	Programs which play music which evokes musical styles of one or more regions of the world, but is not necessarily performed by musicians from those regions or aimed solely at listeners from those regions. Compare Ethnic/International Music .
*Other Music Formats	Other popular music station formats include Jazz, Classical, Spanish, and Country. In some parts of the country, there are sub-categories within these formats, particularly with respect to country and Spanish-language music.

Please see attached letters from the individual vendors. Thank you.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of expenditures for advertising services with the <i>El Paso Times</i> for fiscal year 2013-14.	Amount: (Not to Exceed) \$65,000 <i>(Annual aggregate)</i>
Requestor: Albert Yanez	Area Responsible: Human Resources Department
Resource Person: Ernst Roberts, Josette Shaughnessy, Joyce Cordell, Ruben Gallardo, Liz Ryan	
Purpose: Approval of expenditures for advertising services with the <i>El Paso Times</i> for fiscal year 2013-14.	
Explanation: The Human Resources, Purchasing & Contract Management, and Marketing & Community Relations Departments need advertising services for the recruitment of faculty and staff, procurement of goods and services, and College registration respectively. Advertising services will be provided for fiscal year 2013-14 with a total annual aggregate amount not to exceed \$65,000. The <i>El Paso Times</i> is a sole source provider; a sole source letter follows this item. Funding is provided by each individual departmental budget.	
Recommendation: Approval by the Board of Trustees.	
Vendor: El Paso Times 300 N. Campbell St. El Paso, TX 79901	



August 12, 2013

Mr. Albert Yañez
Manager/Employment Services
El Paso Community College
P.O. Box 2500
El Paso, TX 79998

Dear Mr. Yañez,

This letter is in response to your request for verification of Sole Source availability. The El Paso Times is a sole source provider for El Paso Community College as the only daily and Sunday English news publication in El Paso, Texas metropolitan area.

As such, there is no other like item or product available that would serve same purpose or function.

Sincerely,

A handwritten signature in blue ink that reads "Cecilia Uebel".

Cecilia Uebel
Senior VP of Sales
cuebel@elpasotimes.com
(915) 546-6250





**EL PASO COMMUNITY
COLLEGE**

Human Resources Department

TO: Ruben Gallardo
Director of Purchasing

FROM: Elizabeth Ryan, Executive Director
Human Resources *Elizabeth Ryan*

THROUGH: Dr. Ernst Roberts *Ernst Roberts*
VP Administration & Finance Operations

DATE: August 13, 2013

SUBJECT: El Paso Times Sole Source Provider for Advertising Services

This memorandum will serve to certify that the El Paso Times is the "sole source" provider for the College as the only large, daily, English, news publication in El Paso, Texas metropolitan area.

In order to operate properly, the Human Resources, Purchasing and Contract Management, and Marketing and Community Relations departments need advertising services. Recruiting high quality applicants requires maximum exposure during recruitment efforts and the El Paso Times is the only vendor that can provide this service. The El Paso Times circulation has a combined average of 65,247 on Monday through Friday, 59,470 on Saturday, and 125,317 on Sunday.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Consideration and deliberation on a proposal to increase the effective tax rate by eight (8) percent for the 2013-2014 fiscal year.													
Requestor:	Laura Tellez	Area Responsible: Budget & Financial Services												
Resource Persons:	Ernst Roberts, Josette Shaughnessy, Laura Tellez													
Purpose:	Proposal by the Board of Trustees to increase the effective tax rate by 8% for fiscal year 2013-2014.													
Explanation:	<p>On July 31, 2013, the Board of Trustees approved the fiscal year 2013/14 Operating Budget based on revenue strategies developed by the administration to fund the baseline budget and priority needs. The approved budget includes the cost of additional full-time faculty in compliance with the 2.8 Core Requirement mandated by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As one of the revenue strategies to fund next fiscal year's budget, the Board of Trustees approved a 7% tuition increase effective Fall 2013. Although state funding increased to cover some of the priority needs above the baseline budget, it was not sufficient to fund the additional full-time faculty needed to comply with SACSCOC. Therefore, during the presentation of the 2013/14 Operating Budget, the administration recommended an 8% increase of the Effective Tax Rate to balance the proposed budget.</p> <p>Based on the 2013 Certified Appraisal Roll, the Effective Tax Rate has been calculated at \$ 0.115148 per \$100 valuation. The recommendation of the 8% tax increase of the Effective Tax Rate yields a tax rate of \$0.124359 per \$100 valuation. In compliance with Texas law, the Board of Trustees is required to vote on this proposal. If the motion passes, the Board of Trustees must schedule two public hearings on the proposal that need to be published according to the specific requirements set forth in the Comptroller's model form <i>Notice of Public Hearing on Tax Increase</i> (see attached).</p> <p>The purpose of the public hearings is to give taxpayers the opportunity to express their views on the increase at each hearing. At each hearing, the Board of Trustees must announce the date, time and place of the meeting at which it will vote on the tax rate. Exhibit 4.7.2 reflects suggested dates and times of the public hearings for the Board's consideration in compliance with required timelines.</p> <p>The following table illustrates how the tax rate of \$0.124359 will impact homeowners in El Paso County.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Home Taxable Value</u></th> <th style="text-align: center;"><u>Current Taxes Paid to EPCC in 2012 Tax Year</u></th> <th style="text-align: center;"><u>Proposed Taxes Due EPCC in 2013 Tax Year</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$100,000</td> <td style="text-align: center;">\$114.09</td> <td style="text-align: center;">\$124.36</td> </tr> <tr> <td style="text-align: center;">\$125,000</td> <td style="text-align: center;">\$142.61</td> <td style="text-align: center;">\$155.45</td> </tr> <tr> <td style="text-align: center;">\$150,000</td> <td style="text-align: center;">\$171.13</td> <td style="text-align: center;">\$186.54</td> </tr> </tbody> </table>		<u>Home Taxable Value</u>	<u>Current Taxes Paid to EPCC in 2012 Tax Year</u>	<u>Proposed Taxes Due EPCC in 2013 Tax Year</u>	\$100,000	\$114.09	\$124.36	\$125,000	\$142.61	\$155.45	\$150,000	\$171.13	\$186.54
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\$100,000	\$114.09	\$124.36												
\$125,000	\$142.61	\$155.45												
\$150,000	\$171.13	\$186.54												
Recommendation:	Approval by the Board of Trustees.													

Notice of Public Hearing on Tax Increase

The _____ will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by _____ percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax calculated under Chapter 26, Tax Code). Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

The first public hearing will be held on _____ at _____.

The second public hearing will be held on _____ at _____.

The members of the governing body voted on the proposal to consider the tax increase as follows:

FOR:
AGAINST:
PRESENT and not voting:
ABSENT:

The average taxable value of a residence homestead in _____ last year was \$ _____ (average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). Based on last year's tax rate of \$ _____ (preceding year's adopted tax rate) per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$ _____ (tax on average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

The average taxable value of a residence homestead in _____ this year is \$ _____ (average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). If the governing body adopts the effective tax rate for this year of \$ _____ per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$ _____ (tax on average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

If the governing body adopts the proposed tax rate of \$ _____ per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$ _____ (tax on the average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

Members of the public are encouraged to attend the hearings and express their views.

Special Provisions if Applicable

Criminal Justice Mandate (use for counties, if applicable):

The _____ County Auditor certifies that _____ County has spent \$ _____ in the previous 12 months beginning _____, _____, for the maintenance and operations cost of keeping inmates sentenced to the Texas Department of Criminal Justice. _____ County Sheriff has provided information on these costs, minus the state revenues received for reimbursement of such costs.

Enhanced Indigent Health Care Expenditures (use if applicable):

The _____ spent \$ _____ from _____ to _____ on enhanced indigent health care at the increased minimum eligibility standards, less the amount of state assistance. For the current tax year, the amount of increase above last year's enhanced indigent health care expenditures is _____.

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of contract renewals for the purchase of library materials from various vendors for district-wide use.	Amount: (Not to Exceed) \$360,000 <i>(Annual aggregate)</i>
Requestor: Luis Chaparro	Area Responsible: Library Technical Services
Resource Persons: Steve Smith, Paula Mitchell, Jaime Farias, Luis Chaparro	
<p>Purpose: Approval to renew the contracts with the library vendors that provide books, eBooks and periodicals for the El Paso Community College libraries district-wide for the 2013-2014 fiscal year.</p> <p>Explanation: EPCC libraries have identified Baker & Taylor, Inc. (B&T), Barnes & Noble and EBSCO as the three major vendors and distributors to provide books, eBooks and periodicals to the district-wide libraries.</p> <p>Baker & Taylor, Inc. (B&T) is a leading distributor of books, multimedia and music products to libraries in the United States. B&T has a book and video inventory of approximately 385,000 titles and more than 1.5 million titles available for order. EPCC libraries acquire most of their books from this vendor. Baker & Taylor, Inc. has the current State of Texas Comptroller of Public Accounts Term Contract for print and multimedia materials (Contract #715-N1). Purchases conducted through this contract are allowed by Texas Education Code 44.031(a)(4).</p> <p>Barnes & Noble is one of the largest book sellers in the country. These purchases will be conducted through the Region 19 Purchasing Cooperative Contract #11-6634, as allowed by the Texas Education Code 44.031(a)(4).</p> <p>The Board approved a contract with EBSCO through Competitive Sealed Proposal process CSP #09-030 in October 2009. That contract was for a term of one-year with an option to renew for an additional four (4) years with administrative review and satisfactory vendor performance. This is the fifth year of the contract to provide periodical materials to the libraries district wide.</p> <p>The District reserves the right to purchase library materials from any competitively-awarded proposal. Such contracts are in compliance with Texas Education Code, Chapter 44.031.</p> <p>Funding is provided by each campus library and the Library Replacement Fund.</p>	
Recommendation: Approval by the Board of Trustees.	Date: <u>09/01/13</u> Account: <u>52153, 52124, 52125, 52126, 52127, 53001</u> Budget: <u>\$374,334</u> Expenditures to date: \$ <u>-0-</u> Balance: <u>\$374,334</u>
Vendors: Baker & Taylor, Inc. 2550 West Tyvola Rd, Suite 300 Charlotte, NC 28217 Barnes and Noble 9521 Viscount Blvd. El Paso, TX 79925	EBSCO Publishing Co. 10170 Church Ranch Way, Suite 450 Westminster, CO 80021 Date: <u>09/01/13</u> Account: <u>12290, S12290</u> Budget: <u>\$55,791</u> Expenditures to date: \$ <u>-0-</u> Balance: <u>\$55,791</u>

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of contract renewals for online database services used in the El Paso Community College Libraries.	Amount: (Not to Exceed) \$130,000 <i>(Annual aggregate)</i>										
Requestor: Luis Chaparro	Area Responsible: Library Technical Services										
Resource Persons: Steve Smith, Jaime Farias, Paula Mitchell, Luis Chaparro											
Purpose: To approve contract renewals with online database providers for the El Paso Community College Libraries for the 2013-2014 fiscal year.											
Explanation: To provide the most current information that offers our students diverse electronic sources to support their academic work, the EPCC libraries have identified these online database vendors as essential.											
<p>Gale CENGAGE Learning offers a diverse collection of databases supporting the entire EPCC curriculum. This vendor has proprietary rights to Literature Criticism Online (LCO), which offers a unique collection of ten digitized databases which are ready to read 24/7. LCO contains literary databases and more than 200,000 essays providing critical and historical information on various topics read and researched by EPCC students.</p> <p>ProQuest's <i>Science Journals and Nursing and Allied Health</i> databases provide up to date information and research in these areas. It is also the only database carrying the <i>New York Times</i> from 1851 to the present.</p> <p>Gale CENGAGE and ProQuest are sole source vendors; sole source letters follow this item.</p> <p>The District reserves the right to purchase database services from any competitively-awarded proposal. Such contracts are in compliance with Texas Education Code 44.031.</p> <p>Contingency of 10% is added due to a possible increase in student enrollment.</p> <p>Funding is provided by the district-wide Library Databases budget.</p>											
Recommendation: Approval by the Board of Trustees.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px; text-align: right;"><u>09/01/13</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="padding: 2px; text-align: right;"><u>11000-52154</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="padding: 2px; text-align: right;"><u>\$170,100</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="padding: 2px; text-align: right;">\$ <u> 0</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="padding: 2px; text-align: right;"><u>\$ 170,100</u></td> </tr> </table>	Date:	<u>09/01/13</u>	Account:	<u>11000-52154</u>	Budget:	<u>\$170,100</u>	Expenditures to date:	\$ <u> 0</u>	Balance:	<u>\$ 170,100</u>
Date:	<u>09/01/13</u>										
Account:	<u>11000-52154</u>										
Budget:	<u>\$170,100</u>										
Expenditures to date:	\$ <u> 0</u>										
Balance:	<u>\$ 170,100</u>										
Vendors:											
Gale CENGAGE Learning 27500 Drake Road Farmington Hills, MI 48331	ProQuest Information & Learning 6216 Payshere Circle Chicago, IL 60674										

27500 Drake Road
Farmington Hills, MI 48331-3535
Tel (248) 699-4253 Toll Free (800) 877-GALE
gale.cengage.com



July 24, 2013

Mr. Art Gonzalez, Buyer
Purchasing and Contract Management Department,
El Paso Community College
P.O. Box 20500
El Paso, TX 79998

Dear Mr. Gonzalez:

This letter confirms that Cengage Learning, Inc., (FEIN 59-2124491, DUNS 86-1016442), is the Sole Source Supplier and/or Publisher of the products (each product as an aggregated whole, inclusive of platform and not individual elements or portions thereof, a "Product") noted below and as represented on the Cengage website at www.gale.cengage.com and in all published catalogs. All Products must be purchased directly by institutions from Cengage Learning and/or through its authorized agents and are not available through any other content providers.

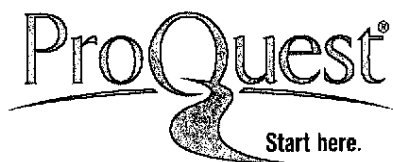
TITLE	ISBN
Academic OneFile	231120
Oposing Viewpoints in Context	176168
Health & Wellness Resource Center w/Alternative Health Module	9780787650247
Contemporary Literary Criticism Online	CLCO
Twentieth Century Literary Criticism Online	TCLCO
Nineteenth Century Literature Criticism Online	NCLCO
Literature Criticism from 1400 – 1800 Online	PNCLCO
Classical & Medieval Literature Criticism Online	CLLO
Shakespearean Literature Criticism Online	SLCO
Drama Criticism Online	DCO
Poetry Criticism Online	PCO
Short Story Criticism Online	SSCO
Something About the Author Online	SATAO
Dictionary of Literary Biography Online	DLBO

To place an order or for additional information contact your Cengage Learning Sales Representative, Liz Valentine by phone at (800) 877-4253 or email at liz.valentine@cengage.com

Thank you for your interest in Cengage Learning.

A handwritten signature in black ink, appearing to read "Nader Qaimari", with a long horizontal line extending to the right.

Nader Qaimari
SVP Sales & Marketing
Cengage Learning, Inc.



29-May-2013

ATTN: Art Gonzalez
El Paso Community College
PO Box 20500
El Paso, TX 79998

Dear Art Gonzales:

ProQuest LLC, (ProQuest), a part of Cambridge Information Group, encompasses with the strength of the leading information company, CSA, to provide global access to one of the largest online content repositories in the world. Throughout ProQuest's evolution we've established our position as the leading provider of microform and electronic information to school, academic, public, and government libraries around the world. Since 1938, we've worked closely with the worldwide publishing community to preserve and provide access to information. Our many long-term, trusted partnerships with publishers have made ProQuest the information company of choice for over 9,000 publishers.

ProQuest aggregates source material from third-party publishers and creates associated abstracts and indexes for such material to make up our databases. The databases are derivative works as defined under the Copyright Act of 1976, Title 17 U.S.C. and are therefore subject to copyright protection. ProQuest is the sole holder of the copyright in the ProQuest-created abstracts and in the databases as a whole.

With respect to third-party databases, ProQuest distributes and hosts certain third-party databases and in some cases provides the associated full-text articles to compliment the offering through ProQuest's own proprietary online search engines. Additionally, ProQuest is the proprietary owner of the on-line search engines that form a substantial part of **SIRS®**, **Chadwyck-Healey™** and **ProQuest®** on-line information services.

As a result, ProQuest is the sole provider for the following unique database collection:

➤ Historical Newspapers: The New York Times	http://www.proquest.com/assets/literature/products/databases/HNP_NYT.pdf
➤ History Study Center™	http://www.proquest.com/en-US/catalogs/databases/detail/hsc.shtml
➤ Nursing and Allied Health Source	http://www.proquest.com/en-US/catalogs/databases/detail/pq_nursingahs.shtml
➤ ProQuest Science Journals	http://www.proquest.com/en-US/catalogs/databases/detail/pq_science_journals.shtml


If you need additional information, please contact me directly.


Sincerely,

Lynda James-Gilboe
Vice President, Global Customer Experience and Service
Phone: 800-521-0600 x72521
Fax: 888-241-5612
e-mail: govt@proquest.com
Lynda.James-Gilboe@proquest.com

MEMORANDUM

TO: Ruben C. Gallardo, C.P.M.
Director, Purchasing & Contract Management

THROUGH: Steve Smith
Interim VP, Instruction 

FROM: Dr. Jaime Farias
Dean, Education and Career & Technical Education 

DATE: August 13, 2013

RE: Gale Cengage and ProQuest sole source letters

Gale CENGAGE Learning offers a diverse collection of databases supporting the entire EPCC curriculum. This vendor has proprietary rights to Literature Criticism Online (LCO), which offers a unique collection of ten digitized databases which are and ready to read 24/7. LCO contains literary databases and more than 200,000 essays providing critical and historical information on various topics read and researched by EPCC students.

ProQuest's Science Journals and Nursing and Allied Health databases provide up to date information and research in these areas. It is also the only database carrying the New York Times from 1851 to the present.

EPCC Librarians reviewed these online vendors and certify that these products offer the best value for our students. Gale Cengage and ProQuest databases have the informational and research resources that EPCC students need and use for their classes. These resources are only available in the vendors' proprietary platforms and can only be accessed by authorized institutions. By contracting with these vendors, EPCC becomes an authorized institution and therefore provides our students with electronic access to these resources.

Should you have any questions, please give me call at extension 2394.

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of the High School Equivalency Grant from the U.S. Department of Education.		Amount: \$446,801
Requestor: Andres Muro	Area Responsible: Community Education Program	
Resource Persons: Steve Smith, Eileen Conklin, Al Lawrence, Andres Muro		
Purpose:	To develop and implement a comprehensive adult education program that will provide GED preparation to qualifying migrant workers and family members ages 16 and above. This program will offer migrant workers GED classes throughout El Paso County to no less than 130 migrant workers or family members. It will also provide health education and other support services.	
Explanation:	This program will offer classes of 150 hours of instruction throughout El Paso County to prepare migrant students for the GED. A minimum of 130 students will be enrolled in GED classes. Funding is provided by the U S. Department of Education.	
<p>Budget Account Number: 21513-F21513: Budget Summary \$446,801 July 1, 2013 – June 30, 2014 Detailed Budget Overview:</p>		
	61000 P/T Instructor Pool	\$48,084
	61065 Classified Staff	105,084
	61601 Classified Staff P/T	123,120
	62000 Fringe Benefits	56,064
	71120 Office Supplies	5,050
	71130 Instructional Supplies	11,000
	71410 Membership	1,200
	71440 Hospitality	1,200
	71620 Equipment Rental	4,000
	71653 GED Testing	15,600
	71910 Indirect Costs	33,069
	72100 In Town Travel	7,000
	72200 Out of Town Travel	14,830
	73300 Computers	<u>21,500</u>
	TOTAL	\$446,801
Recommendation:	Approval by the Board of Trustees.	

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a contract to support required academic assessment testing of students for fiscal year 2013-14.	Amount: (Not to Exceed) \$140,000										
Requestor: Marisa Pierce	Area Responsible: Testing Services										
Resource Persons: Linda Gonzalez-Hensgen, Marisa Pierce											
<p>Purpose: To approve expenditures for test materials/units used for academic assessment of students for fiscal year 2013-14.</p> <p>Explanation: The Texas Higher Education Coordinating Board/Texas Success Initiative mandates that all undergraduate students who enter a public institution of higher education be tested in reading, writing, and math skill areas prior to entering college level courses.</p> <p>The request in funding is higher than in previous years due to the following:</p> <ul style="list-style-type: none"> • New State of Texas mandate that designates the TSI assessment as the only instrument to determine college readiness • Accuplacer will have a new role – serving as an exam that allows for higher course level placement in Mathematics • New TSI assessment and ACCUPLACER units will need to be purchased separately • All area high school students will be testing with EPCC units until the new TSI is available at each school district increasing our on-site testing. <p>Effective August 26, 2013, El Paso Community College will use the New TSI test as the initial assessment for course placement purposes. The College Board is the sole provider of this service.</p> <p>A sole source letter follows this item.</p> <p>Funding is provided by the Alternative Testing/Accuplacer budget.</p>											
<p>Recommendation: Approval by the Board of Trustees.</p> <p style="margin-left: 40px;">Vendor: The College Board ACCUPLACER Dept. P.O. Box 4112 New York, NY 10023</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px; text-align: right;"><u>09/01/13</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="padding: 2px; text-align: right;"><u>11000-63003</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="padding: 2px; text-align: right;"><u>\$140,000</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to date:</td> <td style="padding: 2px; text-align: right;"><u>-0-</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="padding: 2px; text-align: right;"><u>\$140,000</u></td> </tr> </table>	Date:	<u>09/01/13</u>	Account:	<u>11000-63003</u>	Budget:	<u>\$140,000</u>	Expenditures to date:	<u>-0-</u>	Balance:	<u>\$140,000</u>
Date:	<u>09/01/13</u>										
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Budget:	<u>\$140,000</u>										
Expenditures to date:	<u>-0-</u>										
Balance:	<u>\$140,000</u>										

ACCUPLACER
45 Columbus Avenue
New York, NY 10023

T 866-607-5223

F 212-713-8316

accuplacer@collegeboard.org

July 26, 2013

El Paso Community College
ATTN: Purchasing
9050 Viscount Blvd.
El Paso, TX 79925

Dear El Paso Community College:

The College Board is the sole vendor for the Texas Assessment Initiative (TSI) Assessment, ACCUPLACER's Computerized Placement Tests, ACCUPLACER Diagnostic Tests, the COMPANION Paper and Pencil tests, ACCUPLACER ESL, WritePlacer and WritePlacer ESL. There is no other vendor for these products. The College Board is also the sole publisher and the copyright holder for the above products.

The cost of ACCUPLACER Units, due to a special Texas State Initiative, is \$1.50 per unit starting August 1, 2013. This price is valid until July 31, 2014.

If you have questions, comments or concerns about this sole source correspondence, feel free to contact Julius Jones at 212.713.8020 or email accuplacer@collegeboard.org.

Sincerely,



Cynthia B. Schmeiser
Chief of Assessment
Assessment Design and Development



El Paso Community College

The Best Place to Start

TO: Ruben Gallardo

THRU: Linda Gonzalez-Hensgen, Vice President of Student Services *LGH*

FROM: Marisa Pierce, Director Testing Services

Marisa Pierce 8/12/13

DATE: August 12, 2013

RE: TSI/Accuplacer Sole Source

As per your request, the following details the need for the EPCC Testing Services Department to contract **The College Board**. Two of the many products the College Board provides are the Texas Success Initiative (TSI) Assessment and the Accuplacer. The TSI is an instrument solely for use in the state of Texas as designated by the Texas Higher Education Coordinating Board (THECB). The Accuplacer is also an assessment product used nationally by many colleges and universities to support college course placement.

The College Board, for testing purposes, is a sole source supplier primarily due to their unique position in supplying the only internet-based computer adaptive tests for the purposes of college course placement. This position supports very specific action items:

- 1) Effective fall 2013, the TSI, as mandated by law, has been designated as the only official placement exam for the State of Texas by the THECB and 19 Tex. Admin.Code - 4.55.
 - a. The TSI is the sole instrument to be used by institutions of higher education (IHE) throughout the State of Texas to determine college readiness.
- 2) The ACCUPLACER, while no longer designated the primary placement for the State of Texas (IHEs), will continue to serve in a capacity that determines Mathematics placement into Advanced Level courses (i.e; if a student places into a college level math course but chooses to attempt to place into a higher level math course – Accuplacer will serve as the challenge exam to determine a higher level placement)
- 3) The ACCUPLACER, as an assessment instrument also continues to serve as a ranking exam for certain specific majors such as Nursing.

These main points require that we continue the sole source procurement of the services provided by College Board. Should there be any further questions regarding this request, please contact the Director of Testing Services for additional information.

COURSE	TITLE	HOURS	TUITION
Business/Industry Training & Personal Enrichment			
PIE 661	Marketing Your Business on the Internet – Online	24	\$80
PIE 662	Creating Mobile Apps with HTML5 – Online	24	\$80
PIE 663	Wireless Networking – Online	24	\$80
PIE 664	PMP Certification Prep I – Online	24	\$105
RES 876	Contract Forms and Addenda	48	\$240

