

MEETING

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

REGULAR

ADMINISTRATIVE SERVICE CENTER
9050 Viscount
Board of Trustees Room - Room A200
El Paso, Texas 79935

DATE: April 16, 2003

5:00 p.m.

1.0 General Functions

1.1 Call to Order

1.2 Roll Call

1.3 Approval of Minutes:

Regular - March 12, 2003

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 1-17

1.4 Welcome to Guests and Staff Members

1.5 Open Forum

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.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 Requests for Reports and/or Items of Information of Interest to Members of the Board of Trustees.

Present
Not Present

Motion
Second
Ayes
Nays
Abstain

1.9 Board Reports

1.9.1 Treasurer's Report

Exhibit 1.9.1

March 31, 2003

Pages 18-44

No action is necessary.

1.9.2 President's Report - Dr. Rhodes will update the Board of Trustees and audience on activities that have recently transpired within the college.

**Motion
Second
Ayes
Nays
Abstain**

1.10 Consent Docket

2.0 Administration

Exhibit 2.1.1

2.1.1 The following policy is presented for first reading:

Pages 45-68

4.06.01- Investments (REVISED)

No action is necessary.

3.0 PERSONNEL

**Motion
Second
Ayes
Nays
Abstain**

3.1 Full-Time Institutionally-Funded Actions

Exhibit 3.1

Page 69

**Motion
Second
Ayes
Nays
Abstain**

3.2 Full-Time Externally-Funded Actions

Exhibit 3.2

Page 70

**Motion
Second
Ayes
Nays
Abstain**

3.3 Information Items (No Action Required)

Exhibit 3.3

Page 71

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.1 Consideration and deliberation on the purchase of media equipment for the district-wide Instructional Media Service areas in the amount of \$44,574 from Lubbock Audio Visual, Inc.

Exhibit 4.1
Pages 72-73

Note: Portable media stations and plot projectors will be purchased to provide technology for faculty and student use in the classroom. Funding is provided by the Telecommunications Infrastructure Fund Board (TIFB) Higher Education 4 Grant.

Resource Person: Dennis Brown

Motion
Second
Ayes
Nays
Abstain

- 4.2 Consideration and deliberation on the approval of the extension of the bank depository contract between Wells Fargo Bank Texas, N.A., and El Paso County Community College District for a term of two years.

Exhibit 4.2
Page 74

Note: The District has the option to extend a depository contract for one additional two-year term. Based on satisfactory service from Wells Fargo to El Paso Community College, it is recommended to extend the current contract which expires on August 31, 2003 with another two-year contract from September 1, 2003 to August 31, 2005.

Resource Person: Fabiola Rubio

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.3 Consideration and deliberation on the approval of the addition of Great American Financial Resources, Inc., and PMG Marketing, Inc., to the El Paso County Community College District Tax Sheltered Annuity (TSA) Vendor Carrier List.**

Exhibit 4.3
Pages 75-76

Note: Organizations seeking to be included on the College's TSA vendor list must meet and certify compliance with specified conditions. These additions will bring the total number of available carriers to forty-four.

Resource Person: **Fabiola Rubio**

Motion
Second
Ayes
Nays
Abstain

- 4.4 Consideration and deliberation on the approval of the disposition of surplus, unserviceable, and obsolete El Paso County Community College District property by conducting a maximum of four public sales during fiscal year 2002-03.**

Exhibit 4.4
Page 77

Note: The process involves advertising the public sales in the El Paso Times and will be conducted through sealed bids submitted to the Director of Purchasing Services. Resources necessary to complete this operation involve budgeted staff time in the Property Control Department.

Resource Person: **Fabiola Rubio**

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.5 Consideration and deliberation on the approval for increasing the tuition rate for resident and non-resident credit students of the El Paso County Community College District.**

Exhibit 4.5
Pages 78-79

Note: Due to the State of Texas' budget shortfall, state appropriations for the College are expected to be reduced significantly which requires that the College increase revenue sources for next year. Therefore, the Tuition and Fees Committee, comprised of students, staff, and faculty representatives, has made the recommendation to increase tuition by six percent for the students enrolled in credit classes.

Resource Person: **Fabiola Rubio**

5.0 PHYSICAL FACILITIES - None

6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.1 Consideration and deliberation on the approval of a contract award for the purchase of training materials used for CE/Health students in the amount of \$32,478 from Laerdal Medical Corp.**

Exhibit 6.1
Pages 80-82

Note: Purchases of American Heart Association training materials for students in the CPR, CPR Refresher, Advanced Cardiac Life Support, Advanced Cardiac Life Support Refresher, and Pediatric Life Support courses will be made on an as needed basis. Award will be for an initial term of one year with an option to extend on an annual basis upon administrative review and District assessment of satisfactory performance by the supplier. The cost of the materials is included in the tuition for the courses.

Resource Person: **Don Bostic**

7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

- 6.2 Consideration and deliberation on the approval of the conversion of two existing continuing education technical programs, Industrial/Manufacturing Technology and Electrical Journeyman/Facilities Maintenance, to credit programs.

Exhibit 6.2

Page 83

Note: Last fall the Advanced Technology Center and Curriculum Development Department co-wrote new programs to convert two existing CE programs to credit programs. These new programs now meet Workforce Education Course Manual (WECM) guidelines. They are scheduled to be submitted this spring to the Texas Higher Education Coordinating Board with new classes starting in the fall. Both programs were created in response to regional employment needs and are currently funded in the existing budget.

Resource Person: Don Bostic

Motion
Second
Ayes
Nays
Abstain

- 7.1 Consideration and deliberation on the approval of Continuing Education tuition rates.

Exhibit 7.1

Pages 84-85

Note: As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates. Also, changes in curriculum and costs associated with old programs require revisions to course rates.

Resource Person: Don Bostic

8.0 COMMUNITY SERVICES

Motion
Second
Ayes
Nays
Abstain

- 8.1 Consideration and deliberation on the approval of a Memorandum of Understanding between the El Paso Community College Contract Opportunities Center and the El Paso Hispanic Chamber of Commerce.**

Exhibit 8.1
Pages 86-88

Note: Under this agreement, each organization will strive to increase government contracting opportunities for the local small business community. It is agreed that all activities regarding provision of services to small business clients will be governed by the cooperative agreement entered into between EPCC and the DOD/DLA.

Resource Person: **Don Bostic**

Motion
Second
Ayes
Nays
Abstain

- 9.0 Unfinished Business**

Motion
Second
Ayes
Nays
Abstain

- 10.0 Adjournment**

MEETING

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

REGULAR

ADMINISTRATIVE SERVICE CENTER
9050 Viscount
Board of Trustees Room - Room A200
El Paso, Texas 79935

DATE: March 12, 2003

5:00 p.m.

1.0 General Functions

1.1 Call to Order - The meeting was called to order at 5:05 p.m. by Board of Trustees Chair Tony Marquez.

Present
Not Present

1.2 Roll Call - All members of the Board of Trustees were present with the exception of Secretary Vicki Icard. Trustee Gracie Quintanilla arrived at 5:10 p.m.

Dr. Marquez introduced the El Paso Community College Police Department Color Guard. The presentation of colors was presented. *(Note: Mrs. Quintanilla arrived during the presentation of colors.)*

Motion
Second
Ayes
Nays
Abstain

1.3 Approval of Minutes:

Exhibit 1.3

Regular - February 12, 2003

Pages 1-19

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 Vice Chair John Uxer and seconded by Trustee Arturo Huerta. Motion to approve passed.

1.4 Welcome to Guests and Staff Members

Dr. Marquez welcomed the guests and staff members in the audience to the meeting.

1.5 Open Forum - Mrs. Quintanilla addressed the Board of Trustees and read a resolution from the Texas House of Representatives. The resolution recognized Dr. Tony Marquez for his humanitarian efforts in providing dental care to the youth of El Paso. Mrs. Quintanilla presented the resolution to Dr. Marquez.

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Dr. Rhodes will present a retirement plaque to

Mr. Armando Ramos (plumber, Physical Plant) and Mr. Miguel Cenicerros (maintenance worker, Physical Plant).

Dr. Rhodes introduced Mr. Ramos and recognized him for his twenty years of service to the college district. Dr. Rhodes noted that he is affectionately known as “Primo” and has served as the only plumber for the district.

Dr. Rhodes introduced Mr. Cenicerros and recognized him for his twenty-four years of service to the college district. Dr. Rhodes noted that he is better known as “Mikey” and will be missed by his co-workers.

- 1.6.2 Dr. Richard Rhodes (College President) will introduce Mr. Dale Denny (vice president, Banes Construction Company) who will present a check in the amount of \$10,000 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Dr. Marquez thanked all of the donors who participated in this campaign. He noted that the campaign will generate funds not only for scholarships but that it will also provide funds for the artist, Amado Peña, Jr. to paint the mural in the Administrative Service Center.

Dr. Rhodes noted that this project required a great deal of work and he thanked Ms. Shirley Gilbert for her efforts.

Dr. Rhodes introduced Mr. Denny and Mr. Fred Seibert and thanked them for their generous contribution. Mr. Denny accepted a token of appreciation on behalf of Banes and thanked the college for the partnership between the two institutions.

- 1.6.3 Dr. Rhodes will introduce Ms. Lorie Schrader (regional director, Barnes & Noble Bookstore) and Ms. Pat Rodriguez (bookstore manager, EPCC - Barnes & Noble Bookstore) who will present a check in the amount of \$2,500 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Dr. Rhodes introduced Ms. Schrader and Ms. Rodriguez and presented them with a token of appreciation on behalf of the college. Ms. Schrader thanked the college and stated that they were very pleased with the partnership with the college.

- 1.6.4 Dr. Rhodes (College President) will introduce Mr. Sergio Martinez (firm principle, Dimensions Architects) who will present a check in the amount of \$5,000 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Dr. Rhodes introduced Mr. Martinez and Mr. Al Loya and presented them with a token of appreciation on behalf of the college. Mr. Martinez stated that it was a pleasure working with the college and was glad to be able to give back to the college.

- 1.6.5 Dr. Rhodes (College President) will introduce Mr. Hector Zavaleta (vice president, First Southwest Company) who will present a check in the amount of \$1,000 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Dr. Rhodes introduced Mr. Zavaleta and presented him with a token of appreciation on behalf of the college. Mr. Zavaleta stated that it was an honor to be involved in this initiative and he was pleased to see such a program taking place to promote the arts.

- 1.6.6 Dr. Rhodes (College President) will introduce Mr. Stanley Jobe (president, Jobe Concrete Products, Inc.) who will present a check in the amount of \$2,500 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Mr. Jobe was unable to attend the meeting.

- 1.6.7 Dr. Richard Rhodes (College President) will introduce Mr. Cecilio “Chico” Medina (president, Quality Food Mart) who will present a check in the amount of \$1,000 to the “El Paso Community College Salutes the Visual Arts” Campaign.

Dr. Rhodes noted that Mr. Medina also had lent the college fifteen pieces of artwork that were used during the art exhibit honoring Jose Cisneros. Dr. Rhodes stated that unfortunately, Mr. Medina was not able to attend, but that

Mr. Rodolfo Rosales was present on his behalf. Dr. Rhodes presented a token of appreciation from the college to Mr. Rosales. Mr. Rosales thanked the college for the recognition and stated that they would like to continue to help the college in the future.

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

Dr. Carina Ramirez (president, Faculty Association) addressed the Board of Trustees regarding current budget considerations. She reminded the Trustees and administration of the faculty's basic concerns: 1) the protection of the integrity of the instructional area and those programs and services which support students in their academic endeavors; 2) look carefully at areas that do not serve academics (she clarified that she was referring to athletics); 3) asked the Board to maintain adequate health care coverage for the employees; and 4) asked that all decisions regarding budget cuts be made with the input of all concerned.

Mr. Keith Townsend (faculty member) addressed the Trustees and stated that the remarks made by the president of the Faculty Association did not necessarily

reflect the opinions of all of the faculty. He stated that he was very supportive of athletics and all activities that enrich the student's lives.

Mr. Sergio Barrientos (vice president, Student Government Association) addressed the Trustees. He stated that activities had been conducted at the different campuses for Valentines Day. He also noted that ten representatives from SGA would be attending the ASACC conference in Washington and would be lobbying on Capitol Hill. He also noted that ten members would be attending the state conference in Austin . He stated that elections would be held on April 22-23, 2003.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 Requests for Reports and/or Items of Information of Interest to Members of the Board of Trustees.

Dr. Uxer requested an update on the Plaza Theater.

Trustee Michael Silva requested an update on the LVN program, particularly what is

involved at the high schools and if financial aid is available to the students, logistics of registration, course work and any other factors to be considered.

Dr. Marquez thanked Dr. Paula Mitchell (dean, Health Occupations), Dr. Bill Eckvall (dentist and clinical instructor, Dental Hygiene Program), Ms. Sharon Dickinson (clinical instructor, Dental Assisting program) for their combined efforts in hosting a recent screening program for the Texas Mission of Mercy. Dr. Marquez noted that one hundred and forty individuals had been processed.

1.9 Board Reports

1.9.1 Treasurer's Report

Exhibit 1.9.1

February 28, 2003

Pages 20-46

No action is necessary.

1.9.2 President's Report - Dr. Rhodes will update the Board of Trustees and audience on activities that have recently transpired within the college.

Dr. Rhodes recognized members of the Forensics Team. Team Members who qualified for the State and Regional Tournament included Annie Fabela, David Payan, Marc Ybarra, Vincent Lewis, James Baker, and Casey Williams. Dr.

Rhodes introduced the Director of the Forensics Team, Mr. Keith Townsend.

Dr. Rhodes updated the Trustees on activities that had taken place during the last month. He concluded his report with an update on the current budget situation. He stated that he had recently returned from Austin and that there were no solutions. He emphasized that there was still a lot to be done in the legislature to solve the budget situation. He noted that the El Paso Legislative Team was working diligently on the issue.

**Motion
Second
Ayes
Nays
Abstain**

1.10 Consent Docket

Motion to approve the consent docket was made by Dr. Uxer. Motion to approve passed. *(Note: Item 3.2 and 4.2 were included on the docket.)*

2.0 Administration - None

3.0 PERSONNEL

Motion	3.1	Full-Time Institutionally-Funded Actions	Exhibit 3.1
Second			
Ayes		Motion to approve was made by Mr. Huerta and	Page 47
Nays		seconded by Mr. Silva. Motion to approve passed.	
Abstain			

Motion	3.2	Full-Time Externally-Funded Actions	Exhibit 3.2
Second			
Ayes		Item adopted on the consent docket.	Page 48
Nays			
Abstain			

Motion	3.3	Information Items	Exhibit 3.3
Second		(No Action Required)	
Ayes			Page 49
Nays			
Abstain			

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.1 **Consideration and deliberation on the approval to contract with printers in the amount not to exceed \$730,575 to meet the El Paso County Community College District's printing needs.**

Exhibit 4.1
Pages 50-56

Note: The Publications Department is responsible for outsourcing printing and is the central point of contact. The contract award will be for a 17-month period from April 2003 through August 2004. Funding is provided by the individual District departments.

Resource Person: **Dennis Brown**

Motion to approve was made by Mr. Huerta and seconded by Dr. Uxer. Motion to approve passed.

Motion
Second
Ayes
Nays
Abstain

- 4.2 **Consideration and deliberation on the acceptance of donations in the amount of \$43,025 to the "EPCC Salute to the Visual Arts" Scholarship Fund/Project.**

Exhibit 4.2
Page 57

Note: These contributions will provide scholarships to students pursuing a higher education in the visual arts and also funding for the Amado M. Peña, Jr., mural project agreement.

Resource Person: **Richard Rhodes**

Item adopted on the consent docket.

Motion
Second
Ayes
Nays
Abstain

- 4.3 **Consideration and deliberation on the approval of a Memorandum of Agreement with Amado M. Peña, Jr., in the amount of \$40,000.**

Exhibit 4.3
Page 58

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4.0 FINANCIAL SERVICES

Note: As part of the President's "Salute to the Visual Arts" Project, this mutual agreement is designed to promote the visual arts, encourage our students and the youth in our community to pursue a higher education, and make more El Paso Community College scholarships available to local students. Funding for this project is provided by donations made to the Salute to the Visual Arts Project/Scholarship Fund.

Resource Person: **Richard Rhodes**

Motion to approve was made by Mr. Huerta and seconded by Mr. Silva. Motion to approve passed.

Motion
Second
Ayes
Nays
Abstain

4.4 Consideration and deliberation on the approval of the Fort Hancock High School Local CISCO Networking Academy.

Exhibit 4.4
Page 59

Note: The establishment of the Local CISCO Networking Academy is part of the overall plan to establish a technology presence in the curriculum at Fort Hancock High School and an academy in a rural community in Hudspeth County. Current academies that are in place now include UTEP, Border Institute of Technology, Centro De Salud La Fe, El Puente Community Development Corporation, San Elizario High School, Western Technical Institute, and EPCC local academies.

Resource Person: **Dennis Brown**

Motion to approve was made by Dr. Uxer. Motion to approve passed.

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5.0 PHYSICAL FACILITIES

Motion
Second
Ayes
Nays
Abstain

- 5.1 Consideration and deliberation on the approval of the purchase and installation of twelve new air washers for the Advance Technology Center (ATC) in the amount of \$180,000 from Grainger Industrial Supply.

Exhibit 5.1
Pages 60-61

Note: The air conditioning units were installed when the ATC building was constructed twelve years ago. The life expectancy of this type of unit is ten years. The units need to be upgraded to provide better cooling and efficiency. Funding is provided by unexpended plant funds.

Resource Person: *Fabiola Rubio*

Mr. Haggerty stated that he had received a note from a member of the audience asking to address the Trustees regarding this item. Mr. Haggerty asked Mr. Emilio Bruna to come to the podium to address the issue.

Mr. Bruna stated that he had researched the item and determined that the air washers could be purchased locally at a significant cost savings for the district.

Ms. Gloria Martinez (director, Physical Plant) stated that the washers that Mr. Bruna referred to, were not of the same quality that the college was planning to purchase. The air washers on the agenda had a life span of ten to twelve years. She stated that the other washers that Mr. Bruna referred to had a life span of one to two years.

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5.0 PHYSICAL FACILITIES

Motion to approve was made by Mr. Huerta and seconded by Mr. Silva. Motion to approve passed

6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.1 **Consideration and deliberation on the approval of a total contract award not to exceed \$114,900 annually for specified management and related training services for Helen of Troy.**

Exhibit 6.1
Pages 62-66

Note: Human Arts Consulting and Partners Consulting Company will be contracted to design, develop, and provide specified courses under TWC Contract #1003SDF000. The courses to improve the company's effectiveness in leadership, productivity, communication, and sales will be delivered March 2003 through April 2004. Funding is provided by a grant from the Texas Workforce Commission Skills Development Fund.

Resource Person: Don Bostic

Motion to approve items 6.1, 6.2, 6.3, 6.4, and 6.5 was made by Dr. Uxer and seconded by Mr. Silva. Motion to approve passed.

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6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.2 **Consideration and deliberation on the acceptance of a grant in the amount of \$260,123 from the U.S. Small Business Administration & Cooperative Agreement with the University of Texas at San Antonio.**

Exhibit 6.2

Page 67

Note: El Paso Community College received a notice of award for continued operations of the Small Business Development Center (SBDC) Program for fiscal year 2003 under the cooperative agreement. The SBDC Program provides business development services to the small businesses in El Paso and Hudspeth counties in the form of counseling, technical assistance, training, and outreach activities.

Resource Person: **Don Bostic**

Item approved.

Motion
Second
Ayes
Nays
Abstain

- 6.3 **Consideration and deliberation on the acceptance of a grant award in the amount not to exceed \$225,185 through the Workforce Board for the Students Out of School (SOS) Program.**

Exhibit 6.3

Page 68

Note: Under this contract El Paso Community College will provide GED, BASK, and technical training for up to 50 students. Referrals will come through Resource Consultants Incorporated (RCI) Out-of-School Youth Program for ages 17-21.

Resource Person: **Don Bostic**

Item approved.

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6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.4 **Consideration and deliberation on the acceptance of a grant award in the amount of \$80,000 from the Texas Higher Education Coordinating Board for the Assessment of the Impact of the Carl Perkins Vocational Education Act in Texas.**

Exhibit 6.4

Page 69

Note: El Paso Community College will receive funding to conduct a statewide study to determine the current state and achievements of Carl Perkins funded educational initiatives at Texas community, technical, and two-year colleges from 1992-2002. EPCC will serve as the fiscal agent, program monitor, and advisor for this project. Current funding supports Phase I of the project finishing in August 2003.

Resource Person: **Dennis Brown**

Item approved.

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6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.5 Consideration and deliberation on the acceptance of a grant award in the amount of \$56,000 from the Texas Higher Education Coordinating Board for the Texas Collaborative for Teaching Excellence.**

Exhibit 6.5

Page 70

Note: El Paso Community College has received an additional \$56,000 to expand the Texas Collaborative for Teaching Excellence Project beyond the initial \$330,000 funding in September 2002. Additional activities to be performed at EPCC and through subcontracts with other institutions include: development of a statewide faculty mentoring system, classroom technology training for faculty, a model developmental mathematics training program, establishment of a model for teaching and learning centers, and biotechnology course development.

Resource Person: Dennis Brown

Item approved.

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7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

7.1 **Consideration and deliberation on the approval of Continuing Education tuition rates.**

Note: As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates. Also, changes in curriculum and costs associated with old programs require revisions to course rates.

Resource Person: **Don Bostic**

Motion to approve was made by Mr. Huerta and seconded by Mr. Silva. Motion to approve passed.

Exhibit 7.1

Pages 71-72

8.0 COMMUNITY SERVICES

Motion
Second
Ayes
Nays
Abstain

8.0 Community Services - None

Motion
Second
Ayes
Nays
Abstain

9.0 Unfinished Business

The Board of Trustees recessed into closed or Executive Session at 6:18 p.m. as authorized by the Texas Open Meetings Act to deliberate on the purchase, exchange, lease or value of real property as authorized by Section 551.072 of the Texas Government Code; to consult with legal counsel regarding pending, contemplated or threatened litigation or settlement offers as authorized by Section 551.071(1) or on a matter in which the duty of legal counsel arises under section 551.071(2) of the code; to deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as authorized by Section 551.074 of the code; and to deliberate regarding college district security as authorized by Section 551.076 of the code.

The Board of Trustees reconvened at 7:25 p.m.

The next meeting of the Board of Trustees was scheduled for April 16, 2003 at 5:00 p.m.

8.0 COMMUNITY SERVICES

Motion
Second
Ayes
Nays
Abstain

10.0 Adjournment

Motion to adjourn was made by Mr. Huerta. Motion to adjourn passed. The meeting was adjourned at 7:26 p.m.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.01

INVESTMENTS

1.0 Policy:

It is the policy of El Paso County Community College District to manage and invest financial assets as set forth below and to follow these guidelines which have been developed in accordance with the Public Funds Investment Act of 1987, as amended.

2.0 Scope:

This investment policy applies to all financial assets of El Paso County Community College District. These funds are accounted for in the College's Audited Financial Statements including, but not limited to, the following:

Unrestricted Fund
Restricted Fund
Endowment Fund
Agency Fund
Plant Funds

El Paso Community College will consolidate cash balances from all funds to maximize investment earnings.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition to this policy, the investment of Unexpended Plant Funds, Debt Service and Reserve Funds shall be managed by their respective bond covenants and federal legislation.

3.0 Standard of Care:

Investments shall be made with judgement and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. The

standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. According to the “Prudent Person rule,” investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment officers acting in accordance with the written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The District shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the District’s investment personnel making investment decisions in compliance with the Public Funds Investment Act.

4.0 Training:

Each member of the Board of Trustees and its investment officer shall attend at least one (1) training session within six months after taking office or assuming duties relating to responsibilities under the Public Funds Investment Act. The primary investment officers shall attend an investment training session not less than once in a two (2) year period and receive not less than 10 (ten) hours of instruction relating to investment responsibilities from an independent source approved by the Investment Advisory Committee. Training must include education in investment controls, security risks, market risks, and compliance with the Public Funds Investment Act.

The primary investment officers shall attend not less than once in a two (2)-year period an investment training session relating to investment responsibilities from an independent source approved by the Board of Trustees.

The independent sources include:

Texas Higher Education Coordinating Board
Center for Public Management at the University of North Texas
Government Treasurer’s Organization of Texas

The investment officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

5.0 Investment Objectives:

5.1. Safety: This is the most important objective of the investment policy of El Paso County Community College District. Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. In order to minimize any potential losses on individual securities, diversification is required. The College shall demonstrate its support of this objective by investing in 100% collateralized instruments or investments backed by the U. S. Government or one of its Agencies. Specific high risk investments shall be prohibited.

5.2 Liquidity: The El Paso County Community College District investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements which can be reasonably anticipated. To a large extent liquidity shall be determined by the flow of revenues and expenditures predicted on cash flow projections. These cash flow projections shall be up to one year in length.

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

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

6.0 Delegation of Authority:

The Associate Vice President, Budget and Financial Services, and the Comptroller are designated as primary investment officers and are responsible for investment decisions and activities under the direction of the Vice

President, Resource Management.

The Associate Vice President, Budget and Financial Services, and the Comptroller shall establish a system of internal control, which shall be documented in writing. The internal control shall be reviewed by an independent auditor on an annual basis. This review will provide internal control by assuring compliance with policies and procedures. If the District invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

Unless otherwise authorized, a person may not deposit, withdraw, invest, transfer, or manage in any other manner funds of the College without express written authority of the Board of Trustees, President, or Vice President, Resource Management.

An Investment Advisory Committee shall be responsible for monitoring, reviewing, and making recommendations regarding the College's cash management and investment program. The Investment Advisory Committee will consist of the Vice President, Resource Management, Associate Vice President Budget and Financial Services, Comptroller, and additional members appointed by those three administrators. ~~A written report shall be prepared for the Board of Trustees of the institution's funds investment transactions for the preceding reporting period and included in the College's Financial Reports.~~

7.0 Reporting:

~~A written report shall be prepared for the Board of Trustees of the institution's funds investment transactions. The report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles and will include the following:~~

- ~~1. A listing of individual securities held at the end of the reporting period.~~
- ~~2. Additions and changes to the market value during the period.~~
- ~~3. Listing of investments by maturity date.~~
- ~~4. Fully accrued interest for the reporting period.~~
- ~~5. Average weighted yield to maturity of portfolio as compared to applicable benchmark.~~

6. Statement of compliance of the college's investment portfolio with state law and the investment strategy and policy approved by the Board of Trustees.

Marking to Market: Market Value of all securities in the portfolio will be determined on a quarterly basis if the nature of the investments warrants it. These values will be obtained from a reputable and independent source and reflected on the written report to the Board of Trustees.

A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported on the Board of Trustees.

8.0 Ethics and Conflicts of Interest:

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

1. the investment officer owns ten (10) percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. funds received by the investment officer from the business organization exceed ten (10) percent of the investment officer's gross income for the previous year; or
3. the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

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

9.0 Authorized Financial Dealers and Institutions:

The Board of Trustees or the Investment Advisory Committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District.

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

1. received and reviewed the District's Investment Policy; and
2. acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organizations that are not authorized by the District's Investment Policy.

The investment officer of the District may not acquire or otherwise obtain any authorized investment described in the investment policy of the District from a person who has not delivered to the District the instrument required.

The Comptroller will maintain a list of up to three approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in Texas. The Comptroller will evaluate the performance of the security brokers and make a recommendation to the Investment Advisory Committee to drop from or continue them on the list based upon the following criteria:

- A. Prompt and accurate confirmation of transactions
- B. Number of transactions competitively won, competitive pricing
- C. Accurate market information
- D. Delayed transactions or continuing operational difficulties
- E. Efficient securities delivery, account servicing

Competitive Bidding: Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally, but followed by electronic or written confirmation. Funds will be authorized to be released after notification the

purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the college invests.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Comptroller. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the College invests.

Depository Bank: No public deposit shall be made except in a qualified public depository as established by Sections 20.42 and 23.80 of the Texas Education Code. The depository bank when selected shall serve for a term of two years and until its successor shall have been duly selected and qualified (Section 23.76 Texas Education Code). Prospective depository banks will complete a bid form in the format as specified in Section 23.77 of the Texas Education Code.

10.0 Authorized Investments:

All College investments shall comply with Section 23.80 and 20.42 of the Texas Education Code and the Public Funds Investment Act of 1987, as amended. It is the policy of El Paso County Community College District to limit its investments to:

- A. INTEREST BEARING ACCOUNTS in the College's depository bank for the Treasury, Accounts Payable, Payroll, Student Refunds, ~~Interest & Sinking, Construction, and Workers Compensation Accounts~~ **Federal Funds** and any other accounts as deemed necessary. Interest earned on interest bearing accounts will be credited to these accounts.
- B. CERTIFICATES OF DEPOSIT issued by state and national banks domiciled in the State of Texas that are:
 - 1. guaranteed or insured by the Federal Deposit Insurance Corp. or its successor
 - 2. secured by obligations that are described in the policy section on collateralization

A Certificate of Deposit (CD) is a fixed rate instrument with a specific maturity date and stated interest rate. The interest rates may vary with different dates of purchase and maturity dates. The bank shall issue a certificate in the name of the College and account stating the purchase date,

purchase price, rate of interest, number of days, interest earned, maturity value and maturity date. CDs can be invested for a term up to one year.

- C. U. S. GOVERNMENT OBLIGATIONS that are direct obligations of the U. S. Government or its agencies and instrumentalities. Government obligations may be purchased at auction or through the secondary market. In particular, treasury bills and treasury notes are considered prime investments and carry the highest possible credit ratings with the smallest degree of investment risk and are backed by the full faith and credit of the U. S. Government. Investments of U. S. Government Securities can include:

1. Treasury Bills sold at a discount and redeemable for full value at maturity either 3, 6, or 12 months.
2. Treasury Notes that have maturities of one to ten years. Interest is received every six months.

United States Government Agencies are also considered prime investments and are guaranteed by the issuing federal agency. Investments of U. S. Government Agencies can include discount notes issued at a discount from face (maturity) value. The investment return is the difference between the purchase price and face value. Discount notes are issued by Federal Farm Credit Banks, Federal National Mortgage Association and Federal Home Loan Banks.

- D. REPURCHASE AGREEMENTS are simultaneous purchase and sale of securities from a bank or dealer. Repurchase agreements are for the term of one day to seven days and the rate of interest is market derived. Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations of the United States or its agencies and instrumentalities, pledged with a third party selected or approved by the District, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in the State of Texas may be acceptable.

With respect to repurchase agreements not invested in Treasuries:

1. The market value of the collateral shall equal at ~~402~~ 100 percent of the cash value of the repurchase agreements.
2. All securities purchased and a repurchase agreement shall be held by the College's custodial

safekeeping agent.

3. The seller of repurchase agreement securities shall be entitled to substitute securities used as collateral upon authorization by the College.
4. No repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the College and its trading partners.
5. Where repurchase agreements have been entered into with the College's Depository, all confirmations and safekeeping receipts shall be maintained by a third-party safekeeping agent (i.e. Federal Reserve).

E. A LOCAL GOVERNMENT INVESTMENT POOL is eligible if the College's Board of Trustees, by resolution, authorizes investment in the particular pool, meeting the eligibility requirements as described in Section 2256.016 Texas Government Code; meeting all other requirements of the investment pool as described in sections 2256.017 through 2256.019, Texas Government Code.

To maintain eligibility to receive and invest funds on behalf of the College, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

F. PROHIBITED INVESTMENTS:

The following are not authorized investments under the Public Funds Investment Act of 1987, as amended.

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten (10) years.
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

11.0 Investment Strategy

A. Current Unrestricted and Unexpended Plant Funds:

The primary objective of the investment strategy for this fund is to make investments with maturities which match operating expenditure requirements. Investments will be laddered to correspond with the projected cash needs of the College. For Unexpended Plant funds, maturities should be planned to the extent possible based upon construction completion schedules.

Selection of the investments will be made which support the objective of the funds and emphasize the following priorities in their order of importance:

Suitability of the investment to the financial requirements of the College such as timing maturities to when funds are needed is most important;

Preservation and safety of principal by investing in only authorized investments and assuring that collateralization requirements are being met;

Liquidity should be considered to assure that cash requirements are met in a timely manner;

Marketability of the investment if the need arises to liquidate the investment before maturity, should unforeseen circumstances arise. However securities are purchased with the intention of holding them until maturity;

Diversification of investments as needed to meet the short-term and long-term cash requirements obtaining the maximum yield on investments when considering all the above factors.

B. Debt Retirement Fund:

The primary objective of the investment strategy for the Debt Service funds shall be to provide assurance of liquidity on payment date adequate to cover the debt service requirements. The final maturity date of investments shall not exceed the debt service payment date.

The main purpose of the Debt Service Reserve Fund is to pay principal and interest on the bonds when and to the extent the amount in the Debt Service Funds is insufficient to make sure payments when due, whether on an interest payment date, redemption date, or maturity date, and in the event the bonds are to be paid or redeemed.

Money shall be invested in accordance with any bond covenants made regarding the investment of these funds as provided in any applicable bond order or resolution, provided that, for money needed for debt service payments, the investment shall mature no later than the date the debt service payment

is due.

For money not needed for debt service requirements, the investment shall mature no later than two years after purchase, unless otherwise authorized by the Board of Trustees.

Investment strategies for Debt Retirement Funds shall consider and emphasize the selection of investments priorities listed above under the Current Unrestricted Funds and Unexpended Plant Funds.

12.0 Monitoring Investments

Since the maturity dates of short term investments are planned to coincide either with operating expenditure requirements, construction completion schedules, or debt service payment dates, investments should be held to maturity. The emphasis on monitoring these investments is on the projection of the amount and date that funds will be needed before an investment is purchased. Since these funds are not invested for speculation but rather to meet specific needs they are held until the maturity date minimizing the monitoring that is required for short term investments.

In the event that the College has long term funds, such as endowment funds, the fund objectives and fund strategy shall dictate the investments which will be purchased and the methods to monitor the market price would need to be developed.

13.0 Collateralization:

~~Collateralization will be required which are not invested in Treasuries, on two types of investments, certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be (102%) of market value of principal and accrued interest.~~

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the College to require full collateralization of all College investments and funds on deposit with a depository bank, other than investments which are obligations of the U. S. Government and its agencies and instrumentalities. The collateralization level will be at not less than one hundred percent (100%) of market value of the principal and accrued interest, reduced by that portion of funds insured by the FDIC. Securities pledged as collateral shall be held by an independent third party with whom the College has a current custodial agreement and will be of any type permitted by the provisions of the Public Funds Collateral Act, Title 10, Chapter 2257 of the Texas Government

Code. The Vice President for Resource Management is responsible for entering into collateralization agreements with third party collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the College and retained.

14.0 Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis, except those with investment pool funds and mutual funds. Securities will be held by a third party custodian designated by the Comptroller and evidenced by safekeeping receipts.

15.0 Maximum Maturities:

To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College will not directly invest in securities maturing more than two (2) years from the date of purchase. However, the College may collateralize its repurchase agreements using longer-dated investments not to exceed ten (10) years to maturity. The composite portfolio will have a weighted average maturity of one (1) year or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

16.0 Diversification:

El Paso Community College recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary liquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

1. Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
2. Limiting investment in securities that have higher credit risks.
3. Investing in securities with varying maturities and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIP's), money market funds or overnight repurchase agreements to ensure that

appropriate liquidity is maintained in order to meet ongoing obligations.

17.0 Investment Policy Adoption:

The College's investment policy shall be adopted by resolution of the College's Board of Trustees. The policy shall be reviewed annually by the Investment Advisory Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review its investment policy and investment strategies not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD POLICY

4.06.01

INVESTMENTS

1.0 Policy:

It is the policy of El Paso County Community College District to manage and invest financial assets as set forth below and to follow these guidelines which have been developed in accordance with the Public Funds Investment Act of 1987, as amended.

2.0 Scope:

This investment policy applies to all financial assets of El Paso County Community College District. These funds are accounted for in the College's Audited Financial Statements including, but not limited to, the following:

Unrestricted Fund
Restricted Fund
Endowment Fund
Agency Fund
Plant Funds

El Paso Community College will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. In addition to this policy, the investment of Unexpended Plant Funds, Debt Service and Reserve Funds shall be managed by their respective bond covenants and federal legislation.

3.0 Standard of Care:

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. According to the "Prudent Person rule," investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment officers acting in accordance with the written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control

adverse developments. The District shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the District's investment personnel making investment decisions in compliance with the Public Funds Investment Act.

4.0 Training:

Each member of the Board of Trustees and investment officer shall attend at least one (1) training session within six months after taking office or assuming duties relating to responsibilities under the Public Funds Investment Act. The primary investment officers shall attend not less than once in a two (2)-year period an investment training session relating to investment responsibilities from an independent source approved by the Board of Trustees. The independent sources include:

Texas Higher Education Coordinating Board
Center for Public Management at the University of North Texas
Government Treasurer's Organization of Texas

The investment officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

5.0 Investment Objectives:

5.1. Safety: This is the most important objective of the investment policy of El Paso County Community College District.

Investments of the College shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. In order to minimize any potential losses on individual securities, diversification is required. The College shall demonstrate its support of this objective by investing in 100% collateralized instruments or investments backed by the U. S. Government or one of its Agencies. Specific high risk investments shall be prohibited.

5.2 Liquidity: The El Paso County Community College District investment portfolio will remain sufficiently liquid to enable the College to meet all operating requirements which can be reasonably anticipated. To a large extent liquidity shall be determined by the flow of revenues and expenditures predicted on cash flow projections. These cash flow projections shall be up to one year in length.

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

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

6.0 Delegation of Authority:

The Associate Vice President, Budget and Financial Services, and the Comptroller are designated as primary investment officers and are responsible for investment decisions and activities under the direction of the Vice President, Resource Management.

The Associate Vice President, Budget and Financial Services, and the Comptroller shall establish a system of internal control, which shall be documented in writing. The internal control shall be reviewed by an independent auditor on an annual basis. This review will provide internal control by assuring compliance with policies and procedures. If the District invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

Unless otherwise authorized, a person may not deposit, withdraw, invest, transfer, or manage in any other manner funds of the College without express written authority of the Board of Trustees, President, or Vice President, Resource Management.

An Investment Advisory Committee shall be responsible for monitoring, reviewing, and making recommendations regarding the College's cash management and investment program. The Investment Advisory Committee will consist of the Vice President, Resource Management, Associate Vice President Budget and Financial Services, Comptroller, and additional members appointed by those three administrators.

7.0 Reporting:

A written report shall be prepared for the Board of Trustees of the institution's funds investment transactions. The report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles and will include the following:

1. A listing of individual securities held at the end of the reporting period.
2. Additions and changes to the market value during the period.
3. Listing of investments by maturity date.

4. Fully accrued interest for the reporting period.
5. Average weighted yield to maturity of portfolio as compared to applicable benchmark.
6. Statement of compliance of the college's investment portfolio with state law and the investment strategy and policy approved by the Board of Trustees.

Marking to Market: Market Value of all securities in the portfolio will be determined on a quarterly basis if the nature of the investments warrants it. These values will be obtained from a reputable and independent source and reflected on the written report to the Board of Trustees.

A formal annual review of the quarterly reports will be performed by an independent auditor with the results reported on the Board of Trustees.

8.0 Ethics and Conflicts of Interest:

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

1. the investment officer owns ten (10) percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. funds received by the investment officer from the business organization exceed ten (10) percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

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

the governing body of the College.

9.0 Authorized Financial Dealers and Institutions:

The Board of Trustees or the Investment Advisory Committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District.

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

1. received and reviewed the District's Investment Policy; and
2. acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the entity and the organizations that are not authorized by the District's Investment Policy.

The investment officer of the District may not acquire or otherwise obtain any authorized investment described in the investment policy of the District from a person who has not delivered to the District the instrument required.

The Comptroller will maintain a list of up to three approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in Texas. The Comptroller will evaluate the performance of the security brokers and make a recommendation to the Investment Advisory Committee to drop from or continue them on the list based upon the following criteria:

- A. Prompt and accurate confirmation of transactions
- B. Number of transactions competitively won, competitive pricing
- C. Accurate market information
- D. Delayed transactions or continuing operational difficulties
- E. Efficient securities delivery, account servicing

Competitive Bidding: Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally, but followed by electronic or written confirmation. Funds will be authorized to be released after notification the purchased security has been received. Written

confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the college invests.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Comptroller. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the College invests.

Depository Bank: No public deposit shall be made except in a qualified public depository as established by Sections 20.42 and 23.80 of the Texas Education Code. The depository bank when selected shall serve for a term of two years and until its successor shall have been duly selected and qualified (Section 23.76 Texas Education Code). Prospective depository banks will complete a bid form in the format as specified in Section 23.77 of the Texas Education Code.

10.0 Authorized Investments:

All College investments shall comply with Section 23.80 and 20.42 of the Texas Education Code and the Public Funds Investment Act of 1987, as amended. It is the policy of El Paso County Community College District to limit its investments to:

A. INTEREST BEARING ACCOUNTS in the College's depository bank for the Treasury, Accounts Payable, Payroll, Student Refunds, Federal Funds and any other accounts as deemed necessary. Interest earned on interest bearing accounts will be credited to these accounts.

B. CERTIFICATES OF DEPOSIT issued by state and national banks domiciled in the State of Texas that are:

1. guaranteed or insured by the Federal Deposit Insurance Corp. or its successor
2. secured by obligations that are described in the policy section on collateralization

A Certificate of Deposit (CD) is a fixed rate instrument with a specific maturity date and stated interest rate. The interest rates may vary with different dates of purchase and maturity dates. The bank shall issue a certificate in the name of the College and account stating the purchase date, purchase price, rate of interest, number of days, interest earned, maturity value and maturity date. CD's can be invested for a term up to one year.

C. U. S. GOVERNMENT OBLIGATIONS that are direct obligations of the U. S. Government or its agencies and instrumentalities. Government obligations may be purchased at auction or through the secondary market. In particular, treasury bills and treasury notes are considered prime investments and carry the highest possible credit ratings with the smallest degree of investment risk and are backed by the full faith and credit of the U. S. Government.

Investments of U. S. Government Securities can include:

1. Treasury Bills sold at a discount and redeemable for full value at maturity either 3, 6, or 12 months.
2. Treasury Notes that have maturities of one to ten years. Interest is received every six months.

United States Government Agencies are also considered prime investments and are guaranteed by the issuing federal agency. Investments of U. S. Government Agencies can include discount notes issued at a discount from face (maturity) value. The investment return is the difference between the purchase price and face value. Discount notes are issued by Federal Farm Credit Banks, Federal National Mortgage Association and Federal Home Loan Banks.

- D. REPURCHASE AGREEMENTS are simultaneous purchase and sale of securities from a bank or dealer. Repurchase agreements are for the term of one day to seven days and the rate of interest is market derived. Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations of the United States or its agencies and instrumentalities, pledged with a third party selected or approved by the District, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in the State of Texas may be acceptable.

With respect to repurchase agreements not invested in Treasuries:

1. The market value of the collateral shall equal at 100 percent of the cash value of the repurchase agreements.
2. All securities purchased and a repurchase agreement shall be held by the College's custodial safekeeping agent.
3. The seller of repurchase agreement securities shall be entitled to substitute securities used as collateral upon authorization by the College.
4. No repurchase agreement shall be entered into unless a master repurchase agreement has been executed between the College and its trading partners.
5. Where repurchase agreements have been entered into with the College's Depository, all confirmations and safekeeping receipts shall be maintained by a third-party safekeeping agent (i.e. Federal Reserve).

- E. A LOCAL GOVERNMENT INVESTMENT POOL is eligible if the College's Board of Trustees, by resolution, authorizes investment in the particular pool, meeting the eligibility requirements as described in Section 2256.016

Texas Government Code; meeting all other requirements of the investment pool as described in sections 2256.017 through 2256.019, Texas Government Code.

To maintain eligibility to receive and invest funds on behalf of the College, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

F. PROHIBITED INVESTMENTS:

The following are not authorized investments under the Public Funds Investment Act of 1987, as amended.

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten (10) years.
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

11.0 Investment Strategy

A. Current Unrestricted and Unexpended Plant Funds:

The primary objective of the investment strategy for this fund is to make investments with maturities which match operating expenditure requirements. Investments will be laddered to correspond with the projected cash needs of the College. For Unexpended Plant funds, maturities should be planned to the extent possible based upon construction completion schedules.

Selection of the investments will be made which support the objective of the funds and emphasize the following priorities in their order of importance:

Suitability of the investment to the financial requirements of the College such as timing maturities to when funds are needed is most important;

Preservation and safety of principal by investing in only authorized investments and assuring that collateralization requirements are being met;

Liquidity should be considered to assure that cash requirements are met in a timely manner;

Marketability of the investment if the need arises to liquidate the investment before maturity, should unforeseen circumstances arise. However securities are purchased with the intention of holding them until

maturity;

Diversification of investments as needed to meet the short-term and long-term cash requirements obtaining the maximum yield on investments when considering all the above factors.

B. Debt Retirement Fund:

The primary objective of the investment strategy for the Debt Service funds shall be to provide assurance of liquidity on payment date adequate to cover the debt service requirements. The final maturity date of investments shall not exceed the debt service payment date.

The main purpose of the Debt Service Reserve Fund is to pay principal and interest on the bonds when and to the extent the amount in the Debt Service Funds is insufficient to make sure payments when due, whether on an interest payment date, redemption date, or maturity date, and in the event the bonds are to be paid or redeemed.

Money shall be invested in accordance with any bond covenants made regarding the investment of these funds as provided in any applicable bond order or resolution, provided that, for money needed for debt service payments, the investment shall mature no later than the date the debt service payment is due.

For money not needed for debt service requirements, the investment shall mature no later than two years after purchase, unless otherwise authorized by the Board of Trustees.

Investment strategies for Debt Retirement Funds shall consider and emphasize the selection of investments priorities listed above under the Current Unrestricted Funds and Unexpended Plant Funds.

12.0 Monitoring Investments

Since the maturity dates of short term investments are planned to coincide either with operating expenditure requirements, construction completion schedules, or debt service payment dates, investments should be held to maturity. The emphasis on monitoring these investments is on the projection of the amount and date that funds will be needed before an investment is purchased. Since these funds are not invested for speculation but rather to meet specific needs they are held until the maturity date minimizing the monitoring that is required for short term investments.

In the event that the College has long term funds, such as endowment funds, the fund objectives and fund strategy shall dictate the investments which will be purchased and the methods to monitor the market price would need to be developed.

13.0 Collateralization:

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the College to require full collateralization

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

14.0 Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis, except those with investment pool funds and mutual funds. Securities will be held by a third party custodian designated by the Comptroller and evidenced by safekeeping receipts.

15.0 Maximum Maturities:

To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College will not directly invest in securities maturing more than two (2) years from the date of purchase. However, the College may collateralize its repurchase agreements using longer-dated investments not to exceed ten (10) years to maturity. The composite portfolio will have a weighted average maturity of one (1) year or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

16.0 Diversification:

El Paso Community College recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary liquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

1. Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
2. Limiting investment in securities that have higher credit risks.

3. Investing in securities with varying maturities and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIP's), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

17.0 Investment Policy Adoption:

The College's investment policy shall be adopted by resolution of the College's Board of Trustees. The policy shall be reviewed annually by the Investment Advisory Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review its investment policy and investment strategies not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

BOARD POLICY ABSTRACT

Policy to be Considered: Investment Policy	Policy #: 4.06.01
Policy Section: Financial Services	___New <u>X</u> Revision
Action: ___For information only (<u>X</u> 1st Reading) ___For Adoption (___ 2nd Reading and/or Approval)	
Resource Person(s): Fabiola Rubio, Josette Shaughnessy, Fernando Flores	
Purpose/Objective: To provide changes made to Investment Policy consistent with the Public Funds Investment Act. Explanation: The College's Investment Policy was submitted for an informal review to the Government Treasurers' Organization of Texas (GTOT). Based upon this review, their recommended changes were incorporated and the revised Investment Policy was then submitted to GTOT's Investment Policy Review Committee for their certification program. On November 26, 2002, the College was notified that the policy had been certified for the two-year period beginning November 26, 2002, and had met all criteria for the Certificate for Distinction. These criteria included developing an investment policy that met the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas. Changes to the policy are in bold letters as follows: 3.0 Standard of Care: The District shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the District's investment personnel making investment decisions in compliance with the Public Funds Investment Act. 4.0 Training: The primary investment officers shall attend not less than once in a two-year period an investment training session relating to investment responsibilities from an independent training source approved by the Board of Trustees. The independent sources include: Texas Higher Education Coordinating Board Center for Public Management at the University of North Texas Government Treasurers' Organization of Texas The investment officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees no later than the 180th day after the last day of each regular session of the legislature. 8.0 Ethics Disclosure and Conflicts of Interest: An investment officer of the College who has a personal business relationship with an organization seeking to sell an investment to the College shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the College shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the College. 9.0 Authorized Financial Dealers and Institutions: Competitive Bidding Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally, but followed by electronic or written confirmation. Funds will be authorized to be released after notification that the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the college.	

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Atwood, DeAndra

Administrative Assistant
Classified Staff
Student Leadership
05/01/03 - 08/31/03
Grade D
Competitive Appointment
(Replacement Action)

Ornelas, Alfredo

Programmer Analyst
Professional Support
Information Technology
04/01/03 - 08/31/03
Grade F (TS)
Transfer

Canales, Jose R.

Instructor
Faculty
Computer Information Systems
2003 - 2004 Academic Year
Grade C/3
Professional Development Leave

Rodriguez, Lucia M.

Manager, Grants Management
Professional Support
Grants Management
05/01/03 - 08/31/03
Grade E
Competitive Appointment
(Replacement Action)

Lockhart, Janet M.

Director, Center for Students with
Disabilities
Administrator
Center for Students with Disabilities
04/17/03 - 08/31/03
Grade C
Competitive Appointment
(Replacement Action)

Salazar, Armando

Campus Cashier
Classified Staff
Accounting Services
05/01/03 - 08/31/03
Grade C
Competitive Appointment
(Replacement Action)

Ordaz, Esperanza

Admissions Evaluations Clerk
Classified Staff
Admissions
03/24/03 - 08/31/03
Grade D
Transfer

Exhibit 3.2

Full-Time Externally-Funded Actions

Batista, Claudia

Clerk II
Classified Staff
Rise to the Challenge Program
Rise to the Challenge Program
Temporary Status
04/01/03 - 08/31/03
Grade B
Extension of Appointment

Johnson, George W.

Program Research Assistant
Professional Support
Rise to the Challenge Program
Rise to the Challenge Program
Temporary Status
04/01/03 - 08/31/03
Grade B
Extension of Appointment

Camacho-Bibo, Patricia

Accounting Specialist
Classified Staff
Accounting Services
Del Sol Medical Center Training
Temporary Status
03/01/03 - 08/31/03
Grade E
Extension of Appointment

Starke, RoJean

Manager, Students Out of School Program
Professional Support
Workforce Development
Students Out of School Program
Temporary Status
03/17/03 - 05/31/03
Grade D
Extension of Appointment

Gandarilla, Marisela B.

Program Assistant
Classified Staff
Workforce Development
Students Out of School Program
Temporary Status
03/17/03 - 03/31/03
Grade D
Extension of Appointment

Herrera, Sonia

Administrative Office Assistant
Classified Staff
Title V Project
Title V Project
Temporary Status
03/07/03 - 08/31/03
Grade C
Competitive Appointment
(Replacement Action)

Exhibit 3.3
Information Items
(No Actions Required)

Retirements:

Hernandez, Alfredo
Shipping and Receiving Clerk
Distribution Services
04/30/03

Paul, Arthur L.
Instructor
Medical Lab Technology
05/31/03

Venegas, Carlos H.
Instructor
Foreign Language
05/31/03

Resignations:

Galvan, Lorenzo
Manager, Mechanical Systems & Utilities
Physical Plant
03/31/03

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:	Consideration and deliberation on the approval of the purchase of media equipment for the District-wide Instructional Media Service areas.	Amount: \$44,574 Not to exceed						
Requestor: Daniel Matta	Area Responsible: Center for Instructional Telecommunications							
Resource Persons: Dennis Brown, Jenny Girón, Daniel Matta								
Purpose: The purpose of the Telecommunications Infrastructure Fund Board (TIFB) Higher Education 4 Grant is to integrate technology into the classroom and to increase the accessibility to both faculty and students. Explanation: In an effort to provide more technology opportunities for faculty and students in the classroom, the Center for Instructional Telecommunications will purchase equipment for portable media stations. These media stations will be housed at each of the Instructional Media Service Centers. The stations will include a laptop, LCD projector, and an audio system. Twenty-three Panasonic plot projectors and accessories are being purchased for \$44,574. Budget <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: left;">Object Code</td> <td></td> </tr> <tr> <td style="text-align: left;">73100 Capitalized Funds & Equipment</td> <td style="text-align: right;"><u>\$44,574</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$44,574</td> </tr> </table> Purchase is conducted through GSA contract #GSO3F4082B as allowed by Local Government Code, Chapter 271.103. Funding is provided by the Telecommunications Infrastructure Fund Board (TIFB) Higher Education 4 Grant. Recommendation: Approval by the Board of Trustees. Vendor: Lubbock Audio Visual, Inc. 2120 Avenue Q Lubbock, TX 79408			Object Code		73100 Capitalized Funds & Equipment	<u>\$44,574</u>	Total	\$44,574
Object Code								
73100 Capitalized Funds & Equipment	<u>\$44,574</u>							
Total	\$44,574							

Date: April 1, 2003
Number: SW-4134044-A

Lubbock Audio Visual, Inc.
2120 Avenue Q
Lubbock, TX 79408
(806) 744-2559
Fax: (806) 747-6939

To: Art Gonzales El Paso Community College Via E-Mail To : artgo@epcc.edu	Ship to (if different address)
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SUBMITTED BY	VALID THRU	DELIVERY	SHIP VIA	F.O.B.	TERMS
Stan Wagnon	60 Days	10-14 Days ARO Prox	Best Way Prepay/Add	Origin	Standard

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
	GSA Contract Pricing - Contract # GSO3F4082B		0.00
			0.00
23	Panasonic PTLC75U Data/Video Projector	1,923.00	44,229.00
	-1200 Lumens		0.00
	-XGA Native Resolution		0.00
23	Freight FOB Destination	15.00	345.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
SUBTOTAL			44,574.00
SALES TAX RATE %			
SALES TAX			0.00
Add	SHIPPING & HANDLING		
TOTAL DUE			\$44,574.00

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:		Consideration and deliberation on the approval of the extension of the bank depository contract between Wells Fargo Bank Texas, N.A., and El Paso County Community College District for a term of two years.
Requestor:	Fernando Flores	Area Responsible: Comptroller
Resource Persons: Fabiola Rubio, Josette Shaughnessy, Fernando Flores		
Purpose: To approve the extension of the depository bank contract between Wells Fargo Bank Texas, N.A., and El Paso County Community College District for a term of two years.		
Explanation: The college's current two-year contract with Wells Fargo Bank Texas, N.A., expires on August 31, 2003. Under Section 45.205(b) of the Texas Education Code, the District has the option to extend a depository contract for one additional two-year term without being subject to bidding requirements. Based on satisfactory service from Wells Fargo to El Paso Community College, it is recommended to extend the current two-year contract with Wells Fargo from September 1, 2003 to August 31, 2005.		
Recommendation: Approval by the Board of Trustees.		
Vendor:	Wells Fargo Bank Texas, N.A. 221 North Kansas Street El Paso, Texas 79901	

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the addition of Great American Financial Resources, Inc., and PMG Marketing, Inc., to the El Paso County Community College District Tax Sheltered Annuity (TSA) Vendor Carrier List.	
Requestor: Jim Kimsey	Area Responsible: Personnel Services
Resource Persons: Fabiola Rubio, Jim Kimsey	
Purpose: To add Great American Financial Resources, Inc., and PMG Marketing, Inc., to the El Paso Community College TSA vendor list (see attached). Any employee of the District is eligible to purchase a tax sheltered annuity as authorized by Senate Bill No. 279, 61st Legislature, Regular Session, 1969, and within the limits and provisions of Sections 403(b) and 415 of the Internal Revenue Code of 1954, as amended. Explanation: Organizations seeking to be included on the College's TSA vendor list must meet and certify compliance with specified conditions. The addition of Great American Financial Resources, Inc., and PMT Marketing, Inc., will bring the total number of available carriers to forty-four (44). Recommendation: Approval by the Board of Trustees.	

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

TAX SHELTERED ANNUITY VENDOR LIST

CARRIER

Allmerica Financial Life Insurance (previously SMA)	National Western Life Insurance Company
American General Annuity Insurance Company (previously Western National)	Nationwide Life Insurance Company
Aragon Financial Services, Incorporated	New York Life Insurance & Annuity Corporation
CGU Life Insurance Company of America	Northern Life Insurance Company
Delta Life & Annuity Company	PFS Investments, Incorporated
Equitable Life	Pioneer Group
Equitable Life Insurance Company of Iowa	PMG Marketing, Inc.
Family Life Insurance Company	Principal Mutual Life Company
Fidelity Investments	Safeco Life Insurance Company
Fidelity Standard Life Insurance Company	Scudder Fund Distributors Incorporated
First Investors	Security Benefit Life Insurance Company
Fortis Investors, Incorporated	Security First Life Insurance
Great American Financial Resources, Inc.	State Farm Life Insurance Company
Horace Mann Life Insurance Company	T. Rowe Price Association, Incorporated
ING Life Insurance and Annuity Company (previously AETNA Life Ins Annuity Co)	TIAA-CREF
Jackson National Life Insurance Company	Transamerica Life Insurance and Annuity Company
Kemper Investors Life Insurance Company	Travelers Insurance Company
Life Insurance Company of the Southwest	United Investors Life Insurance Company
Lincoln National Life Insurance Company	USAA Annuity and Life Insurance Company
Lutheran Brotherhood Securities Corporation	USG Annuity & Life Company
Metropolitan Life Insurance Company	VALIC/VAMCO
Minnesota Mutual Life	Waddell and Reed, Incorporated

All companies listed have certified that they are authorized to do business in Texas. Insurance companies are regulated by the State Insurance Board, and in the case of variable products, by the Securities and Exchange Commission. El Paso Community College has no fiduciary responsibility for the market value of the participants' investment or for the financial stability of the companies chosen by the participants.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:		Consideration and deliberation on the approval of the disposition of surplus, unserviceable, and obsolete El Paso County Community College District property during fiscal year 2002-03.
Requestor:	Juan Flores	Area Responsible: Property Control
Resource Persons: Fabiola Rubio, Ray Roberts, Juan Flores		
Purpose: To provide for the disposition of surplus, unserviceable, and obsolete El Paso County Community College District property. Explanation: El Paso County Community College District will conduct a maximum of (4) four public sales during fiscal year 2002-03 to dispose of surplus, unserviceable, and obsolete college property. The process involves advertising the public sale in the <i>El Paso Times</i>. The sale will be conducted through sealed bids submitted to the Director of Purchasing Services. The sale will improve warehouse storage areas in the district. Resources necessary to complete this operation involve budgeted staff time in the Property Control Department. Recommendation: Approval by the Board of Trustees.		

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered:		Consideration and deliberation on the approval for increasing the tuition rate for resident and non-resident credit students of the El Paso County Community College District.
Requestor:	Fabiola Rubio	Area Responsible: Resource Management
Resource Persons: Fabiola Rubio, Josette Shaughnessy, Fernando Flores		
 Purpose: To increase the tuition rate charged to all resident and non-resident credit students of the El Paso County Community College District by six percent, effective with the Fall 2003 semester.		
 Explanation: The Board of Trustees is responsible for setting the tuition rate for the El Paso County Community College District. Currently, resident students enrolled in a credit course are assessed a tuition charge of \$150 for the first credit hour and \$29 for each additional credit hour. Non-resident students enrolled in a credit course are assessed a tuition charge of \$275 for the first credit hour and \$55 for each additional credit hour after six credit hours. Due to the State of Texas' budget shortfall, state appropriations for the College are expected to be reduced significantly which requires that the College increase revenue sources for next year. Therefore, the Tuition and Fees committee, comprised of students, staff, and faculty representatives, has made the recommendation to increase tuition by six percent for the students enrolled in credit classes. The attached chart summarizes the impact for tuition only. In addition, students will be assessed the general use fee which is \$10 per credit hour.		
 Recommendation: Approval by the Board of Trustees.		

El Paso Community College
Tuition Rate by Credit Hour Based on the 6% Proposed Increase

Credit Hr	Resident Tuition		Non-Resident Tuition	
	Current Rate	Proposed Rate	Current Rate	Proposed Rate
1	150.00	159.00	275.00	292.00
2	179.00	190.00	280.00	297.50
3	208.00	221.00	285.00	303.00
4	237.00	252.00	340.00	361.00
5	266.00	283.00	345.00	366.50
6	295.00	314.00	350.00	372.00
7	324.00	345.00	405.00	430.00
8	353.00	376.00	460.00	488.00
9	382.00	407.00	515.00	546.00
10	411.00	438.00	570.00	604.00
11	440.00	469.00	625.00	662.00
12	469.00	500.00	680.00	720.00
13	498.00	531.00	735.00	778.00
14	527.00	562.00	790.00	836.00
15	556.00	593.00	845.00	894.00

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a contract award for the purchase of training materials used for CE/Health students.		Amount: \$32,478 Not to Exceed Annually
Requestor: Don Bostic	Area Responsible: CE/Health	
Resource Persons: Don Bostic, Marta de la Fuente		
Purpose: Approval of the contract award to purchase American Heart Association training materials necessary for students in the CPR, CPR Refresher, Advanced Cardiac Life Support, Advanced Cardiac Life Support Refresher, and Pediatric Life Support courses. Explanation: A competitive sealed proposal request was issued to three companies authorized to sell American Heart Association training materials. The cost of these materials is included in the tuition of the courses. Purchases will be on an as needed basis beginning immediately after the award and continuing through August 31, 2003. Award will be for an initial term of one year with an option to extend on an annual basis upon administrative review and District assessment of satisfactory performance by the supplier. Laerdal offers El Paso Community College a six percent discount. Date: <u>April 9, 2003</u> Account#: <u>11000-42313</u> Budget: <u>\$ 145,877</u> Expenditures to Date: <u>\$ 72,542</u>		
Recommendation: Approval by the Board of Trustees. Vendor: Laerdal Medical Corp. 167 Myers Corners Road P. O. Box 1840 Wappingers Falls, NY 12590		

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

HEALTHCARE TRAINING MATERIALS

CSP #03-014 - ANALYSIS

The materials contained in this Competitive Sealed Proposal will be utilized by healthcare students district-wide.

Requests for Competitive Sealed Proposals were advertised for two (2) consecutive weeks in the local newspaper, *The El Paso Times*. Proposal packets were issued to three vendors (Channing Bete Company, Laerdal Medical Corporation, and Worldpoint/ECC). One proposal was received from Laerdal Medical Corporation; the proposal from Channing Bete Company was received late and was returned to the vendor.

The evaluation committee (Marta de la Fuente, Tony Ayub, and Robert Rodriguez) recommend award of the contract to the sole bidder:

**Laerdal Medical Corporation
187 Myers Road
Wappingers Falls, NY 12590**

The contract award will be for an initial term of one year with an option to extend for an additional two (2) years upon administrative review and District assessment of satisfactory performance by the supplier.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

Healthcare Training Materials

CSP #03-014 - Bid Tabulation

Healthcare Training	Laerdal Medical Corporation
Materials	
CSP #03-014	
Vendor Proposal:	
Discount from catalog and or price list:	6%
Catalog Provided	Yes
Shipping:	\$14.00.per order (UPS Ground)
On Line Catalog Provided	Yes
On Line Ordering Available	Yes
Vendor Contact	Provided
Evaluation Criteria:	
Purchase Price 60%	60%
Reputation of Supplier 10%	10%
Past Relationship 10%	10%
Web-based Tools 10%	10%
Comprehensiveness 10%	10%
Total Evaluation Criteria 100%	100%
Family Code Notice & Felony Conviction Notice Submitted	Yes
Recommendation:	Award

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the conversion of two existing CE technical programs to credit.	
Requestor: Don Bostic	Area Responsible: Advanced Technology Center
Resource Persons: Don Bostic, Tom Stokes, Carrie Powell	
Purpose:	Acceptance of new programs to be submitted to the Texas Higher Education Coordinating Board by March 30, 2003.
Explanation:	Last fall the Advanced Technology Center and Curriculum Development Department co-wrote new programs to convert two existing continuing education programs to credit programs. These new programs now meet Workforce Education Course Manual (WECM) guidelines. They are scheduled to be submitted this spring with new classes starting next fall. These programs were created in response to regional employment needs and were the recommendation of the El Paso Community College Industrial Advisory Committee. Both programs are currently funded in the existing budget. Industrial/Manufacturing Technology This program prepares the student for a career as an Industrial Maintenance Technician in industrial & manufacturing fields. Meaningful employment can be found in construction, city services such as water treatment plants, gas and water distribution and refineries as well as in manufacturing plants. Graduates will repair, maintain & overhaul industrial production and processing machinery or refinery and pipeline distribution systems. They may also perform other duties such as install, dismantle, or move assembly lines and heavy industrial equipment according to factory layout plans. Students successfully completing this program would be awarded a credit certificate of completion in Industrial/Manufacturing Technology. They would also be able to continue their education and earn an Associate of Applied Science in Industrial/Manufacturing Technology. Additionally, the program prepares the student to take the Fluid Power and Society of Maintenance and Reliability Professionals certification examinations. Electrical Journeyman/Facilities Maintenance This program prepares individuals for employment as a licensed electrician in residential, commercial and industrial fields. Meaningful employment can be found in new construction and remodeling, at hospitals, hotels, apartment complexes, and office buildings as well as in manufacturing plants. Many students will enter into the electrical retail and wholesale sales field. As our graduates gather experience they can qualify for positions as construction supervisors and building maintenance managers. Students successfully completing this program would be awarded a credit certificate of completion. Additionally, the program prepares the student to take the Texas Electrical Journeyman Exam.
Recommendation: Approval by the Board of Trustees.	

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of Continuing Education Tuition Rates.	
Requestor: Don Bostic	Area Responsible: Workforce Development and Lifelong Learning
Resource Persons: Don Bostic	
Purpose: Approve tuition rates for new CE courses and tuition charges. Explanation: As new courses are brought into the inventory, the Board of Trustees approves the associated tuition rates. Also, changes in curriculum and costs associated with old programs require revisions to course rates. Recommendation: Approval by the Board of Trustees.	

COURSE		NEW HOURS	NEW TUITION	OLD HOURS	OLD TUITION
Allied Health					
SDH 426	Pediatric Endotrachael Intubation	4	\$115	New Course	
SDH 768	Advanced Dental Hygiene Instrumentation	32	\$143.50	32	\$133
SDH 115	Beginning Aikido	16	\$43	New Course	
Americana Language Development					
IMP 725	ESL Teens V	50	\$166	New Course	
IMP 704	ESL for Child IV	50	\$166	New Course	
Customized Training					
CTF 111	Developing a Foundation for Organizational & Personal Success	16	\$395	New Course	
AFT 448	Mobile Crane Inspection Training Cert.	38	\$1,000	New Course	
AFT 442	Overhead Crane Inspection Training Cert.	38	\$1,000	New Course	
Safety and Security					
SDE 0819	Drivers Ed Teaching Assistant	176	\$233	176	\$183
Workplace Literacy					
WPL 141	Communicating for Productivity & Safety I	50	\$250	New Course	
WPL 921	Intro to Microsoft Office	40	\$200	New Course	
WPL 146	Spanish GED	52	\$260	New Course	
WPL 148	GED	52	\$260	New Course	
WPL 143	Communicating for Productivity & Safety II	52	\$260	New Course	

COMMUNITY SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a Memorandum of Understanding between the El Paso Community College Contract Opportunities Center and the El Paso Hispanic Chamber of Commerce.	
Requestor: Danny Navejas	Area Responsible: Contract Opportunities Center
Resource Persons: Don Bostic, Tom Stokes, Danny Navejas, Alfred Lawrence, Joseph Conway	
Purpose: The El Paso Community College (EPCC) Contract Opportunities Center (COC) and the El Paso Hispanic Chamber of Commerce have a common interest in increasing the number of government contracting opportunities available to the local small business community. Explanation: EPCC and the El Paso Hispanic Chamber of Commerce are entering into an agreement in which each organization will strive to increase government contracting opportunities for the local small business community. It is agreed that all activities regarding provision of services to small business clients will be governed by the Cooperative Agreement entered into between EPCC and the DOD/DLA. EPCC agrees 1) to provide support of a Business Procurement Specialist to a site provided by the El Paso Hispanic Chamber of Commerce; 2) to participate in the selection of said employee; 3) to pay for the salary (up to \$26,000 per year), benefits (20% of salary), and in-town travel expenses; 4) to pay for out-of-town travel costs, as detailed in the 2002 budget request provided to DOD/DLA, incurred by said employee for Association Government Marketing Assistant Specialists (AGMAS) and/or DLA conferences. The EPHCC agrees: (1) to have the Procurement Specialist contribute a minimum of 70% of his/her time to activities related to the goals and missions of the COC; (2) to provide office location and space with furniture for said employee; (3) to pay for any costs associated with linking the employee to computer information systems used in the central office of the COC; (4) to make the Procurement Specialist available to participate in all meetings, training, workshops, and seminars conducted by the COC; (5) to pay for office supplies, equipment, and other expenses (e.g., rent, postage) related to housing the Procurement Specialist. These expenses are estimated to be \$15,670 per year. Recommendation: Approval by the Board of Trustees.	

MEMORANDUM OF UNDERSTANDING

**Between the
El Paso Community College
Contract Opportunities Center (COC)**

**And the
El Paso Hispanic Chamber of Commerce (EPHCC)**

March 6, 2003

The El Paso Community College Contract Opportunities Center (EPCC/COC) and the El Paso Hispanic Chamber of Commerce (EPHCC) have a common interest in increasing the number of government and commercial contracting opportunities available to the local business community. Therefore, EPCC/COC and EPHCC are entering into an agreement in which each organization will strive to increase government and commercial contracting opportunities for the local business community.

The purpose of this Memorandum of Understanding (MOU) is to clarify the relationship between the EPCC/COC and EPHCC, to provide general guidance and to enhance the ability of both organizations to better serve the business community. The implementation of this MOU is considered essential to strengthen the working relationship between the two organizations. Any matters not covered by the MOU will be resolved on a case-by-case basis and, if necessary, be incorporated into this agreement.

To facilitate clear and direct communication channels between EPCC and EPHCC, regarding matters pertaining to this MOU and/or discussions regarding the methodology for the delivery of services, the Program Manager of the EPCC Contract Opportunities Center (COC) shall be the contact.

- I. It is agreed by EPCC/COC and EPHCC, that the integrity of the Cooperative Agreement, entered into between the El Paso Community College and the US Department of Defense/Defense Logistics Agency, will be maintained in all activities regarding procurement technical assistance services provided to business clients at the EPHCC. A Copy of the agreement will be provided the EPHCC.
- II. It is further agreed that, in as much as EPCC and EPHCC have a common interest in elevating the quality of business firms in El Paso County, the EPCC/COC and EPHCC through this Memorandum of Understanding, will cooperatively strive to support the goals of each organization as they pertain to business technical assistance.
- III. El Paso Community College:
 - Agrees to provide the support for a Procurement Specialist, at the El Paso Hispanic Chamber of Commerce, who will provide technical assistance, information and guidance to businesses interested in contracting opportunities with federal, state, and local governments. The Procurement Specialist will contribute 30% of his/her time to related efforts of the EPHCC.
 - Agrees to provide on going technical training to the Procurement Specialist and make available opportunities for the Procurement Specialist to obtain professional training that is provided by the Defense Logistics Agency (DLA) and the Association of Government Marketing Specialist (AGMAS).
 - Agrees to pay for the salary (up to \$26,000), benefits (20% of salary) and in-town travel expenses (up to 1,600 miles annually @ \$0.31 per mile) incurred by said specialist.
 - Agrees to pay for out-of town travel costs incurred by the Procurement Specialist to attend the AGMAS and/or DLA conferences.

- IV. El Paso Hispanic Chamber of Commerce:
- Agrees to have the Procurement Specialist contribute 70% of his/her time to activities related to the goals and mission of the COC.
 - Agrees to provide a suitable office environment to facilitate client privacy and space with furniture in which the Procurement Specialist will conduct activities.
 - Agrees to pay any costs associated with linking the Procurement Specialist to computer information systems used by the central office of the COC.
 - Agrees to make the Procurement Specialist available to participate in all meetings, training workshops and seminars conducted by the COC.
- V. Both parties, EPCC/COC and EPHCC, understand that the Procurement Specialist is an employee of the EPHCC and reports directly to the CEO of that organization.
- VI. Requests for reimbursements shall be submitted by the EPHCC quarterly through the Contract Opportunities Center (COC) and will reflect the percentages of the Procurement Specialist's time spent on COC matters (minimum of 70%) and EPHCC matters (maximum of 30%).
- VII. Any changes made to this agreement subsequent to the implementation date will need to be approved by both parties and made a part of this agreement.
- VIII. This MOU between the EPCC/COC and the EPHCC shall commence on January 1, 2003 and expire on December 31, 2003. Should this agreement cease to be in the best interest of either the EPCC or the EPHCC, it may be terminated by giving a fifteen (15) day written notification of the party's intent to withdraw.

_____ Date: _____
Dr. Richard M. Rhodes, President
El Paso Community College

_____ Date: _____
Ms. Cindy Ramos-Davidson, CEO
El Paso Hispanic Chamber of Commerce