

MEETING

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

REGULAR

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

DATE: August 11, 2004

5:00 p.m.

1.0 General Functions

1.1 Call to Order

Present
Not Present

1.2 Roll Call

Motion
Second
Ayes
Nays
Abstain

1.3 Approval of Minutes:

Exhibit 1.3

Special - June 30, 2004

Pages 1-5

Regular - July 14, 2004

Pages 6-21

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

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

Motion
Second
Ayes
Nays
Abstain

1.8.1 The Board of Trustees will hear a grievance presentation by Mr. Carlos Garza.

No Exhibit

1.9 Board Reports

1.9.1 Treasurer's Report

Exhibit 1.9.1

July 31, 2004

Pages 22-48

No Action is Necessary.

1.9.2 President's Report

1.9.2.1 Dr. Rhodes will update the Board of Trustees and audience on activities that have recently transpired within the college.

No Exhibit

**Motion
Second
Ayes
Nays
Abstain**

1.10 Consent Docket

2.0 Administration - None

3.0 PERSONNEL

Motion Second Ayes Nays Abstain	3.1	Full-Time Institutionally-Funded Actions	Exhibit 3.1 Pages 49-50a
Motion Second Ayes Nays Abstain	3.2	Full-Time Externally Funded Actions	Exhibit 3.2 Page 51
Motion Second Ayes Nays Abstain	3.3	Deliberation and adoption of salary increases for college employees for the 2004-2005 fiscal year.	No exhibit
Motion Second Ayes Nays Abstain	3.4	Appointment of new Tenured Faculty, reappointment of continuing Probationary Faculty and authorization for the President to enter into written contract addenda or contracts of employment for the 2004-2005 academic year with Tenured and Probationary Faculty members.	Exhibit 3.4 Pages 52-54

3.0 PERSONNEL

Motion Second Ayes Nays Abstain	3.5	Reappointment of continuing regular Classified Staff, Professional Support, and Administrative Staff and authorization for the President to enter into written employment contracts and contract addenda of employment effective September 1, 2004, with the employees listed.	Exhibit 3.5 Pages 55-64
Motion Second Ayes Nays Abstain	3.6	Authorization for the President to employ part-time faculty and staff for the 2004-2005 fiscal year.	No exhibit
Motion Second Ayes Nays Abstain	3.7	Information Items	Exhibit 3.7 Page 65

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.1 **Consideration and deliberation on the approval of the purchase of LCD projectors for the El Paso Community College District in the amount of \$282,443.**

Exhibit 4.1

Pages 66-67

Note: Approval to purchase 160 LCD projectors to provide instructional support in classrooms, laboratory settings and other learning environments. Funding is provided by the Technology Fund.

Resource Person:*Fabiola Rubio*

Motion
Second
Ayes
Nays
Abstain

- 4.2 **Consideration and deliberation on the approval of the purchase of personal computers in the amount of \$277,500.**

Exhibit 4.2

Pages 68-69

Note: Approval to purchase 250 HP personal computers to replace outdated computers in open labs and instructional classrooms throughout the College district. Funding is provided by the Technology Fund.

Resource Person:*Fabiola Rubio*

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

4.3

Consideration and deliberation on the approval of the purchase of printers and scanners in the amount of \$115,714.

Exhibit 4.3

Pages 70-71

Note: Approval to purchase HP LaserJet printers and HP ScanJet scanners. Funding is provided by the Technology Fund.

Resource Person:Fabiola Rubio

Motion
Second
Ayes
Nays
Abstain

4.4

Consideration and deliberation on the approval of the purchase of HP Laptops in the amount of \$75,900.

Exhibit 4.4

Pages 72-73

Note: Approval to purchase HP Laptops to replace outdated equipment in open labs and instructional classrooms throughout the College district. Funding is provided by the Technology Fund.

Resource Person:Fabiola Rubio

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.5 **Consideration and deliberation on the approval of the purchase of a wireless mobile computer cart with 20 notebook computers, a wireless access point and a printer in the amount of \$28,680.**

Exhibit 4.5

Pages 74-75

Note: The wireless mobile notebook computer cart will be used to provide training to Student Technology Services (STS) students, support new student orientations and presentations by El Paso Community College faculty, staff and community groups who use the facilities at the Administrative Services Center. Funding is provided by the Information Technology Hardware account.

Resource Person: Fabiola Rubio

Motion
Second
Ayes
Nays
Abstain

- 4.6 **Consideration and approval on the renewal of the contracts for Auto, Casualty, General Liability and Student Malpractice Insurance in the amount of \$314,664.**

Exhibit 4.6

Pages 76-77

Note: Approval of contract renewals for district-wide property and casualty insurance. Term is for one-year: September 1, 2004 through August 31, 2005. Funding is provided by the Property Insurance account.

Resource Person: Ernst Roberts

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.7 **Consideration and deliberation of the approval to award a contract in the amount of \$55,000 for billboard advertising to Clear Channel Outdoors for El Paso/city/county coverage.**

Exhibit 4.7

Page 78

Note: Clear Channel Outdoors is the sole provider in El Paso for the 30-sheet size premier panels billboards which are located across the city and county. Funding is provided by the Marketing & External Affairs department.

Resource Person:Ernst Roberts

Motion
Second
Ayes
Nays
Abstain

- 4.8 **Consideration and deliberation on the acceptance of the 2004 Certified Appraisal Roll.**

Exhibit 4.8

Pages 79-82

Note: As required by the State's Property Tax Code, the Central Appraisal District prepares an annual appraisal roll for the El Paso County Community College District. The appraisal roll is approved by the Appraisal District's Review Board and certified by the District's Chief Appraiser.

Resource Person:Ernst Roberts

4.0 FINANCIAL SERVICES

**Motion
Second
Ayes
Nays
Abstain**

4.9 Consideration and deliberation on the adoption of the 2004-2005 Operating Budget.

Exhibit 4.9

Page 83

Note: To adopt the 2004-2005 fiscal year Operating Budget for the El Paso County Community College District.

Resource Person:Ernst Roberts

**Motion
Second
Ayes
Nays
Abstain**

4.10 Consideration and deliberation on the adoption of the Auxiliary Fund budget for the 2004-2005 fiscal year.

Exhibit 4.10

Page 84-84a

Note: To adopt the Auxiliary Fund budget for 2004-2005 fiscal year.

Resource Person:Ernst Roberts

**Motion
Second
Ayes
Nays
Abstain**

4.11 Consideration and deliberation on the adoption of the Certificate of Order Setting Tax Rate for 2004-05.

Exhibit 4.11

Page 85-85c

Note: The Board of Trustees is required to adopt a tax rate for the 2004-2005 fiscal year.

Resource Person:Ernst Roberts

5.0 PHYSICAL FACILITIES

Motion
Second
Ayes
Nays
Abstain

5.1 Consideration and deliberation on the approval of a three-year contract with GCS/Southern Building Services for district-wide janitorial services in the amount of \$907,884.

Exhibit 5.1
Pages 86-88

Note: To provide janitorial services for the El Paso County Community College District for the period of September 1, 2004 through August 31, 2007. Funding is provided by the Custodial account.

Resource Person: Tim Nugent

6.0 CURRICULUM AND INSTRUCTION

**Motion
Second
Ayes
Nays
Abstain**

6.1 Consideration and deliberation on the approval of the printers for the El Paso County Community College District's printing needs not to exceed \$300,000.

**Exhibit 6.1
Page 89-93**

Note: To provide the District with selected printers (as per the bid process) to carry out the District's printing through the Publications Department. The contract period is from September 2004 through August 2005. Funding is provided by the individual District departments.

Resource Person:Ernst Roberts

**Motion
Second
Ayes
Nays
Abstain**

6.2 Consideration and deliberation on the approval of renewal contracts for online databases for district-wide Libraries in the amount of \$94,852.

**Exhibit 6.2
Page 94**

Note: To renew 2004-2005 contracts for online district-wide databases to provide services to the College's libraries. Funding is provided by Library Technical Services.

Resource Person:Dennis Brown

6.0 CURRICULUM AND INSTRUCTION

**Motion
Second
Ayes
Nays
Abstain**

6.3 Consideration and deliberation on the approval to purchase a Medsim Mannequin for the Nursing program in the amount of \$30,000.

**Exhibit 6.3
Pages 95-97**

Note: To purchase a Medsim Mannequin for use by nursing students in the laboratory settings. Nursing faculty will use the mannequin to simulate clinical experiences for the students. Funding is provided by the Technology Fund.

Resource Person:Dennis Brown

**Motion
Second
Ayes
Nays
Abstain**

6.4 Consideration and deliberation on the approval of an amendment for a grant with the Housing Authority of the City of El Paso in the amount of \$210,082.

**Exhibit 6.4
Page 98**

Note: To offer English as a Second Language (ESL), youth academic enrichment, and Wellness courses to residents at multiple Housing sites. Funding is provided by the Housing Authority of the City of El Paso.

Resource Person:Tim Nugent

6.0 CURRICULUM AND INSTRUCTION

**Motion
Second
Ayes
Nays
Abstain**

6.5 Consideration and deliberation on the acceptance of a donation of an examination table to the Rio Grande Border Health Clinic by Fresenius Medical Center in the estimated amount of \$1,344.

Exhibit 6.5

Page 99

Note: The donated table will be used for conducting physical exams in the clinic. The Rio Grande Border Health Clinic offers this service at an affordable cost to students, staff and the community

Resource Person:Dennis Brown

**Motion
Second
Ayes
Nays
Abstain**

6.6 Consideration and deliberation on the acceptance of a yearly donation of 50 sets of copyrighted Pharmacy Technician Certification Board (PICB) examination review flash cards to the Pharmacy Technology Program by Walgreens Company in the estimated amount of \$132.

Exhibit 6.6

Page 100

Note: The donated sets of copyrighted flash cards will be used by students in the Pharmacy Technology Program to prepare for the Pharmacy Technician Certification Board (National Certification) exams.

Resource Person:Dennis Brown

7.0 STUDENT SERVICES

**Motion
Second
Ayes
Nays
Abstain**

7.1 Consideration and deliberation on the approval of three (3) open purchase/service orders to support GED Testing Center operations in the amount of \$190,000.

Exhibit 7.1

Page 101

Note: Approval of three (3) open purchase/service orders to support GED testing operations for fiscal year 2004-2005. Funding is provided by income generated by the test fees collected prior to testing.

Resource Person:Tim Nugent

**Motion
Second
Ayes
Nays
Abstain**

7.2 Consideration and deliberation on the approval of an open purchase order to support required academic assessment testing for students in the amount of \$85,000.

Exhibit 7.2

Page 102

Note: The Texas Higher Education Coordinating Board/Texas Success Initiative mandates that all undergraduate students who enter a public institution of higher education be tested in reading, writing, and math skill areas prior to entering college level courses. Funding is provided by the institutional department budget.

Resource Person:Tim Nugent

7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

- 7.3 **Consideration and deliberation on the acceptance of a grant for the Student Support Services (P.A.S.S. Program) in the amount of \$549,419.**

Exhibit 7.3

Page 103

Note: The Program for Academic Student Success (P.A.S.S.) provides support services to 600 low income, first generation and/or students with disabilities. The program assists students to remain in college, make satisfactory progress toward their academic objective, graduate, or transfer to a four year institution.

Resource Person: Dennis Brown

Motion
Second
Ayes
Nays
Abstain

- 7.4 **Consideration and deliberation on the approval of Continuing Education Tuition Rates.**

Exhibit 7.4

Pages 104-105

Note: As new courses are brought in 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: Tim Nugent

8.0 COMMUNITY SERVICES

**Motion
Second
Ayes
Nays
Abstain**

8.1 Consideration and deliberation on the acceptance of a grant award from the El Paso Empowerment Zone in the amount of \$2,000.

**Exhibit 8.1
Page 106**

Note: A grant award from the El Paso Empowerment Zone for the El Paso Community College Institutional and Community Planning Office in the amount of \$2,000 for the Mission Valley Community Summit.

Resource Person: Saul Candelas

**Motion
Second
Ayes
Nays
Abstain**

8.2 Consideration and deliberation on the acceptance of a donation from the Mission Trail Association in the amount of \$1,360.

**Exhibit 8.2
Page 107**

Note: A donation from the Mission Trail Association for the El Paso Community College Institutional Community Planning Office in the amount of \$1,360 for the Mission Valley Community Summit. The Mission Valley Community Summit will provide residents of El Paso County's Mission Valley with an opportunity to discuss issues of local concern such as education, jobs and economic development, health, transportation, and affordable housing.

Resource Person: Saul Candelas

**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 - #A200
El Paso, Texas 79935

DATE: July 14, 2004

5:00 p.m.

1.0 General Functions

1.1 Call to Order - The meeting was called to order at 5:00 p.m. by Board of Trustees Vice Chair Arturo Huerta.

The El Paso Community College Color Guard presented the flags.

Present
Not Present

1.2 Roll Call - All members of the Board of Trustees were present with the exception of Chair Tony Marquez and Trustee Michael Silva.

Motion
Second
Ayes
Nays
Abstain

1.3 Approval of Minutes:

Regular - June 9, 2004

Exhibit 1.3

Pages 1-17

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

Motion to approve was made by Trustee Vicki Icard.
Motion to approve passed.

1.4 Welcome to Guests and Staff Members

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

1.5 Open Forum- Ms. Claudia Gomez and Ms. Marisela Salayandia addressed the Board of Trustees regarding the quality of the education that they had received from the excellent faculty at El Paso Community College.

Mr. Leo Pineda (president, El Paso Chapter, Texas Faculty Association) addressed the Board of Trustees regarding salary increases for employees

1.6 Presentations by Individuals, Groups, and Organizations:

1.6.1 Ms. Monica Wong (head librarian, Northwest Campus), Ms. Ruth Vise (coordinator, *Borderlands*), and Ms. Gretchen Dickey (assistant editor, *Borderlands*) will make a presentation to the Board of Trustees

regarding the recent publication of *Borderlands*.

An overview of the *Borderlands* was presented to the Board of Trustees. Ms. Vise informed the Trustees that the Northwest Library had received a complete set of the *Borderlands* since its inception twenty-two years ago and that all of the issues have been placed on the *Borderlands* website.

- 1.6.2 Dr. Richard M. Rhodes (president) will recognize Ms. Cecilia Cantillo and Ms. Edna Rodriguez (students, Emergency Medical Technician program) and their instructors Ms. Mary Maurais and Mr. Carlos Prado for their recent participation at the EMT Basic Competition in Orlando, Florida.

Ms. Anita Rhodes (director, Nursing) stated that the students being recognized are part of the articulated EMT program with the Ysleta Independent School District. She informed the Trustees that the students had won both the state and national competition.

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

Ms. Roberta Rodriguez provided information to the Trustees regarding salary enhancement that had been requested at the Budget Workshop.

Mr. John Tharp (vice president, Professional Staff) introduced Ms. Emma Hernandez (salary committee) who discussed the presentation made at the Budget Workshop. She stated that not all of the verbal information provided was representative of the professional staff employees and noted that professional staff employees are frequently encouraged to work over 40 hours per week.

Mr. Gerard Sanchez (president, Student Government Association) informed the Trustees that the SGA was sponsoring a Diablos Baseball game on August 22 and encouraged the Trustees to attend. He stated that they are currently in the process of working on the budget to present to the Trustees at the August meeting.

1.7 Communications: None

1.8 Board of Trustees Business

1.8.1 The Board of Trustees will deliberate on an amendment to Tax Increment Finance District No. 1 Termination Agreement previously made by and between the College, City of El Paso, the County of El Paso, the El Paso Independent School District and the El Paso County Hospital District (see attachments).

***Resource Persons: Richard M. Rhodes
Edward Dunbar***

Dr. Rhodes informed the Trustees that there was an amendment to the agreement that was printed in the agenda. Dr. Rhodes stated that the amendment would allow

**Motion
Second
Ayes
Nays
Abstain**

**Exhibit 1.8.1
Pages 18-22**

**Minutes
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Page**

EPCC students to be admitted free of charge for the first ten years of operation.

Motion to approve with the amendment in place was made by Trustee John Uxer and seconded by Ms. Icard. Motion to approve passed.

**Motion
Second
Ayes
Nays
Abstain**

- 1.8.2 The Board of Trustees will deliberate on the sale of the following property by the College and other taxing entities in the amount of \$4,000.00:

Exhibit 1.8.2

Pages 23-24

.046 acre, more or less, out of Lots 31 and 32, Block 7, East El Paso Addition, Supplemental Map #1, an Addition to the City of El Paso, being more particularly described as Exhibit "B" in Volume 1642, Page 1276, Deed Records of El Paso County, Texas. (PID #E014-999-0070-7900)

In the alternative, the Board may deliberate on granting a five foot utility easement across such property.

*Resource Persons: Richard M. Rhodes
Edward Dunbar*

Motion to approve the sale was made by Ms. Icard and seconded by Secretary Gracie Quintanilla. Motion to approve passed.

1.9 Board Reports

- 1.9.1 Treasurer's Report

Exhibit 1.9.1

June 30, 2004

Pages 25-51

**Minutes
Regular
July 14, 2004
Page**

No Action is Necessary.

1.9.2 President's Report

1.9.2.1 Dr. Rhodes will update the Board of Trustees and audience on activities that have recently transpired within the college.

No Exhibit

Dr. Rhodes introduced Ms. Linda Hensgen-Gonzalez to provide an overview of Financial Aid. Ms. Gonzalez stated that EPCC has the largest Pell Grant program in Texas and is the 5th largest in the nation.

Dr. Rhodes updated the Trustees on recent activities to include the Lumina project, Project Volver with YISD, the CASS Graduation, the Summer Blood Drive, and Enrollment. Dr. Rhodes congratulated Mr. Huerta on his appointment to the Board of the Hispanic Leadership Institute.

**Motion
Second
Ayes
Nays
Abstain**

1.10 Consent Docket

Motion to approve was made by Ms. Icard and seconded by Mrs. Quintanilla. Motion to approve passed. (Note: Items 3.2, 4.2, 4.3, 6.2, and 7.3 were included on the consent 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 Ms. Icard and	Pages 52-54
Nays		seconded by Dr. Uxer. 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 55
Nays			
Abstain			
Motion	3.3	Information Items	Exhibit 3.3
Second		(No Action Required)	
Ayes			Page 56
Nays			
Abstain			

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

- 4.1 **Consideration and deliberation on the approval of the purchase of a Campus Agreement for Microsoft Academic Licensing in an amount not to exceed \$72,022.**

Exhibit 4.1
Pages 57-58

Note: The purchase of a Campus Agreement 3.0 for a Microsoft Academic License will provide coverage for all EPCC desktop school license products. A Campus License Agreement will save the College current and future funds, because software will not have to be purchased individually for each personal computer. Funding is provided by the Integrated Technology Fund.

Resource Person: *Fabiola Rubio*

Motion to approve was made by Trustee Brian Haggerty and seconded by Ms. Icard. Motion to approve passed.

Motion
Second
Ayes
Nays
Abstain

- 4.2 **Consideration and deliberation on the approval of a new signatory on Bank Resolutions with the Federal Reserve Bank of Dallas.**

Exhibit 4.2
Page 59

Note: To approve new signatory of Graciela Quintanilla with the Federal Reserve Bank of Dallas. Mrs. Quintanilla is replacing Ms. Vicki K. Icard as board of trustees secretary.

Resource Person: *Ernst Roberts*

Item adopted on the consent docket.

4.0 FINANCIAL SERVICES

Motion
Second
Ayes
Nays
Abstain

4.3

Consideration and deliberation on the approval of a new signatory on Bank Resolutions with Wells Fargo Bank Texas, N.A.

Exhibit 4.3

Page 60

Note: To approve new signatory of Graciela Quintanilla with Wells Fargo Bank Texas, N.A. Mrs. Quintanilla is replacing Ms. Vicki K. Icard as board of trustees secretary.

Resource Person: Ernst Roberts

Item adopted on the consent docket.

5.0 PHYSICAL FACILITIES

**Motion
Second
Ayes
Nays
Abstain**

5.1 Consideration and deliberation on the approval of the installation of heat pumps for the Valle Verde Campus Modular Village in the amount of \$60,633.

**Exhibit 5.1
Pages 61-63**

Note: The Board of Trustees approved the purchase of thirty-one heat pumps for the Valle Verde Modular Village on April 14, 2004. Board approval is requested for the installation of the heat pumps. Funding is provided by the Modular Village Valle Verde account.

Resource Person: Tim Nugent

Motion to approve items 5.1 and 5.2 was made by Mr. Haggerty and seconded by Mr. Huerta. Motion to approve passed.

**Motion
Second
Ayes
Nays
Abstain**

5.2 Consideration and deliberation on the approval of the purchase and installation of a cooling tower for the Rio Grande Campus in the amount of \$53,493.

**Exhibit 5.2
Pages 64-66**

Note: The Energy Assessment Report of El Paso Community College, conducted by the LoanSTAR program, determined that the College could realize a savings on its utility bills by installing a new cooling tower at the Rio Grande Campus. Funding is provided through the LoanSTAR Energy Management program with payments made from the savings generated through reduced utility costs.

Resource Person: Tim Nugent

Item passed.

5.0 PHYSICAL FACILITIES

Motion
Second
Ayes
Nays
Abstain

5.3 **Consideration and deliberation on the approval of the purchase of automotive parts and supplies in the amount of \$40,000.**

Exhibit 5.3
Pages 67-71

Note: Approval of a three-year contract renewable for two additional one-year periods for the purchase of automotive parts and supplies by the Physical Plant Department. Multiple vendors will be recommended for award to ensure that all types of automotive parts and supplies are available at discounted prices. Funding is provided by the Physical Plant Fund.

Resource Person: *Tim Nugent*

Motion to approve items 5.3 and 6.1 was made by Mr. Haggerty and seconded by Ms. Icard. Motion to approve passed.

6.0 CURRICULUM AND INSTRUCTION

Motion
Second
Ayes
Nays
Abstain

- 6.1 Consideration and deliberation on the approval of a vendor for College credit and non-credit schedules in an estimated annual amount of \$112,756.**

Exhibit 6.1
Pages 72-75

Note: The approval of a bid award for the printing of class schedules for credit and continuing education for calendar year 2005. Class schedules are typeset and designed in the Publications Office, but the College does not have the press capability to print the schedules, therefore, the service is contracted with printers who specialize in high volume, book bound production. Funding is provided by the Publications Department Catalog and Schedules account.

Resource Person: Ernst Roberts

Item passed.

Motion
Second
Ayes
Nays
Abstain

- 6.2 Consideration and deliberation on the acceptance of a donation of an examination table with an estimated value of \$350 to the Rio Grande Border Health Clinic by Dr. Deborah Sulig.**

Exhibit 6.2
Page 76

Note: The donated table will be used for conducting physical exams in the clinic. The Rio Grande Border Health Clinic offers this service at an affordable cost to students, staff, and the community.

Resource Person: Dennis Brown

Item adopted on the consent docket.

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7.0 STUDENT SERVICES

**Motion
Second
Ayes
Nays
Abstain**

7.1 Consideration and deliberation on the approval of an Electronic Message Board to be located at the Northwest Campus in the amount of \$53,370.

**Exhibit 7.1
Pages 77-79**

Note: Approval to purchase one (1) Electronic Message Board to be located at the Northwest Campus with future Electronic Message Boards to be located at Mission del Paso and Transmountain Campuses. A five (5) year maintenance agreement is included. Funding is provided by Auxiliary Funds.

Resource Person: Tim Nugent

Motion to approve items 7.1, 7.2, and 7.4 was made by Dr. Uxer and seconded by Ms. Icard. Motion to approve passed.

**Motion
Second
Ayes
Nays
Abstain**

7.2 Consideration and deliberation on the approval of a contract with SureScore to provide students with supplemental preparation for the SAT in the amount of \$24,000.

**Exhibit 7.2
Page 80**

Note: To provide supplemental preparation for the SAT by SureScore to the students in the EPCC GEAR UP cohort in the form of a summer camp. Funding is provided by the GEAR UP account.

Resource Person: Tim Nugent

Item passed.

7.0 STUDENT SERVICES

Motion
Second
Ayes
Nays
Abstain

7.3 Consideration and deliberation on the acceptance of a donation of office furniture.

Exhibit 7.3

Page 81

Note: Office furniture upgrades will assist staff in overall performance of their job through better organization, ergonomic compliance and overall general, professional office environment. All donated items currently do not have a market value and are classified as a donation from the Upper Rio Grande Workforce Development Board, a quazi-state agency to a political subdivision (educational institution) as there will be no cost to both the donor and/or receiving entity.

Resource Person: *Tim Nugent*

Item adopted on the consent docket.

Motion
Second
Ayes
Nays
Abstain

7.4 Consideration and deliberation on the approval of Continuing Education Tuition Rates.

Exhibit 7.4

Pages 82-84

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: *Tim Nugent*

Item passed.

8.0 COMMUNITY SERVICES

**Motion
Second
Ayes
Nays
Abstain**

8.1 Consideration and deliberation on the approval of an agreement between the City of Socorro and El Paso County Community College District.

Exhibit 8.1

Page 85

Note: To provide a site manager to coordinate the educational and social services programs conducted at the Rio Vista Community Center. The Center will serve as a facility for service providers to deliver a full range of education, health, human services, youth and community development programs.

Resource Person: Dennis Brown

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

8.0 COMMUNITY SERVICES

Motion
Second
Ayes
Nays
Abstain

9.0 Unfinished Business

The Board of Trustees recessed into closed or Executive Session at 6:15 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 returned from executive session at 7:08 p.m. *Note: Mr. Haggerty did not return from Executive Session.*

Motion
Second
Ayes
Nays
Abstain

10.0 Adjournment

Motion to adjourn was made by Ms. Icard. Motion to adjourn passed. The meeting was adjourned at 7:08 p.m.

MEETING

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

SPECIAL - Workshop

Administrative Service Center
9050 Viscount, Room A200
El Paso, Texas 7992

DATE: June 30, 2004

5:00 p.m.

1.0 General Functions

1.1 Call to Order - The meeting was called to order at 5:00 p.m. by Board of Trustees Chair Tony Marquez.

Dr. Marquez requested that Ms. Fabiola Rubio (vice president, Information Technology) lead the Trustees and audience in the Pledge of Allegiance.

Present
Not Present

1.2 Roll Call - All members of the Board of Trustees were present with the exception of Trustee Vicki Icard and Trustee Michael Silva.

1.3 The Board of Trustees will conduct a workshop regarding the budget for the 2004-2005 fiscal year.

Item 1.4 was the first item addressed.

Ms. Josette Shaughnessy (associate vice president, Budget and Financial Services) provided information to the Board of Trustees regarding the budget for the 2004-2005 fiscal year.

Ms. Shaughnessy informed the Trustees that the 2004-2005 fiscal year was the second year of the Biennium and the College would not receive any additional funding from the State for this year. She noted that budget development strategies for 2004-2005 included: a) additional requests from the executive levels submitted separately and considered based on priority and availability of funds, which is not included in the preliminary budget; b) preliminary budget includes additional needs directly related to the enrollment increase and overhead costs. It also includes a proposed compensation package; c) tuition revenue reflecting a 7% tuition increase that will be effective Spring 2005 and a 5% enrollment increase; and d) property tax revenue based on fiscal year 2003 tax base, increased by revenue for new property and includes a 3% tax increase recommended by the administration.

Ms. Shaughnessy reviewed the preliminary budget for 2004-2005. She noted that the baseline budget was \$80,163,755. In addition to the baseline budget, the proposed budget included a proposed 3% compensation package, and increases in transfers, overhead and part-time faculty. She informed the Trustees that the baseline budget plus the above mentioned additions totaled \$85,561,080. With the addition of the Self-Supporting programs, the proposed preliminary budget totaled \$88,066,521. She stated that there were additional requests by executive level which were not included in the preliminary budget. She noted that the additional requests total \$1,678,088 and those would be based on priority and availability of funds.

Item 1.5 was the next item addressed.

1.4 Presentations will be made by Constituency Group representatives regarding salary enhancement for the 2004-2005 fiscal year.

Item 1.4 was addressed before item 1.3.

Ms. Roberta Rodriguez (president, Classified Staff Association) addressed the Board of Trustees regarding salary enhancement for the 2004-2005 fiscal year.

Ms. Rodriguez introduced Ms. Letty Urenda who presented the salary enhancement recommendations as proposed by the salary committee. She stated that the Classified Staff Association did not support the Market-Based plan that the College currently uses and proposed that the administration go back to using the “step and grade” system. In addition, she proposed a sliding scale for salary enhancement as follows:

All full-time employees earning less than \$30,000 - 8% increase

All full-time employees earning between \$30,001 - \$49,999 - 6% increase

All full-time employees earning over \$50,000 - 4% increase.

All part-time employees - 2%

Ms. Debbie Aguilera (president, Professional Staff Association) introduced Ms. Olga Thurman who presented the salary enhancement recommendations on behalf of the salary committee.

Ms. Thurman presented the following proposal:

A 6% increase to the base salary of all Professional Staff employees.

An increase in the amount of vacation hours after 5 years of service from 13.33 hours per month to 18 hours per month and an increase in the amount of hours that can be accrued from 320 to 360.

Increase in the number of personal days from two to three per year for Professional Staff.

That Professional Staff be allowed to teach at least one class during the traditional work hours of 8:00 a.m. - 5:00 p.m.

Professional Staff employees be allowed to use the dollar value of the Staff Scholarship for professional development annually, to include out-of-town travel.

An increase in the tuition reimbursement from \$300 to \$800 per year for Professional Staff.

Dr. Carina Ramirez (president, Faculty Association) introduced Ms. Pauline Ballesteros from the Faculty Association Salary Committee, who presented the following recommendations:

Requested that a 3% cost of living increase be given for the 2003-2004 table and 3% cost of living increase for the 2004-2005 table be awarded this year. This results in 6% being added to the tables.

A 4% raise that is not added to the tables.

Serious examination of developing a task force to explore prorated salary for faculty working in the summer and doing overloads.

Re-evaluation of the Voluntary Separation Incentive Program and its necessary survival.

Re-evaluation of Staff Scholarships.

Land Sale proposals should be directed towards salaries and not towards the General Fund.

Implementation of a policy that automatically gives a cost of living raise every year.

Item 1.3 was the next item addressed.

Motion
Second
Ayes
Nays
Abstain

1.5 **Adjournment**

Motion to adjourn was made by Trustee Brian Haggerty. Motion to adjourn passed. The meeting was adjourned at 6:15 p.m.

Exhibit 3.1
Full-Time Institutionally-Funded Actions

Buller, Richard

Information Technology Security Manager
Professional Support
Information Technology
09/01/04 - 08/31/05
Grade I (TS)
Noncompetitive Temporary Appointment
(New Position)

Garcia, Gloria

Registration Clerk II
Classified Staff
Registrar
07/06/04 - 08/31/04
Grade C
Transfer

Casavantes, Maria del Carmen

Workplace Literacy Coordinator
Professional Support
Literacy Programs
09/01/04 - 08/31/05
Competitive Appointment
(Replacement Action)

Mendoza, Efrain F.

Staff Analyst
Classified Staff
Budget Office
09/01/04 - 08/31/05
Grade D
Competitive Appointment
(Replacement Action)

Dominguez, Veronica

Instructor
Faculty
Medical Lab Technology
Tenure Track*
08/16/04 - 05/06/05
Grade C/1
Competitive Appointment
(Replacement Action)

Meza, Margaret

Instructor
Faculty
Vocational Nursing
Tenure Track*
08/16/04 - 05/06/05
Grade B/1
Competitive Appointment
(Replacement Action)

Elizondo, Juan

Academic Advisor
Professional Support
Counseling
09/01/04 - 08/31/04
Grade B
Competitive Appointment
(New Position)

Moe, Keri L.

Instructor
Faculty
Speech
Tenure Track*
08/16/04 - 05/06/05
Grade C/1
Competitive Appointment
(Replacement Action)

Mote, Christy L.

Academic Advisor
Professional Support
Counseling
09/01/04 - 08/31/04
Grade B
Competitive Appointment
(New Position)

Orrantia-Kotowski, Diana

Instructor
Faculty
BASK - Mathematics
Temporary (Lecturer) Status
08/16/04 - 05/06/05
Grade C/1
Noncompetitive Appointment
(Replacement Action)

Padilla, Sandra

Instructor
Faculty
Reading
Temporary (Lecturer) Status
08/16/04 - 05/06/05
Grade C/1
Competitive Appointment
(Replacement Action)

Powell, Carrie A.

Director, Advanced Technology Center
Administrator
Advanced Technology Center
09/01/04 - 02/28/05
Grade C
Extension of Appointment

Prospero, Maria

Instructor
Faculty
Interior Design
Tenure Track*
08/16/04 - 05/06/05
Grade B/1
Competitive Appointment
(Replacement Action)

Rassaei, Nader

Instructor
Faculty
Pharmacy Technology
Tenure Track*
08/16/04 - 05/06/05
Grade B/1
Competitive Appointment
(Replacement Action)

Ramirez, Elizabeth

Academic Advisor
Professional Support
Counseling
09/01/04 - 08/31/04
Grade B
Competitive Appointment
(New Position)

Sanchez, Tanya

Instructor
Faculty

Nursing
Tenure Track*
08/16/04 - 05/06/05
Grade D/1
Competitive Appointment
(Replacement Action)

Shanaberger, Patricia

Instructor
Faculty
Nursing
Tenure Track*
08/16/04 - 05/06/05
Grade C/1
Competitive Appointment
(Replacement Action)

Torres, Manuel C.

Instructor
Faculty
Heating, Ventilation & Air Conditioning
Tenure Track*
08/16/04 - 05/06/05
Grade A/2
Competitive Appointment
(Replacement Action)

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

Exhibit 3.2
Full-Time Externally-Funded Actions

Piel, Herbert

Assistant Director, TACE

Professional Support

TACE Program

TACE Program

Temporary Status

07/12/04 - 08/31/04

Grade D

Competitive Appointment

(New Position)

Exhibit 3.4

Appointment of New Tenured and Reappointment of Continuing Probationary Faculty

NEW TENURED

Name		Discipline	Grade
Flores	Leticia	Health Prof & Related Instr	C
Harrison	Armin	Music/Dance Instructor	C
Jones	Arvis	Counselor	C
Murphy	Maureen	Nursing Instructor	C
Pannell	William	Psychology Instructor	E
Pullen	Lesley	Librarian	C
Silva	Michael	Biology Instructor	C
Soto	Cathy	Medical Assisting Tech Instr	E
Yu-Shattuck	Sharon	Mathematics Instructor	G

(Exhibit 3.4.1)

Continuing Probationary Faculty

Name	Discipline	Grade	
Abushagur	Sulaiman	Geology Instructor	H
Aguilar	Jesus	Mathematics Instructor	C
Arteaga	Maria	Chemistry Instructor	H
Ayub	Antonio	Emergency Medical Svcs Instr	B
Bahena	Richard	Fire Technology Instructor	A
Briones	Ernesto	Philosophy Instructor	D
Brown	Rhonda	Nursing Instructor	B
Bruce	Allison	Physics Instructor	G
Bunn	Frederick	Accounting Instructor	D
Cardena	Ingrid	English as a Second Lang Instr	C
Castillo-Attar	Carmen	Counselor	C
Chuca	Ivette	Mathematics Instructor	C
Clark	Jimmy	Art Instructor	C
Conklin	David	Fire Technology Instructor	A
Corbell	Roberta	EMS Instructor	A
Crawford	Charles	CISC Instructor	C
Devaney	Kathleen	Geology Instructor	H
Ferrell	Robert	Philosophy Instructor-RG	D
Fulton-Slavin	Ysella	English Instructor	C
Garcia	Lourdes	Librarian	C
Gonzalez	Saturnino	Accounting Instructor	C
Gorski	Kenneth	Pre-Architecture Instructor	B
Haddox	Grace	English Instructor	C
Hancock	Rebecca	Accounting Instructor	C
Haney	Donald	Mathematics Lecturer-RG	H
Hanna	Lisa	Mathematics Instructor	C
Hill	Glenda	Biology Instructor	C
Kachmar	Ghassan	Mathematics Instructor	C
Khattab	Ibrahim	Nursing Instructor	C
Lannutti	Dominic	Biology Instructor	C
Laurel	Mark	Mathematics Instructor-RG	H
Lencyk	John	English Instructor	H
Lopez	Edmundo	CISC Instructor	B
Lyons	Mary	Nursing Instructor	C
Maldonado	Jose	Biology Instructor	C
Mann	Terri	English Instructor	C
Martinez	Manuel	Drafting & Design Tech Instr	A
Maurais	Mary	Emergency Medical Svcs Instr	A
McKenzie	Norma	CISC Instructor	C
Molina	Bertha	CCRT Instructor	A
Molina	Ventura	Reading Instructor	G
Moses	Jason	Psychology Instructor	H
Nevarez	Teresa	Government Instructor	C
Pagel	Myshie	English as a Second Lang Instr	C
Pandy	Robert	Counselor	C
Penley	Julie	Psychology Instructor	H

(Exhibit 3.4.2)

Continuing Probationary Faculty

Name	Discipline	Grade
Pina	Gustavo CISC Instructor	A
Prado	Carlos Emergency Medical Svcs Instr	A
Procell	Tony English Instructor	C
Ramirez Jr.	Rafael Radiologic Technology Instr	B
Robert	Maria Nursing Instructor	B
Robnett	William Counselor	C
Rodriguez	Margaret Surgical Technology Instructor	B
Santelli	Takae Nursing Instructor	C
Schwab	Gabriela Mathematics Instructor	C
Scott	Mary Art Instructor	C
Selk	Susan Speech Instructor	C
Shuya	Sandra Nursing Instructor	C
Thompson	Carmen Math Instructor	G
Torres	Frederick Respiratory Care Tech Instr	B
Townsend	Keith Speech Instructor	C
Velez	Manuel English Instructor	C
Veltman	Maximilian Nursing Instructor	C
Von Maluski	Tracy Eng Speaking & Listening Instr	D
Webb II	Ernst Culinary Atrs Instructor	A
Welsh	Lawrence English Instructor	C
Williams	Charles Criminal Justice Instructor	C
Wood-Mancha	Keli English Instructor	C
Yarbrough	Robert English Instructor	F

Exhibit 3.5

Reappointment of Continuing Regular Classified Staff, Professional Support,
and Administrative Staff.

Classified Staff

One-Year Contract

Name	Title	Grade	
Aguilar	Reymundo	TV Production Technician	D
Almaraz	Yvonne	Personnel Services Assistant	D
Alonzo	Davette	Student Activities Assistant	B
Alvarado	Guadalupe	Processing Clerk	C
Alvarado	Maria	Personnel Services Clerk	C
Alvarez	Leticia	Benefits Assistant	D
Alvarez	Veronica	Sr Administrative Associate	F
Amaya	Maria	Administrative Associate	E
Ambriz	Lorely	Library Assistant	E
Arellano	Jessie	Admin Office Assistant	C
Arellano	Victor	Maintenance Worker II	C
Armendariz	Diann	Campus Cashier	C
Arriola	Hector	Testing Services Specialist	D
Arroyo	Norma	Clerk III	C
Atwood	Deandra	Staff Analyst	D
Badillo	Jorge	GED Testing Assistant	D
Baeza	Oscar	Supv Public Services	F
Banda	Miguel	Peace Officer I	B
Barron	Victor	Peace Officer I	B
Bautista	Norma	Personnel Services Assistant	D
Brent	Michael	Peace Officer I	B
Brown	Dwight	Admissions Eval Assistant	D
Bryant	Gerald	Senior Painter	F
Bryant	Marta	Administrative Office Assistant	C
Buckley	Diane	Accounts Payable Clerk	D
Cabrales	Jose	Library Technical Assistant	C
Calderon	Jose	Peace Officer I	B
Campuzano	Carlotta	Registration Clerk II	C
Cano	Antonio	Campus Maintenance Technician	E
Cardoza	Sonia	Academic Office Assistant	C
Castaneda-Chavez	Armando	Dispatcher	C
Castro	Ana	Accounts Payable Clerk	D
Chacon	Blanca	Admissions Assistant	C
Chavez	Georgina	Admissions Assistant	C
Chavez	Irene	Employment Specialist	E
Chavez	Jaime	Senior Electrician	F
Choi	Myosun	ACS Lab Assistant	C
Cisneros	Claudia	Registration Clerk	B
Clancy	Dolores	Science Lab Assistant	E
Cravens	Nelly	Registration Clerk II	C
De La Trinidad	Beatriz	Library Assistant	E
Dean	Charles	Maintenance Worker II	C

(Exhibit 3.5.1)

Classified Staff

One-Year Contract

Name	Title	Grade	
Del Hierro	Claudia	Admin Office Assistant	C
Del Rio	Maria	Program Assistant	D
Del Villar	Rocio	Vehicle Registration Clerk	B
Delgado	Elizabeth	Financial Aid Clerk II	C
Dominguez	Blanca	Personnel Services Assistant	D
Dominguez	Henry	Lab Assistant II	D
Echavarria	Jose	Shipping & Receiving Clerk	C
Elenes	Arturo	Maintenance Worker II	C
Englert	Sherry	Campus Cashier	C
Escajeda	Steve	Lab Assistant III	E
Escobar	Waltraud	Academic Office Assistant	C
Espinosa	Sergio	Maintenance Worker I	B
Espinoza	Debra	Purchasing Clerk	C
Faber	Maria	Financial Aid Specialist	D
Felix	Rocio	Employment Specialist	E
Felix	Veronica	Testing Services Clerk	C
Fernandez	Elvira	Admin Office Assistant	C
Flores	Lucina	Employment Specialist	E
Flores	Velia	Admin Office Assistant	C
Frausto	Veronica	Financial Aid Specialist	D
Garcia	Cecilia	Accounts Payable Clerk	D
Garcia	Gloria	Registration Clerk II	C
Garcia	Juana	Intl Student Admin Assistant	C
Gomez	Liliana	Payroll Clerk	D
Gomez	Sylvia	ISC Technician	C
Gonzalez	Alfredo	Peace Officer I	B
Gonzalez	Enrique	CSD Interpreter	E
Gonzalez	Gabriel	ACS Lab Assistant	C
Gonzalez	Irma	Accounts Receivable Clerk	D
Gonzalez	Neyda	Science Lab Assistant	E
Gonzalez	Salvador	Accounting Specialist	E
Guerra	Monica	Academic Office Assistant	C
Gutierrez	Sandra	Clerk III	C
Hernandez	Leticia	Admissions Assistant	C
Hernandez	Maria	Campus Cashier	C
Hernandez	Raul	Peace Officer I	B
Huante	Maria	Accounts Receivable Clerk	D
Jackson	Sylvia	Ft Bliss Student Svcs Coord	D
Jaramillo	Claudia	Financial Aid Clerk II	C
Juarez	Brenda	Financial Aid Clerk II	C
Lazarin	Olga	Specialized Admission Assist	C
Leavitt	Veronica	Administrative Office Assist	C
Leon Guerrero	Maria	Financial Aid Specialist	D
Lerma	Marisela	Clerk II	B
Leyva	Victor	ISC Technician	C
Lopez	Alma	CSD Campus Representative	E
Lopez	Caesar	Irrigation Specialist	E

(Exhibit 3.5.2)

Classified Staff

One-Year Contract

Name	Title	Grade	
Lopez	Javier	Kinesiology Lab Assistant	C
Lopez	Yvette	Tuitions Clerk	C
Loya	Elizabeth	Supv Public Services	F
Lujan	Marisela	Program Assistant	D
Lujan	Salvador	Peace Officer I	B
Martinez	Elida	Processing Clerk	C
Martinez	Josephine	PBX Operator	B
Martinez	Juana	Financial Aid Clerk I	B
Martinez	Maria	Science Lab Assistant	E
Martinez	Maribel	Student Services Assistant II	C
McKay	Amada	CSD Interpreter	E
Megliorino	Moses	Peace Officer I	B
Mejia-Soria	Patricia	Accounts Receivable Clerk	D
Mendez	David	Recruiter	E
Mendoza	Roberto	Science Lab Assistant	E
Mireles	Lee	Maintenance Worker II	C
Montoya	Cecilia	Testing Services Clerk	C
Morales	Christina	Lab Assistant III	E
Moreno	Angelica	Campus Life Rep	D
Moreno	Ivette	Institutional Research Assist	C
Moreno	Jaime	Assessment Testing Coordinator	F
Munoz	Bertha	Employment Specialist	E
Munoz	Francisco	Accounting Specialist	E
Myers	Cilyn	Facilities Specialist	E
Navarro	Javier	Journey Construction Worker	D
Nervais	Martha	TV Production Technician	D
Nonalaya	Angela	Personnel Services Assistant	D
Olivas	Magdalena	ISC Technician	C
Ontiveros	Maria	Audiovisual Assistant	C
Ordonez	Isabel	Occupational Edu Lab Assistant	D
Ortega	Maria	Admin Office Assistant	C
Ortega	Rachel	Clerk III	C
Ortiz	Jesus	Campus Maintenance Technician	E
Ortiz	Jose	Automotive Mechanic	D
Padilla	Estela	ACS Lab Assistant	C
Palomino	Laura	Clerk III	C
Parra	Eva Leticia	Clerk II	B
Payan	Angelica	Accounts Receivable Clerk	D
Perez	Luis	Recruiter	E
Polanco	Michelle	Admin Office Assistant	C
Ponce	Elizabeth	Payroll Clerk	D
Portugal	Robert	Peace Officer I	B
Powers	Elizabeth	Academic Office Assistant	C
Quiroz	Beatriz	Academic Office Assistant	C
Ramirez	Alejo	Journey Painter	D
Ramirez	Ricardo	Campus Cashier	C

(Exhibit 3.5.3)

Classified Staff

One-Year Contract

Name		Title	Grade
Ramos	Veronica	Personnel Clerk	C
Reyes	Maria	Admissions Assistant	C
Reyes	Nancy	Admin Office Assistant	C
Rico-Flores	Graciela	ESL Lab Assistant	E
Rivera	Theresa	Program Assistant	D
Rodela	Gabriel	Admissions Assistant	C
Rodriguez	Amenda	ISC Technician	C
Rodriguez	David	Help Desk Attendant	C
Rodriguez	Guillermo	Academic Resource Spec	E
Rodriguez	Jose	Senior Plumber	F
Rodriguez	Maria	Clerk II	B
Rodriguez	Nivia	Shipping and Receiving Clerk	C
Rubio	Salvador	Occupational Edu Lab Assistant	D
Sada	Carlos	Accounting Specialist	E
Salas	John	Library Assistant	E
Salazar	Armando	Campus Cashier	C
Saldana	Rosa	Academic Office Assistant	C
Samaniego	Raquel	Occupational Edu Lab Assistant	D
Sanchez	Jessabel	Academic Resource Spec.	E
Sanchez	Saul	Maintenance Worker II	C
Sanchez-Villalba	Bianca	Financial Aid Specialist	D
Santacruz	Elva	ClerkII	B
Santillan	Joshua	Maintenance Worker II	C
Serrano	Miguel	Maintenance Worker II	C
Silva	Patricia	Library Assistant	E
Sumner	Sandra	Purchasing Customer Svc Spec	D
Syed	Mansur	ACS Lab Assistant	C
Torres	Armando	Technical Resources Specialist	D
Valadez	Jose	Occupational Edu Lab Assistant	D
Valdespino	Maria	Financial Aid Clerk I	B
Valencia	Martha	Admissions Assistant	C
Vargas	Araceli	Academic Office Assistant	C
Vazquez	Jose	Shipping and Receiving Clerk	C
Wiest	Richard	Peace Officer I	B
Wiest	Robert	Peace Officer I	B

(Exhibit 3.5.4)

Classified Staff

Two-Year Contract

Name	Title	Grade	
Acosta	Federico	ATC Lab Assistant	E
Aguilar	Vickie	CE Registration Clerk	C
Almanza	Isabel	Academic Assistant	E
Alonzo	Emily	Admissions Assistant	C
Alvarado-Santiesteban	Angelica	Check Distribution Clerk	D
Alvarez	Guadalupe	Admin Office Assistant	C
Arias	Rogelio	Computer Operator	B
Armengol	Maria	ISC Technician	C
Arvizo	Alicia	Dispatcher	C
Avalos	Isela	Administrative Assistant	D
Badillo	Adriana	ACS Lab Assistant	C
Cardenas	Lorena	Reading Lab Assistant	E
Castro	Maria	Instl Research Specialist	D
Colon	Lorenzo	Peace Officer I	B
Cordero	Arturo	Senior Floorlayer	F
Dominguez	Martin	Senior Construction Worker	F
Fasolino	Jenette	Processing Clerk	C
Favela	Norma	ACS Lab Assistant	C
Flores Jr	Tomas	Peace Officer I	B
Gambee	Marylou	Registration Clerk II	C
Garcia	Sandra	Registration Clerk II	C
Garza	Christina	Campus Coord Testing Services	E
Gil	Maria	Registration Specialist	E
Gutierrez	Elva	Academic Tutor	B
Hernandez	Alfredo	Construction Worker	C
Kabariti	Cynthia	Admin Office Assistant	C
Knapp	Deborah	Financial Aid Specialist	D
Lopez	Elsa	Administrative Assistant	D
Lopez	Inez	Fin Aid Spec Electronic Pell	D
Lopez	Irma	Administrative Associate	E
Lopez	Miguel	Kinesiology Lab Assistant	C
Luna	Osvaldo	Audiovisual Specialist	E
Macias	Teresa	Administrative Assistant	D
Maldonado	Aquiles	Property Control Assistant	C
Maldonado	Frances	Lab Assistant III	E
Martinez	Ana	Administrative Assistant	D
Martinez	Gloria	Admin Office Assistant	C
Mejia	Sandra	Administrative Assistant	D
Mendoza	Efrain	Program Assistant	D
Miller	Mary	Career Education Specialist	D
Miramontes	Veronica	Campus Coord Testing Services	E
Molina	Geraldine	ACS Lab Assistant	C
Navarro	Elvia	Administrative Associate	E
Olan	Cecilia	Reading Lab Assistant	E
Ortega	Jose	Senior Painter	F
Perez	Carolina	ESL Lab Assistant	E
Perez	Carolina	Administrative Assistant	D

(Exhibit 3.5.5)

Classified Staff

Two-Year Contract

Name		Title	Grade
Puente	Yolanda	Supv Public Services	F
Quinones	Belinda	Admissions Assistant	C
Quinonez	Manuel	Maintenance Worker II	C
Quiroz	Norma	Administrative Assistant	D
Ramirez	Belia	Academic Assistant	E
Ramirez	Manuela	Administrative Associate	E
Reyes	Maria	Academic Assistant	E
Reyes	Maria	Financial Aid Clerk II	C
Rivera	Fatima	Admissions Assistant	C
Robles	Ozcar	ALP Lab Assistant	E
Rodriguez	Gilbert	ACS Lab Assistant	C
Rodriguez	Roberta	Academic Assistant	E
Rodriguez	Rosa	Financial Aid Specialist	D
Rosales	Patricia	Academic Assistant	E
Rosas	Lucia	Faculty Credentials Assistant	C
Saldanha	Marian	Occupational Edu Lab Assistant	D
Sano	Angelica	Sr Administrative Associate	F
Sierra	Irene	Academic Assistant	E
Trevino	Martha	Lab Assistant III	E
Udell	Doris	Certification Specialist	C
Urias	Norma	Campus Coord Financial Aid	F
Vasquez	Rebecca	Purchasing Systems Assistant	D
Velez	Irma	Administrative Associate	E
Villa	Rebecca	Student Services Assistant III	D
Villanueva	Oscar	Records Specialist	E
Villegas	Beatriz	Reading Lab Assistant	E
Walker	Marilyn	Administrative Assistant	D
Willmarth	Brenda	Administrative Associate	E
Zamora	Patricia	Dispatcher	C

Professional Support

One-Year Contract

Name	Title	Grade	
Alvarez	Antonio	Network Engineer	I
Atwood	Deandra	Assistant Diorector Campus life	D
Buller	Richard	Library System Technician	E
Buntyn	Carolyn	Asst Director Testing Services	D
Cabrera	Rafael	Communication Specialist	D
Candelas	Gabriel	Test Svs Sys Specialist	F
Coe	James	CD Customized Training	D
Diaz	Vivien	CD Budget	C
Eisenga	Dana	Athletic Info Program Coord	B
Estrada	Gloria	Mgr Publications	E
Ferrer	Teofilo	Mgr Personnel Pay Systems	D
Flores	Angeles	Academic Advisor	B
Frescas	Christina	Research Associate	D
Galante	Monica	Mgr Class & Compensation	D
Garcia	Carmen	Mgr Career Trng & Transfer Ctr	D
Grajeda	Carlos	Network Technician	E
Hernandez	Roman	Assistive Technolog Specialist	B
Jimenez	Carlos	Network Technician	E
Lopez	Maria	Assistant Director CSD	D
Lopez De Lara	Ricardo	Academic Advisor	B
McHale	Sandra	Program CD Distance Education	C
Medrano	Maria	Benefits Specialist	B
Monge	Thelma	Assoc Comp General Accounting	F
Montoya	Maria	Academic Advisor	B
Morgan	Charles	Campus Pipeline Systems Mgr	H
Navarro	Argelio	Webmaster	G
Naylor	Howard	Systems Spec Microcomputer	C
Negrete	Mark	Media Producer	B
Nunez	Irene	Payroll Manager	C
Pabor	John	Lab Facilities Supervisor	B
Palos	Gloria	Testing Svc Program Assist	B
Perez	Gabriel	Academic Advisor	B
Polanco	Rene	Mgr PSIR & Records	H
Rodroguetz	Robert	EMT Lab Facilities Coordinator	B
Rodriguez	Yolanda	Programmer Analyst	F
Schirmer	Denise	Mgr Specialized Admissions	C
Schirmer	Douglas	Manager Data Systems	J
Servin	Nora	Class & Comp Specialist	B
Sotelo	Anita	Academic Advisor	B
Sweet	Deborah	FA Tech Resource Adv	C
Villarreal	Laura	Sr Programmer Analyst	H
Woon	Lillian	Assoc Comp Bursar Services	F
Rodriguez	Lucia	Manager, Grants Management	E

(Exhibit 3.5.7)

Professional Support

Two-Year Contract

Name	Title	Grade	
Aguilera	Debbie	Manager, Technology Support Srvc.	C
Arroyo	Rosa	Mgr Student Services	C
Bocanegra	Luis	Sr Programmer Analyst	H
Chavez	Ricardo	Mgr Maintenance	D
Franco	Doroteo	Sr Tech Resource Advisor	F
Garcia	Oscar	Business Specialist	D
Guillen	Carlos	Telecommunications Manager	I
Hernandez	Emma	Finance Coordinator	C
Hernandez	Louis	Mgr Intramural Activities	C
Jaurrieta	Laura	Mgr CEP-Off Campus	D
LaFragola	Mario	Business Specialist	D
Lambert	Harold	Assoc Dir Personnel Services	F
Learing	Gary	Network Systems Specialist	F
Lopez	Juan	Mgr Distributional Services	C
Mallinson	Gail	Mgr Americana Lang Programs	C
Martinez	Sara	Mgr Literarcy Programs	E
McGlothlin	William	Lieutenant	E
Mejia	Abraham	Mgr Student Services	C
Montero	Ernesto	Sr Programmer Analyst	H
Mottley	Reva	Manager Data Systems	J
Muro	Andres	Mgr Community Education Prgm	E
Olivas	Merced	Mgr Evaluations	C
Olsen	Sharon	PC Systems Specialist	E
Ramos	Mario	Mgr Studio/Master Control	C
Salas	Jose	PC Systems Specialist	E
Sample	Barry	Educational Develop Assist	C
Sanchez	Javier	CD Public Relations	B
Segura	Roque	Mgr Small Bus Prgms	E
Silva	Ralph	Manager Administrative Applications	K
Stanton-Baeza	Mary	Asst Dir Grants Management	F
Tellez	Laura	Assoc Comp Financial Ops	F
Tharp	John	Buyer	C
Trujillo	Eduardo	Programmer Analyst	F
Wiebel	Frederick	Mgr Building & Grounds	D
Yanez	Alberto	Mgr Employment Services	D

(Exhibit 3.5.8)

Administrative

Name	Title	Grade	
Brown	Dennis	VP Instruction	G
Candelas	Saul	VP Research & Development	G
Casas	Elizabeth	Registrar	E
Chaparro	Luis	Dir Library Tech Services	C
Chavez	Olga	Dir Foundation & Diversity Prg	B
Conklin	Eileen	Dean Arts BS Comm Oc Ed SS	E
Corral-Nava	Nita	Dir Recruitment & School Rel	C
De La Fuente	Marta	Director CE Health	C
Fares	Rabab	AVP Mkting & External Affairs	E
Farias	Jaime	Dean Educ & Occ Prog (VV)	E
Flores	Fernando	Comptroller	E
Fulton	Jerome	Director Budgets	C
Giron	Jenny	AVP Instructional Resources & Technology	E
Gomez	Estevan	Dir Law Enforcement Trng Acad	C
Gonzalez	Linda	Director Student Financial Aid	E
Grijalva	JR	Chief of Police	G (LE)
Gross	Dolores	Dir Instl & Com Planning	C
Hendry	Daryle	Director Admissions	D
Hernandez	Alejandro	Dir Human Resources Dev	C
Jones	Robert	Dir Instruction Spt Services	C
Kay	Carol	Dir Instl Research	C
Kimsey	James	Director Personnel Services	E
Lambert	Linda	Director Testing Services	C
Lawrence	Alfred	Director Grants Management	C
Lockhart	Janet	Dir Ctr for Student w/Disab	C
Lopez	Kathleen	Dir CE Ind Trng & Pers Enrchmt	C
Martinez	Gloria	Director Physical Plant	D
Martinez	Miguel	Dir International Education	C
Matta	Daniel	Dir Ctr Instructional Telecom	C
Mitchell	Paula	Dean Health Occup Math & Sci	E
Nelson	Nancy	AVP Employee Relations	E
Nugent	Timothy	VP Student Services	G
Ortega	Roberto	Dean Arch, Arts, Math & Science	E
Perez	Lydia	Dean Instructional Prgms (NWC)	E
Rhodes	Anita	Associate Dean, Nursing	D
Ritchey	Joyce	Dean Arts BS Comm & Soc Sci	E
Rivera	Laura	Dir Purchasing & Contract Mgmt	D
Roberts	Raymond	AVP Auxiliary Services	E
Roberts II	Ernst	Exec Assist to the President	F
Rodarte	Susana	Dean ESL Reading Soc Sci VV	E
Rodriguez	Santiago	Dean Instructional Prgms (MDP)	E
Rubio	Fabiola	VP Info Tech/CTO	M (TS)
Scandiffio	Antonio	Dir Coop Ed & Job Plcmt	C
Shaughnessy	Josette	AVP Budget & Financial Svc	E
Smith	Steven	Dean Math Occ Ed & Sci (TM)	E
Stroud	James	Dir Institutional Effectiveness	C

(Exhibit 3.5.9)

Administrative

Name		Title	Grade
Taboada	Luz	Dir Workforce Development	C
White	Deirdre	Director CE Business Programs	C
Yanez	Mary	Dir Senior Adult Programs	B

Exhibit 3.7
Information Items
(No Actions Required)

Resignations:

Castor, Jaime

Admissions Assistant

Admissions

06/14/04

Contreras, Elvira

Admissions Assistant

Admissions

06/30/04

Quintana, Maria D.

Testing Services Clerk

Testing Services

07/31/04

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the adoption of the Certificate of Order Setting Tax Rate for 2004-05.	
Requestor: Jerry Fulton	Area Responsible: Budget & Financial Services
Resource Persons: Ernst Roberts, Josette Shaughnessy, Jerry Fulton	

Purpose: The Board of Trustees is required to adopt a tax rate for the 2004-2005 fiscal year.

Explanation: In order to adopt a tax rate, the order must be read and approved. The El Paso County Community College District currently imposes a property tax rate of \$0.136357 for every \$100 of valuation. This rate has generated \$27,828,903 in property tax revenue for fiscal year 2003-2004.

Based on the 2004 Certified Appraisal Roll, the effective tax rate is \$0.132658. Following the budget workshop to the Board of Trustees held on June 30, 2004, the administration recommends increasing the effective tax rate by 3%, which would yield a tax rate of \$0.136637. Based on the certified property valuation, this rate will result in a tax levy of \$30,064,541. The following table illustrates how the tax rate of \$0.136637 will impact homeowners in El Paso County.

<u>Home Value</u>	<u>Current Taxes Paid to EPCC in 2003 Tax Year</u>	<u>Taxes Due to EPCC in 2004 Tax Year</u>
\$ 70,000	\$ 95.45	\$ 95.65
80,000	109.09	109.31
90,000	122.72	122.97

Recommendation: Approval by the Board of Trustees of the tax rate of \$0.136637 per \$100 valuation.

EL PASO COMMUNITY COLLEGE DISTRICT
PURCHASE OF PANASONIC LCD PROJECTORS
CISV QUOTE #04-617
TABULATION

CISV Quote #04-617 Panasonic LCD Projectors (or equal)	Qty.	Amherst Computers	CompUSA	DuMotion	H.B. Electronics	Lubbock Audio Visual
1.) Panasonic Model PT-LB10VU, 1600 Lumens, Pixels: 786, 1024x768x 3 panels, Lens: Manual Zoom (or equal)	160 each	\$220,160.00 (\$ 1,376.00 each)	\$245,718.40 (\$ 1,535.74 each)	\$236,000.00 (\$1,475.00 each)	\$264,000.00 (\$ 1,650.00 ea.)	\$249,552.00 (\$ 1,559.70 ea.)
Proposed Model		as specified	as specified	Sharp PG-A20X	as specified	as specified
2.) Ceiling / Wall Brackets CHIEF #RPA-056	71 each	\$23,856.00 (\$ 336.00 each)	\$8,833.11 (\$ 124.41 each)	\$13,277.00 (\$ 187.00 each)	\$11,715.00 (\$ 165.00 ea.)	\$8,697.50 (\$ 122.50 ea.)
3.) Data Cables EXTRON VGAM-VGAM #26-238-17	71 each	\$2,662.50 (\$ 37.50 each)	\$24,248.63 (\$ 341.53 each)	\$3,479.00 (\$ 49.00 each)	\$4,615.00 (\$ 65.00 ea.)	\$3,088.50 (\$ 43.50 ea.)
4.) Steel Wall Plates TECNEC #WPL-2122	66 each	\$2,508.00 (\$ 38.00 each)	0 No Bid	\$1,848.00 (\$ 28.00 each)	\$2,310.00 (\$ 35.00 ea.)	\$1,712.04 (\$ 25.94 ea.)
5.) #ET-LAB10 Projector Lamp Replacement	75 each	\$23,925.00 (\$ 319.00 each)	\$25,765.50 (\$ 343.54 each) frt. \$3.77	\$25,125.00 (\$ 335.00 each)	\$21,375.00 (\$ 285.00 ea.)	\$19,042.50 (\$ 253.90 ea.) Estimate Frt. \$350.00
		\$12,000.00 Additional cost to provide training & support				
TOTAL		\$285,111.50	\$304,565.64	\$279,729.00	\$304,015.00	\$282,442.54
		3rd Low	5th Low	1st Low	4th Low	2nd Low
<p>Vendors who submitted proposals were required to provide the following items, at no additional cost to the College: provide 16 hours of preventive maintenance training, vendor must be a manufacturer authorized dealer and authorized repair dealer. Vendor must repair equipment or replace within 24 hours or provide equipment on loan. Vendor must provide lamp rotation option, a yearly visit and three year repair or replacement plan.</p>						<p>Recommend Award on the basis of the proposal that represents best value in terms of pricing, quality, and support. In addition, the College is standardizing to this model for purposes of product support, light bulb replacement and spare parts.</p>

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the purchase of personal computers to replace outdated technology in classrooms and instructional labs.	Amount:(Not to Exceed) \$277,500
Requestor: Dell Najera	Area Responsible: President's Office
Resource Persons: Richard Rhodes, Fabiola Rubio, Dell Najera	

Purpose: Purchase of 250 HP-Compaq D530 personal computers to replace outdated computers in open labs and instructional classrooms throughout the college district.

Explanation: The College's Integrated Technology Committee developed the specifications for the purchase of personal computers. Utilizing those specifications, the purchasing department requested competitive solicitations from current state contract vendors. Through the Department of Information Resources (DIR) and the Catalog Information Systems Vendor Program (CISV), the College obtained pricing information for the purchase of 250 HP-Compaq D530 personal computers. This process meets the requirements of the bid law as stated in the Texas Education Code, sub-chapter B, section 44.031 (a) (4).

Funding is provided by the Technology Fund.

Recommendation: Approval by the Board of Trustees.

Vendor: Amherst Computers, Inc.
3800 N. Mesa #B-1
El Paso, TX 79902

Date:	<u>08/02/04</u>
Account:	<u>91265-73220</u>
Budget:	<u>\$2,068,000</u>
Expenditures to Date:	<u>0</u>
Balance:	<u>\$2,068,000</u>

EL PASO COMMUNITY COLLEGE DISTRICT
PURCHASE OF PERSONAL COMPUTERS
CISV QUOTE #04-624
TABULATION

CISV Quote #04-624 Purchase of Personal Computers	Qty.	Amherst Computers	Checkpoint Svcs.	CompUSA
Option 1 - System with LCD Flat Panel- Unit Cost	250 each	\$1,110.00	\$1,167.48	\$1,298.23
Minimum Specifications: Minitower, Pentium 4, 266 GHZProcessor or faster. 5 PCI Slots, 1 AGP Slot, 2/2 1/2 PS/Serial/Parallel/USB Ports, Internal Audio with Internal Speakers, 100/1000 NIC Card, 512 Mb RAM (Expandable to 1 GB) 3.5" 1.44 MB Floppy Drive, 80 GB Hard Drive (or larger), DVD/CD-RW Combo Drive, 104 Keyboard, Optical Mouse. Software: Operating System, Windows XP Professional, Anti-Virus, MS Internet Explorer. Includes a 17" LCD Flat Monitor				
Warranty 3 Years On-Site Supports: Parts & Labor				
Model Submitted:		HP-Compaq D530 with 17" LCD Monitor (Model L1702)	Dell OptiPlex GX270 with 17" LCD Monitor (Model 1703 FP)	HP Compaq DC5000 WITH 17" lcd Monitor (Model RAD-7GS)
Total - System with LCD 17" Flat Panel		\$ 277,500.00	\$ 291,870.00	\$ 324,557.50
Option 2 - System with 17" CRT Monitor - Unit Cost	250 each	\$ 858.00	\$ 950.12	\$ 991.98
CRT Model Submitted		CRT Monitor HP S7500	CRT Monitor M783S	CRT Monitor XF-7B
Grand Total - System with CRT Monitor		\$ 214,500.00	\$ 237,530.00	\$ 247,995.00
3.) Cost of Imaging (Hard Drive)		\$25.00 each	Included above	No Charge
4.) Cost of On-Site Installation		\$50.00 each	\$15.00 each \$25.00 Trip Charge	\$39.99 each
		1st Low Quote	2nd Low Quote	3rd Low Quote
		Recommend Award		

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the purchase of printers and scanners to replace outdated technology in classrooms and instructional labs.	Amount:(Not to Exceed) \$115,714										
Requestor: Dell Najera	Area Responsible: President's Office										
Resource Persons: Richard Rhodes, Fabiola Rubio, Dell Najera											
<p>Purpose: Purchase of HP LaserJet printers and HP ScanJet scanners to replace outdated equipment in open labs and instructional classrooms throughout the college district.</p> <p>Explanation: The College's Integrated Technology Committee developed the specifications for the purchase of personal computers. Utilizing those specifications, the purchasing department requested competitive solicitations from current state contract vendors. Through the Department of Information Resources (DIR) and the Catalog Information Systems Vendor Program (CISV), the College obtained pricing information for the purchase of HP printers and scanners. This process meets the requirements of the bid law as stated in the Texas Education Code, sub-chapter B, section 44.031 (a) (4).</p> <p>Funding is provided by the Technology Fund.</p>											
Recommendation: Approval by the Board of Trustees.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td align="right">08/02/04</td> </tr> <tr> <td>Account:</td> <td align="right">91265-73220</td> </tr> <tr> <td>Budget:</td> <td align="right">\$2,068,000</td> </tr> <tr> <td>Expenditures to Date:</td> <td align="right">0</td> </tr> <tr> <td>Balance:</td> <td align="right">\$2,068,000</td> </tr> </table>	Date:	08/02/04	Account:	91265-73220	Budget:	\$2,068,000	Expenditures to Date:	0	Balance:	\$2,068,000
Date:	08/02/04										
Account:	91265-73220										
Budget:	\$2,068,000										
Expenditures to Date:	0										
Balance:	\$2,068,000										
Vendor: SHI Government Solutions, Inc. 616 Mount Cristo Rey El Paso, TX 79922											

**EL PASO COMMUNITY COLLEGE DISTRICT
PURCHASE OF PRINTERS AND SCANNERS
CISV QUOTE #04-626
TABULATION**

CISV Quote #04-626 Purchase of Printers and Scanners	Qty.	Amherst Computers	Checkpoint Svcs.	SHI Gov't Solutions	CompUSA
1.) HP Laserjet Printer Model 5100tn, part #Q1861A	45 each	\$2,000.00	\$1,942.76	\$1,910.00	\$2,139.00
		\$ 90,000.00	\$ 87,424.20	\$ 85,950.00	\$ 96,255.00
2.) HP Laserjet Printer Model 5100dtn, part #Q1862A	4 each	\$2,375.00	\$2,309.00	\$2,270.00	\$2,690.11
		\$9,500.00	\$9,236.00	\$9,080.00	\$10,760.44
3.) HP Laserjet Printer Model 4200, part #Q2425A	3 each	\$941.00	\$1,352.33	\$947.00	\$997.00
		\$2,823.00	\$4,056.99	\$2,841.00	\$2,991.00
4.) HP Laserjet Printer Model 2300, part #Q2472A	2 each	\$605.00	\$587.39	\$599.00	\$649.97
		\$1,210.00	\$1,174.78	\$1,198.00	\$1,299.94
5.) HP Laserjet Printer Model 1300, part #Q1334A	13 each	\$369.00	\$364.20	\$349.00	\$399.97
		\$4,797.00	\$4,734.60	\$4,537.00	\$5,199.61
6.) HP Laserjet Printer Model 1300n, part #Q1335A	4 each	\$547.00	\$540.72	\$529.00	\$619.50
		\$2,188.00	\$2,162.88	\$2,116.00	\$2,478.00
7.) HP Laserjet Printer Model 1150, part #Q1336A	1 each	\$275.00	\$271.89	\$269.00	\$311.85
8.) HP Deskjet Printer Model 6127, part #C8959A	6 each	\$236.00	\$219.13	\$218.00	\$243.76
		\$1,416.00	\$1,314.78	\$1,308.00	\$1,462.56
9.) HP Business Inkjet Printer Model 1100dtn, part #C8135A	9 each	\$274.00	\$255.65	\$250.00	\$299.97
		\$2,466.00	\$2,300.85	\$2,250.00	\$2,699.73
10.) HP Business Inkjet Printer Model 1100d, part #C8124A	1 each	\$172.00	\$170.44	\$172.00	\$188.43
11.) HP Scanjet Scanner Model 3970, part#Q3191A	1 each	\$90.00	\$85.22	\$88.00	\$99.97
12.) HP Scanjet Scanner Model 4670, part #Q3122A	1 each	\$180.00	\$164.35	\$169.00	\$199.97
13.) HP Scanjet Scanner Model 3670, part #Q3851A	1 each	\$74.00	\$68.99	\$72.00	\$79.97
14.) HP Scanjet Scanner Model 5550, part #C9919A	14 each	\$267.00	\$244.49	\$255.00	\$299.97
		\$3,738.00	\$3,422.86	\$3,570.00	\$4,199.58
15.) HP Scanjet Photosmart Scanner Model 5530, part #Q3871A	6 each	\$195.00	\$85.22	\$349.00	\$221.09
		\$1,170.00	\$511.32	\$2,094.00	\$1,326.54
			HP Scanjet 3970	HP Scanjet 5580	
					frt. \$1.11
GRAND TOTAL (All printers & scanners)		\$ 120,099.00	\$ 117,100.15	\$ 115,714.00	\$ 129,552.59
		3rd Low Quote	2nd Low Quote	1st Low Quote	4th Low Quote
				Recommend award	

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the purchase of HP Laptops to replace outdated technology in classrooms and instructional labs.	Amount:(Not to Exceed) \$75,900
Requestor: Dell Najera	Area Responsible: President's Office
Resource Persons: Richard Rhodes, Fabiola Rubio, Dell Najera	

Purpose: Purchase of HP Laptops to replace outdated equipment in open labs and instructional classrooms throughout the college district.

Explanation: The College's Integrated Technology Committee developed the specifications for the purchase of personal computers. Utilizing those specifications, the purchasing department requested competitive solicitations from current state contract vendors. Through the Department of Information Resources (DIR) and the Catalog Information Systems Vendor Program (CISV), the College obtained pricing information for the purchase of HP laptops. This process meets the requirements of the bid law as stated in the Texas Education Code, sub-chapter B, section 44.031 (a) (4).

Funding is provided by the Technology Fund.

Recommendation: Approval by the Board of Trustees.

Vendor: CompUSA
9521 Viscount, Ste. B
El Paso, TX 79925

Date:	<u>08/02/04</u>
Account:	<u>91265-73220</u>
Budget:	<u>\$2,068,000</u>
Expenditures to Date:	<u>0</u>
Balance:	<u>\$2,068,000</u>

EL PASO COMMUNITY COLLEGE DISTRICT
PURCHASE OF LAPTOP COMPUTERS
CISV QUOTE #04-625
TABULATION

CISV Quote #04-625 Laptop Computers	Qty.	Amherst Computers	Checkpoint Svcs.	CompUSA	Toshiba America
1.) Minimal Specifications as follows: Mobile Pentium 4 processor or Intel Cerino 1.8 GHZ (or better), 15" SXGA Display, 512 SDRAM, 2 DIMM's, 3.5" 1.44 MB Floppy Disk Drive, CD-RW Drive, Wireless NIC Card, AGP, 40 GB Hard Drive, Windows XP Professional. Warranty: 3 years on site support - parts & labor.	50	\$1,829.00	\$1,576.72	\$1,518.00	\$1,738.65
Model Submitted:		HP-Compaq Model NX5000	Dell Model Inspiron 5150	HP Compaq Model NX9010 Frt. \$276.50	Terca Model AW Series
TOTAL		\$91,450.00	\$78,836.00	\$75,900.00	\$86,932.50
2.) Optional: DVD Drive		Included above	Included above	Included above	Included above
			\$15.00 Set-up Charge		
		4th Low Quote	2nd Low Quote	1st Low Quote	3rd Low Quote
				Recommend Award	

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the purchase of a 20 user wireless mobile computer cart with 20 notebook computers, a wireless access point and a printer.	Amount: \$28,680
Requestor: Robert Jones	Area Responsible: Instructional Support Services
Resource Persons: Fabiola Rubio, Jenny Girón, Robert Jones	

Purpose: The wireless mobile notebook computer cart will be used to provide training to Student Technology Services (STS) students, support new student orientations and presentations by El Paso Community College faculty, staff and community groups who use the facilities at the Administrative Service Center. The wireless cart can also be used for administrative support services such as email and Internet access during meetings and conferences.

Explanation: The wireless cart creates a mobile computer lab on wheels. The cart can be transported anyplace, anytime computers are needed. Internet access, email and network services are instantly available by plugging the access point into an Ethernet network. The notebook computers are distributed to the users, who arrange themselves into whatever clusters or working groups are desired. Wireless notebook computers provide significant flexibility for presenters, teachers and students.

Funding is provided by the Information Technology Hardware account.

Recommendation: Approval by the Board of Trustees.

Vendor: Amherst Technologies
El Paso Office
3800 N. Mesa, Suite B1
El Paso, TX 79902

Date:	<u>07/22/04</u>
Account:	<u>11000-75005</u>
Budget:	<u>\$590,965</u>
Expenditures to Date:	<u>\$489,638</u>
Balance:	<u>\$101,327</u>

EL PASO COMMUNITY COLLEGE DISTRICT
PURCHASE OF 20 USER WIRELESS NOTEBOOK CART
CISV QUOTE #04-629
TABULATION

CISV Quote #04-629 Purchase of 20 User Wireless Notebook Cart	Qty.	Amherst Computers	Checkpoint Svcs.	CompUSA	CompUSA
1.) Laptop Computers with the following specifications:	20 each	\$25,900.00	\$30,511.00	\$24,289.40	\$30,379.40
Microsoft Windows XP Professional		\$1,295.00	\$1,525.55	\$1,214.47	\$1,518.97
Mobile Intel Pentium 4 Processor		HP-Compaq Model	Dell Latitude Model	Acer TravelMate	Acer Aspire
2.8 Ghz and 512 Mb Shared DDR SDRAM		NX9110	100L	Model TM2501L	Model AS1661
40 Gb Hard Drive				with 2 Year	WLCi with
15-inch TFT XGA Display				Extended	2 year Extended
24x DVD/CD-RW Drive (fixed)				Warranty	Warranty
USB Digital drive and digital bay					
56K High speed modem					
10/100 NIC Card					
Li-ion Battery					
Touch Pad					
Integrated 802.11 a/b/g Wireless					
Three (3) Year Warranty					
2.) Printer Server 802.11b Internal Wireless Print Server	1 each	\$315.00	\$308.70	\$98.36	\$98.36
3.) HP Laserjet Printer Model 2300n	1 each	\$921.00	\$942.90	\$1,042.84	\$1,042.84
4.) 20 User Wireless Mobile Notebook Cart	1 each	\$1,244.00	\$2,067.47	\$1,521.64	\$1,521.64
		\$300.00		Frnt. \$238.63	Frnt. \$199.83
		HP ProCurve Wireless Access point 420 NA			
TOTAL		\$28,680.00	\$33,830.17	\$27,190.87	\$33,242.07
		1st Low Quote	4th Low Quote	2nd Low Quote	3rd Low Quote
		(as specified)		Acer - 2nd tier - not as specified	Acer - 2nd tier not as specified
		Recommend Award			

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and approval on the renewal of the contracts for Auto, Casualty, General Liability and Student Malpractice Insurance.	Amount: \$314,664 (annual premium)
Requestor: Laura Rivera	Area Responsible: Budget & Financial Services
Resource Persons: Ernest Roberts, Josette Shaughnessy, Laura Rivera	
<p>Purpose: Approval of contract renewals for district-wide property and casualty insurance. Term is for one-year: September 1, 2004 through August 31, 2005.</p> <p>Explanation: The contract award for property and casualty insurance was approved through Competitive Sealed Proposal #03-007. CSP terms included provisions for contract renewal upon Board approval. The renewal proposal will allow the college to incur cost savings in the amount of \$11,434 from the prior year policies.</p> <p>The Annual Renewal Rates are as follows:</p> <p>Rogers & Belding Insurance Agency - Property and Casualty \$ 289,473.00 (Carriers: Chubb & Texas Association of Public Schools)</p> <p>Bill Beatty - Chicago Insurance - Student Malpractice \$ 25,191.25 * This is an estimated amount, the final figure is dependent on student enrollment numbers available in October.</p>	
<p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendor(s): Rogers & Belding Insurance: Chubb (Property Insurance)- TAPS (Casualty Insurance) Bill Beatty/Chicago Insurance (Student Malpractice)</p>	<p>Date: <u>09/01/04</u></p> <p>Account: <u>11000-77002</u></p> <p>Budget: <u>\$379,500</u></p> <p>Expenditures to Date: <u>0</u></p>

2004-2005 Property, Casualty and Student Malpractice Insurance Policy Renewals

Casualty, Property & Student Malpractice Insurance Policies-Contract Renewal (CSP #03-007)	2003-2004 Deductibles	2003-2004 Premiums	2004-2005 Proposed Renewal Deductibles	2004-2005 Proposed Premiums
Rogers & Belding Insurance Co. (Carriers: Chubb and TAPS)				
General Liability	10,000	\$ 22,796.00	10,000	\$ 10,001.00
Educators Legal Liability	25,000	\$ 43,010.00	10,000	\$ 57,793.00
Auto Liability	5,000	\$ 65,693.00	5,000	\$ 66,266.00
Property (\$158 Million-buildings and contents)	25,000	\$ 148,000.00	25,000	\$ 138,374.00
Auto Physical Damage	1,000	\$ 10,756.00	1,000	\$ 6,387.00
Crime	1,000	\$ 10,652.00	1,000	\$ 10,652.00
Bill Beatty Insurance Co. (Carrier: Chicago Insurance)				
Student Malpractice Insurance-actual premium amount determined by final student enrollment		\$ 25,191.25		\$ 25,191.25
Total Premiums		\$ 326,098.25		\$ 314,664.25
			3.5% cost savings	
Requested Budget for '04-'05 is \$ 379,500				

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to award a contract for billboard advertising to Clear Channel Outdoors for El Paso city/county coverage.	Amount: \$55,000
Requestor: Rabab Fares	Area Responsible: Marketing & External Affairs
Resource Persons: Ernst Roberts, Rabab Fares	

Purpose: Award contract for billboard advertising around the city/county of El Paso.

Explanation: Clear Channel Outdoors is the sole provider in El Paso for the 30-sheet size premier panels billboards which are located across the city and county. In addition, the company provides the art work and design at no additional cost. Other companies provide **only** the larger size billboards which are at least three times as expensive.

Funding is provided by the Marketing & External Affairs department.

Recommendation: Approval by the Board of Trustees.

Vendor: Clear Channel Outdoors
2305 Sparkman St.
El Paso, TX 79903

Date:	<u>08/11/04</u>
Account:	<u>11000-14001</u>
Budget:	<u>\$ 235,609</u>
Expenditures to Date:	<u>\$ 0.00</u>
Balance:	<u>\$ 235,609</u>

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

CERTIFICATE FOR ORDER

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

1. The Board of Trustees of said District convened in El Paso MEETING ON THE 11TH day of August, 2004, at the designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to-wit:

Dr. J. A. Marquez, Chair	Ms. Vicki K. Icard
Mr. Arturo Huerta, Vice Chair	Mr. Michael Silva
Mrs. Gracie Quintanilla, Secretary	Dr. John E. Uxer
Mr. Brian J. Haggerty	

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

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

BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT THAT THE APPRAISAL ROLL FOR THE DISTRICT FOR THE 2004 TAX YEAR BE ACCEPTED AS APPROVED BY THE 2004 APPRAISAL REVIEW BOARD AND CERTIFIED BY THE CHIEF APPRAISER AS FOLLOWS:

NET TAXABLE VALUE \$22,003,220,803

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

AYES: _____

NAYES: _____

2. That a true, full and correct copy of the aforesaid Order passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Order has been duly recorded in said Board's minutes of said Meeting pertaining to the passage of said Order; that the persons named above in the foregoing paragraph are the duly chosen, qualified and acting officers and members of said Board as indicated herein; that each of the officers and members of said Board was duly and sufficiently notified, officially and personally in advance, of the time, place and purpose of the aforesaid Meeting, and each of said officers and members consented, in advance to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, place and purpose of said Meeting was given, all required by Vernon's Ann. Civ. St. Article 6252-17.

SIGNED AND SEALED THE 11th day of August, 2004

Dr. J. A. Marquez
Chair, Board of Trustees

Mrs. Gracie Quintanilla
Secretary, Board of Trustees

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

ORDER ACCEPTING CERTIFIED APPRAISAL ROLL

WHEREAS, the Board of Trustees of said District desire that the appraisal roll for the District for the 2004 tax year be accepted and approved.

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

1. That the appraisal roll for the District for the 2004 tax year be accepted as approved by the 2004 Appraisal Review Board and certified by the Chief Appraiser as follows:

NET TAXABLE VALUE \$22,003,220,803

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the adoption of the 2004-2005 Operating Budget.	
Requestor: Jerry Fulton	Area Responsible: Budget & Financial Services
Resource Persons: Ernst Roberts, Josette Shaughnessy, Jerry Fulton	

Purpose: To adopt the 2004-2005 fiscal year Operating Budget for the El Paso County Community College District.

Explanation: The Operating Budget, also known as the Education & General Fund Budget, serves as the funding and spending plan for the El Paso County Community College District's institutional accounts.

In Fall 2003, the college administration started the 2004-2005 budget process with the distribution of budget development instructions which served as guides to the executive levels in the preparation of their respective budgets. Budget workshops were conducted, and budget requests were submitted by the respective executive levels to arrive at a final roll-over budget which included some reallocation of resources within the respective executive levels.

During a budget workshop held on June 30, 2004, the Board of Trustees was provided with the preliminary 2004-2005 budget which included compensation enhancement for the District staff and additional funding requirements to meet the District's needs during increasing enrollment. The final proposed budget totals \$90,065,122 and is in exact balance with projected revenues for the 2004-2005 fiscal year.

Recommendation: Adoption of the FY 2004-2005 Operating Budget by the Board of Trustees.

FINANCIAL SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the adoption of the Auxiliary Fund budget for the 2004-2005 fiscal year.	
Requestor: Josette Shaughnessy	Area Responsible: Budget and Financial Services
Resource Persons: Ernst Roberts, Ray Roberts, Josette Shaughnessy	
Purpose: To adopt the Auxiliary Fund budget for 2004-2005 fiscal year.	
Explanation: Auxiliary funds are considered institutional funds and, therefore, need to be budgeted accordingly and approved by the Board of Trustees. The attached exhibit compares budgeted revenues and expenditures for fiscal year 2003 - 2004 with the proposed budget for fiscal year 2004 - 2005.	
Recommendation: Approval by the Board of Trustees.	

**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
AUXILIARY ENTERPRISE FUND
PROPOSED BUDGET FOR FISCAL YEAR 2004/05**

	BUDGET 8/31/2004	BUDGET 8/31/2005
Beginning Fund Balance	\$ 213,728	313,524
Revenue		
Bookstore Commissions	450,000	450,000
Vehicle Registration	238,000	260,000
Pepsi-Cola Commission	106,000	106,000
Vending Commissions	80,000	80,000
Food Court Commissions	65,000	65,000
Games	2,000	1,500
Returned Check Processing Fee	4,500	4,500
Total Revenue	945,500	967,000
Expenditures		
Classified Staff Association	2,750	2,750
Faculty Association	2,750	2,750
Professional Staff Association	2,750	2,750
Staff Scholarships	300,000	300,000
Tuition Reimbursement Plan	12,000	12,000
Cafeteria Maint/Equip Replac.	20,000	20,000
Utilities Expense	65,000	65,000
Vehicle Registration	155,000	185,000
Consulting	-	25,000
Memberships	29,332	29,332
Total Expenditures	589,582	644,582
Funds Transfers		
Athletic Program	202,987	-
Plant Fund	75,000	150,000
Total Transfers	277,987	150,000
Incr (Decr) in Fund Balance	77,931	172,418
Ending Fund Balance	\$ 291,659	485,942

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

CERTIFICATE FOR ORDER

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

1. The Board of Trustees of said District convened in El Paso MEETING ON THE 11th day of August, 2004, at the designated meeting place, and the roll was called of the duly constituted officers and members of said Board, to-wit:

Dr. J.A. Marquez, Chair	Ms. Vicky K. Icard
Mr. Arturo Huerta, Vice Chair	Mr. Michael Silva
Mrs. Grace Quintanilla, Secretary	Dr. John Uxer
Mr. Brian J. Haggerty	

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

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

BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT THAT THE MAINTENANCE AND OPERATION TAX RATE FOR THE DISTRICT FOR THE 2004 TAX YEAR BE SET AND ADOPTED IN ACCORDANCE WITH CHAPTER 26 OF THE TEXAS TAX CODE ENTITLED THE "PROPERTY TAX CODE" AS FOLLOWS:

Operations Tax Rate	<u>\$.xxxx</u> per \$100 valuation
Total	<u>\$.xxxx</u> per \$100 valuation

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

AYES: _____

NAYES: _____

2. That a true, full and correct copy of the aforesaid Order passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Order has been duly recorded in said Board's minutes of said Meeting pertaining to the passage of said Order; that the persons named above in the foregoing paragraph are the duly chosen, qualified and acting officers and members of said Board as indicated herein; that each of the officers and members of said Board was duly and sufficiently notified, officially and personally in advance, of the time, place and purpose of the aforesaid Meeting, and each of said officers and members consented, in advance to the holding of said Meeting for such purpose; and that said Meeting was open to the public, and public notice of the time, Place and purpose of said Meeting was given, all required by Vernon's Ann. Civ. St. Article 6252-17.

SIGNED AND SEALED THE 11th day of August, 2004.

Dr. J.A. Marquez
Chair, Board of Trustees

Mrs. Grace Quintanilla
Secretary, Board of Trustees

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

ORDER SETTING TAX RATE

WHEREAS, the Board of Trustees of said District has received, accepted and approved the certified appraisal roll for the 2004 tax year, and

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

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

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

- 1. That the Maintenance and Operation tax rate for the District for the 2004 tax year be set and adopted in accordance with Chapter 26 of the Texas Tax Code entitled the "Property Tax Code" as follows:**

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

PHYSICAL FACILITIES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of a three-year contract with GCA/Southern Building Services for district-wide janitorial services.	Amount: \$907,884
Requestor: Gloria Martinez	Area Responsible: Physical Plant
Resource Persons: Tim Nugent, Ray Roberts, Gloria Martinez	

Purpose: To provide janitorial services for the El Paso County Community College District for the period of September 1, 2004 through August 31, 2007.

Explanation: To ensure the college receives consistent and efficient cleaning throughout campuses and office areas, the Physical Plant Department specified the Association of Physical Plant Administrators (APPA) Level 2 cleanliness standard for the Janitorial Services competitive process. This standard is established by APPA and is the nationally recommended level of cleanliness for educational institutions such as El Paso Community College. In order to attain ordinary tidiness, the standard is based on the number of square feet cleaned by one person in an eight-hour shift. The evaluation of proposals was done utilizing the basis of the APPA level 2 standards as determined by the formulas established by APPA; the average standard for EPCC is 19,500 cleanable square feet (CSF) per one-person in an eight-hour day.

The term of this award is for a three-year period, with an option to renew for an additional two years provided the college receives satisfactory vendor performance. This contract will cover the Administrative Service Center, the Mission del Paso, Northwest, Rio Grande, Transmountain, and Valle Verde campuses, and the Alpha Center.

Funding is provided by the Custodial account.

Recommendation: Approval by the Board of Trustees.

Vendor: GCA /Southern Building Services
4710 Western Avenue
Knoxville, Tennessee 37921

Date:	<u>09/01/04</u>
Account:	<u>11000-76005</u>
Budget:	<u>\$1,015,099</u>
Expenditures to Date:	\$ <u>0</u>
Balance:	<u>\$1,015,099</u>

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
ANALYSIS OF COMPETITIVE SEALED PROPOSAL CSP #04-018
JANITORIAL SERVICES

Competitive Sealed Proposals were issued to competitively solicit janitorial services for the College. The CSP was advertised for two (2) consecutive weeks in the El Paso Times. Proposal packets were requested by nineteen (19) vendors. Ten proposals were received as indicated on the tabulation sheet.

A pre-proposal conference was held on May 19th, 2004, in order to address any questions or issues from prospective bidders, some vendors also conducted a site visit of all campuses.

All vendors who submitted proposals were asked to do a presentation before the evaluation committee on June 10, 2004.

After the initial evaluation meeting, the Committee requested of all vendors a Best & Final offer, based on the average cleanable square feet standard, as established by the Association of Physical Plant Administrators (APPA). All vendors complied with the request, as shown on the tabulation sheet.

During multiple meetings of the evaluation committee, proposals were evaluated on the basis of the submission that represents the Best Value for the College, per the provisions of the Texas Education Code, Sub-Chapter B, Section 44.031 (a) (b). The evaluation committee evaluated proposals based on: Demonstrated ability to meet the APPA 2 level standard, comprehensiveness of vendor responses, cost proposal, vendor references, vendor's experience working in organizations similar to the College, vendor's financial standing, vendor statement of qualifications and vendor's overall ability to successfully maintain the contract.

The evaluation committee (Gloria Martinez, Ricardo Chavez, Ray Roberts, Charlotte Hollis, Josette Shaughnessy, Israel Banuelas, Ingrid Cardona, Sandra Odenborg, Waldo Casares and Cynthia Kabariti) recommend the following vendor to initiate negotiations for award of a contract to provide janitorial services:

GCA / Southern Building Services
4710 Western Avenue
Knoxville, TN 37921

The initial term of the award is for a three-year term with an option to renew for additional two-years, upon satisfactory vendor performance and Board approval.

EVALUATION OF PROPOSALS FOR
CSP #04-018
JANITORIAL SERVICES

CSP #04-018 Janitorial Services	ABM	AME/ETI Joint Venture	CTJ	Five-Star Joint Venture	GCA	JG&T	Marcis & Assoc	PJS	SSC	Western Janitorial
Proposed Annual Amount (Based on Best & Final Offer)	\$904,800.00	\$1,344,355.00	\$873,228.00	\$768,734.98	\$907,884.00	\$1,061,069.00	\$1,061,658.00	\$1,043,000.00	\$955,853.64	\$875,640.46
Best & Final offers submitted were based on the APPA Level 2 average standard of 19,500 csf per one 8-hr employee and 53.7 full time employee equivalency, the College's cleanable square footage is 1,047,297										
Total number of proposed monthly hours	6370	10099	10277	8493	9064.4	11829	11440	9640	9000	10008
Total number of cleaning full time employees (FTE equivalency of full and part time employees and number of daily hours)	54	55.57	57	49	58.1	70	68	54	54	53.7
Proposed cleanable square footage per one 8 hour employee	19810	19496	19500	19500	19723	19,500	19500	19500	19500	19500
Cost per cleanable square footage (total dollar amount divided by total cleanable square feet)	\$0.86	\$1.28	\$0.83	\$0.73	\$0.87	\$1.01	\$1.01	\$1.00	\$0.91	\$0.84
The evaluation committee conducted the evaluation process taking into consideration the comprehensiveness of the vendors packet in complying with the specification requirements, the cost proposal, number of hours provided, number of employees, vendor references, the information provided in the vendor's qualification statement, vendor's experience in schools and higher education facilities, demonstrated ability to meet the APPA level 2 standards, financial capabilities, vendor's ability in maintaining the contract and the vendor presentation to the evaluation committee.										
Total Score (100%) (A low score may be representative of required information not supplied or partially supplied)	74	73	65	32	95	65	91	89	90	41
Evaluation - Vendor Rankings	5th	6th	7th	9th	1st	7th	2nd	4th	3rd	8th
<p>Recommended vendor to initiate negotiations for award of a contract based on the proposal that represents Best Value in the best interest of the College.</p>										

CURRICULUM & INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of the award of contracts for the El Paso County Community College District's printing needs.	Amount: Not to Exceed \$300,000
Requestor: Gloria Estrada	Area Responsible: Publications
Resource Persons: Ernst Roberts, Rabab Fares, Gloria Estrada	

Purpose: To provide the District with selected printers (as per the bid process) to carry out the District's printing through the Publications Department. The contract period is from September 2004 through August 2005.

Explanation: The Publications Department is responsible for outsourcing printing and is the central point of contact. Vendors were requested to submit a bid on the items the District regularly prints in the course of an academic year. After an analysis of price, quality, and turn-around time, the following vendors were selected:

Correll Printing, Inc.
Pro Print and Label
Quality Graphics
Valley Printers

Funding is provided by individual District departments.

Recommendation: Approval by the Board of Trustees.

Vendors:

Correll Printing, Inc.
1160 Airway, Suite DA-4
El Paso, TX 79925

Quality Graphics
1410 Gail Borden, B-1
El Paso, Texas 79935

Valley Printers
705 N. Clark
El Paso, TX 79905

Pro Print and Label
1221 Barranca
El Paso, TX 79935

EL PASO COMMUNITY COLLEGE DISTRICT

Analysis of Competitive Sealed Proposal #04-019

Printing of College Documents and Materials

The printing services contained in this competitive sealed proposal will be utilized by the Publications Department for the printing of all forms, brochures, posters and newsletters to be distributed District wide.

Funding for the printing of the documents and materials District wide is being provided by the External Printing Department account number 11000-51012-71331.

Proposals were advertised for two (2) consecutive weeks in the local newspaper, the El Paso Times. Proposals were issued to twenty-five (25) vendors (Correll Printing, Deco Press, D.M. Dickason Personnel Services, El Paso Complete Printing, El Paso Mailing & Printing, Gateway Publishing & Printing, Guynes Printing Company, Kinko's, NCR Corporation, Office Depot, Office Xperts, Inc., PDX Printing, Paper Chase, Peregrine Corporation, Printing by the Minute, Printing Corner, Pro Print & Label, Quality Graphics, Regency Printing, Reliant Labels, Sema Sys, Universal Graphics, Inc., Valley Printers, Victor Graphics, Inc. and Wilmot Printing). Eight (8) Proposals were received as indicated on the tabulation sheet.

Vendor proposals were evaluated on the basis of price, delivery and quality of work. Wilmot Printing issued a proposal only on Section 4: Posters and Flyers. The vendors recommended for award will provide printing for all categories requested. Printing jobs will be priced individually. A multiple vendor award will provide the College with flexibility in awarding individual projects and incur additional cost savings. Vendors are allowed to lower pricing at any time during the term of the award.

It is the recommendation of the "Proposal Analysis Committee" (Gloria Estrada, Rosa Escandon and Chris Oatley) that contracts be awarded to the following vendors:

Correll Printing, Inc.
1160 Airway, Suite DA-4
El Paso, TX 79925

Quality Graphics
1410 Gail Borden, Suite B-1
El Paso, TX 79935

Pro Print & Label
1221 Barranca
El Paso, TX 79935

Valley Printers
705 North Clark
El Paso, TX 79905

The term of the award is for an initial period of one (1) year, with an option to renew for an additional one (1) year, based on satisfactory vendor performance and Board approval.

CSP #04-019 Districtwide Printing Services

Items	Size	Cost per	Correll	EPComplete	Pro Print	Quality	Reliant	Universal	Valley	Wilmot	
Section 1: Carbonless forms											
2-part (various) forms printed	8.5x11	1,000	80.00	223.00	50.00	45.00	72.00	65.00	55.00	no bid	
2-part (various) forms printed	8.5x14	1,000	90.00	224.00	51.00	207.00	98.00	76.00	65.50	no bid	
2-part forms printed 1side	8.5x7	1,000	48.00	224.00	25.00	111.00	53.00	44.00	38.75	no bid	
3-part (various) forms printed	8.5x11	1,000	91.00	308.00	73.00	48.00	122.00	97.00	115.00	no bid	
3-part (3) forms printed 2sides	8.5x11	1,000	139.00	239.00	106.00	70.00	158.00	101.00	155.00	no bid	
3-part forms printed 1side	8.5x5.5	1,000	85.00	236.00	36.00	166.00	93.00	71.00	69.50	no bid	
3-part forms printed 1side	8.5x14	1,000	99.00	242.00	118.00	265.00	179.00	116.00	170.50	no bid	
4-part (various) forms printed	8.5x11	1,000	144.00	251.00	102.00	138.00	186.00	134.00	175.00	no bid	
5-part (various) forms printed	8.5x11	1,000	198.00	307.00	129.00	322.00	394.00	174.00	181.75	no bid	
2-part grnCB, CanaryCFprntd	8.5x11	1,000	179.00	280.00	50.00	266.00	138.00	112.00	98.25	no bid	
White CB, CanaryCFB, TagCF-	8.5x5.5	1,000	112.00	252.00	36.00	323.00	129.00	103.00	130.50	no bid	
TOTAL			\$1,265.00	\$2,786.00	\$776.00	\$1,961.00	\$1,622.00	\$1,093.00	\$1,254.75	no bid	
Turn around time (days)			3-4 working	10-13 working	3-5 working	21 working	7-10 working		2-5 working	n/a	
Prices held through			Dec. 2005	Oct. 2004	Aug-06	Sept. 2005	5-Jul	4-Aug	Aug. 2005	n/a	
Section 2: Business Cards											
business cards STANDARD E	8.5X11	15,000	1,400.00	570.00	755	1,825.00	1,414.00	1,870.00	95.00	no bid	
OVRPRNT NAMES ON SHEL	3.5X2	250	20.00	195.00	10	52.00	26.00	45.00	30.00	no bid	
business cards SBDC	8.5X11	3,000	330.00	315.00	283	190.00	459.00	135.00	181.00	no bid	
OVRPRNT NAMES ON SHEL	3.5X2	250	20.00	72.00	10	52.00	27.00	45.00	24.00	no bid	
appointment card shells	fin. 2.5 x 3.5	500	42.00	340.00	403	65.00	104.00	124.00	39.50	no bid	
various cards	fin. 5.5. x 4.5	500	32.00	110.00	7	65.00	35.00	71.00	45.50	no bid	
TOTAL			\$1,844.00	\$1,602.00	\$1,468.00	\$2,249.00	\$2,065.00	\$2,290.00	\$415.00	no bid	
Turn around time (days)			2-3 working	10-13 working	3-5 working	4-10 working	7-10 working			n/a	
Prices held through			Dec. 2005	Oct. 2004	Aug-06	Sept. 2005	5-Jul	5-Aug		n/a	
Section 3: Invitation Shells											
graduation invitations (linen)	6.25 x 4.625	5,000	1,600.00	1,669.00	696	2,462.00	1,060.00	6,711.00	495.00	no bid	
Matching envelopes		5,000	400.00	425.00	200	720.00	342.00	460.00	290.00	no bid	
standard invitation shell	6x9	1,500	311.00	538.00	510	303.00	245.00	1,252.00	172.00	no bid	
OVERPRINT COPY ON SHELL/BLK INK		100	20.00	120.00	10	40.00	26.00	45.00	18.00	no bid	
Matching envelopes		1,500	60.00	130.00	48	169.00	67.00	145.00	62.00	no bid	
TOTAL			\$2,391.00	\$2,834.00	\$1,464.00	\$3,706.00	\$1,741.00	\$8,613.00	\$1,043.00	no bid	
Turn around time(days)			7-9 working	7-15 working	3-5 working	10-15 working	7-10 working		2-5 days	n/a	
Prices held through			Dec. 2005	Oct. 2004	Aug. 2006	Sept. 2005	5-Jul	Aug-05	Aug. 2005	n/a	
Section 4: Posters/Flyers											
postcards	6x4	1,000	440.00	450.00	114.00	265.00	283.00	765.00	261.00	642.00	
poster	17x24	100	402.00	620.00	43.00	524.00	371.00	0.00	0.00	724.00	
poster	11x17	100	135.00	210.00	20.00	333.00	201.00	158.00	300.00	658.00	
Flyer, glossy, 4-color, one side	8.5X11	200	85.00	180.00	36.00	277.00	201.00	158.00	195.00	432.00	
Flyer glossy, 4 color one side	8.5X14	200	114.00	240.00	38.00	291.00	213.00	210.00	211.00	442.00	
Flyer, colored paper	8.5 x 11	200	18.00	225.00	58.00	365.00	21.00	95.00	52.00	158.00	
Flyer, glossy, blk & one clr, two	11X17	500	315.00	391.00	45.00	323.00	238.00	125.00	64.00	328.00	

CSP #04-019 Districtwide Printing Services

Items	Size	Cost per	Correll	EPComplete	Pro Print	Quality	Reliant	Universal	Valley	Wilmot	
TOTAL			\$1,509.00	\$2,316.00	\$354.00	\$2,378.00	\$1,528.00	\$1,511.00	\$1,083.00	\$3,384.00	
Turn around time(days)			2-7 working	7-10 working	3-5 working	10 working	7-10 working		5-10 days	4-7 working	
Prices held through			Dec. 2005	Oct-04	Aug. 2006	Sept. 2005	Jul-05	Aug-05	Aug. 2005	Jul-05	
Section 5: Certificates											
certificate shells	8.5x11	500	438.00	970.00	183.00	1,108.00	411.00	565.00	72.00	no bid	
certificate shells - children's co	5.5 x 8.5	500	171.00	636.00	34.00	125.00	145.00	127.00	60.00	no bid	
certificate shells Recognition	11x17	80	440.00	370.00	109.00	295.00	190.00	236.00	90.00	no bid	
Overprint on shells	11 x 17	80	30.00	146.00	25.00	52.00	20.00	89.00	18.00	no bid	
TOTAL			\$1,079.00	\$2,122.00	\$351.00	\$1,580.00	\$766.00	\$1,017.00	\$240.00	no bid	
Turn around time(days)			3-7working	7 - 15 working	3-5 working	5-10 working	7-10 working		2-5 days	no bid	
Prices held through			Dec. 2005	Oct. 2004	Aug. 2006	Sept. 2005	5-Jul	5-Aug	Aug. 2005	n/a	
Section 6: Special Items											
nametags	3.75x2.5	1,800	230.00	210.00	210.00	332.00	118.00	164.00	32.00	no bid	
logo message pads	4.25x5.5	100	170.00	1,169.00	151.00	1,920.00	525.00	419.00	295.00	no bid	
Notes pads 25pg perpad	5.5x8.5	1,500	245.00	2,047.00	213.00	6,450.00	1,132.00	852.00	525.00	no bid	
personalized memo pads	4.25x5.5	50	40.00	89.00	243.00	113.00	41.00	57.00	44.00	no bid	
personalized memo pads	5.5X8.5	25	60.00	57.00	12.00	231.25	39.00	62.00	25.00	no bid	
tickets	4x3	100	35.00	120.00	41.00	65.00	34.00	66.00	11.00	no bid	
check stuffers	8.5x3.13	1,500	40.00	55.00	18.00	165.00	37.00	62.00	34.00	no bid	
board agenda covers on glacie	9.5 x 11	5,250	499.00	1,858.00	390.00	1,562.00	758.00	1,014.00	575.00	no bid	
back cover, no print, hole-pu	9.5 x 11	5,250	275.00	1,023.00	194.00	962.00	613.00	779.00	265.00	no bid	
tabs (set of 5) black ink on tab	8.5 x 11	SET OF 5	2.00	0.61	0.20	4.20	0.60	1.58	0.00	no bid	
envelopes	9x13	1,000	55.00	253.00	68.00	65.00	85.00	117.00	99.00	no bid	
TOTAL			\$1,651.00	\$6,881.61	\$1,540.20	\$11,869.45	\$3,382.60	\$3,593.58	\$1,905.00	n/a	
Turn around time (days)			2-4 working	5-13 working	3-5 working	5-15 working	7-10 working		2-5 working	n/a	
Prices held through			Dec.2005	Oct. 2004	Aug. 2006	Sept. 2005	5-Jul	Aug-05	Aug. 2005		
Section 7: Booklets											
Application for Employment	11x 17	1,000	220.00	422.00	39.93	185.00	82.15	146.00	55.00	no bid	
Appl Part I	8.5x11	1,000	80.00	238.00	18.00	65.00	67.00	105.00	39.00	no bid	
Appl Part II	8.5x11	1,000	80.00	125.00	25.00	65.00	67.00	56.00	43.00	no bid	
various booklets - glossy	8.5. x11										
with saddle stitching	approx.		2,450.00	2,449.00	200.00	2,020.00	no bid	no bid	no bid	no bid	
with plastic comb	20-30 pgs/bk		2,350.00	2,449.00	1,300.00	2,020.00	no bid	no bid	no bid	no bid	
with spiral binding	8.5 x 11		2,750.00	2,449.00	1,300.00	2,020.00	no bid	no bid	no bid	no bid	
Commencement Prgm Cover	11x8.5	3,500	385.00	686.00	126.00	425.00	no bid	515.00	403.00	no bid	
Blkt Commencement Prgm ins	11x8.5	3,500	2,100.00	1,033.00	167.00	633.00	no bid	1,414.00	1,115.00	no bid	
Student Planner Calendar Boo	11x17	7,200	6,500.00	3,592.00	4,602.00	4,525.00	no bid	4,507.00	315.00	no bid	
Media Guide for Tejanos Base	17x11	500	800.00	976.00	500.00	426.00	no bid	642.00	no bid	no bid	
Media Guide for Tejanos Base	17x11	500	1,200.00	1,717.00	651.00	721.00	no bid	1,145.00	1,485.00	no bid	
Media Guide for Tejanas softb	17x11	400	600.00	1,031.00	616.00	421.00	no bid	629.00	no bid	no bid	
Media Guide for Tejanas softb	17x11	400	1,000.00	1,212.00	500.00	716.00	no bid	575.00	no bid	no bid	
Media Guide for Cross Countr	17x11	150	300.00	975.00	450.00	297.00	no bid	598.00	no bid	no bid	

CSP #04-019 Districtwide Printing Services

Items	Size	Cost per	Correll	EPComplete	Pro Print	Quality	Reliant	Universal	Valley	Wilmot	
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CURRICULUM SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of contracts for online databases for district-wide Libraries.		Amount: \$94,852
Requestor: Luis Chaparro	Area Responsible: Library Technical Services	
Resource Persons: Luis Chaparro, Dennis Brown		

Purpose: To renew 2004-2005 contracts for online district-wide databases to provide services to the College's Libraries.

Explanation: Contracts with vendors for online databases for the libraries are due for annual renewal upon administrative approval. The vendors are:

Gale Group	\$23,485.00
News Bank	\$27,089.25
Proquest/SIRS	\$44,278.00

All of the vendors listed above are sole source (see attached letter from vendors). The effective dates of the contracts are September 1, 2004 - August 31, 2005.

Funding is provided by Library Technical Services budget 11000-52144.

Recommendation: Approval by the Board of Trustees.

Vendor: Listed above.

Date:	<u>07/28/04</u>
Account:	<u>11000-52144</u>
Budget:	<u>\$105,708</u>
Expenditures to Date:	<u>-0-</u>
Balance:	<u>\$105,708</u>

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval to purchase a Medsim Mannequin for the Nursing Program.	Amount: \$30,000
Requestor: Anita Rhodes	Area Responsible: Health Occupations, Math & Science
Resource Persons: Dennis Brown, Paula Mitchell, Anita Rhodes, Sandra Shuya	

Purpose: To purchase a Medsim Mannequin for use by nursing students in the laboratory settings.

Explanation: Nursing faculty will use the mannequin to simulate clinical experiences for the students. Students will be taught to assess, diagnose, and treat in a life-like situation. Purchasing the mannequin will allow faculty to provide learning experiences that might be unavailable.

This is a sole source purchase.

Funding provided by the Technology Fund.

Recommendation: Approval by the Board of Trustees.

Vendor: Laerdal Medical Coproration
P.O. Box 38
Gatesville, TX 76528-0038

Date: 06/28/04

Account: 91265-73220

Budget: \$1,750,700

Expenditures
to Date: \$ 30,000

Balance: \$1,720,700



Laerdal™
helping save lives

Laerdal Medical Corporation
167 Myers Corners Road
Wappingers Falls, NY 12590

Territory Manager: Scott Giroir
(800) 648-1851, ext. 2326
scott.giroir@laerdal.com

Account Executive: Polly Wisniewski
(800) 648-1851, ext. 2233
polly.wisniewski@laerdal.com

Date: July 29, 2004

Attn: Laura Rivera
Director
El Paso Community
919 Hunter Drive
El Paso, TX 79915

Phone: 915 831 6308
Fax:
Email: laurari@epcc.edu

QTY	PRODUCT	DESCRIPTION	PRICE EACH	EXTENDED PRICE
0	380004	Laerdal SimMan Patient Simulator w/ Compressor 110V AC	\$28,980.00	\$0.00
0		Shipping and Handling	\$147.00	\$0.00
0	381220	Regulator	\$490.00	\$0.00
0	381500	Trauma Modules	\$1,360.00	\$0.00
0	381550	Bleeding Module	\$1,360.00	\$0.00
0	276-15001	Nuclear, Biological & Chemical Module	\$900.00	\$0.00
0	381450	Nursing Wound Module Set	\$1,360.00	\$0.00
0	SIM-PC	SimMan Laptop Computer	\$3,250.00	\$0.00
0	TSV-1000	Video Equipment package	\$4,985.00	\$0.00
0	381850	Portability/Power Adapter Kit	\$990.00	\$0.00
0	383110	Chest Drain Module/pkg of 6	\$240.00	\$0.00
0	380000EXW	Extended Warranty - 2 years**	\$6,000.00	\$0.00
0	381600	Transportation Case for SimMan	\$1,200.00	\$0.00

Re: PRICE QUOTATION – “TRAINING EQUIPMENT”

QTY	Product	Description	Price Each	Extended Price
0	380004	Laerdal SimMan Patient Simulator w/ Compressor 110V AC	\$28,980.00	\$0.00
0		Shipping and Handling	\$147.00	\$0.00
		"Optional"		
0	381220	Regulator	\$490.00	\$0.00
0	381500	Trauma Modules	\$1,360.00	\$0.00
0	381550	Bleeding Module	\$1,360.00	\$0.00
0	276-15001	Nuclear, Biological & Chemical Module	\$900.00	\$0.00
0	381450	Nursing Wound Module Set	\$1,360.00	\$0.00
0	SIM-PC	SimMan Laptop Computer	\$3,250.00	\$0.00
0	TSV-1000	Video Equipment package	\$4,985.00	\$0.00
0	381850	Portability/Power Adapter Kit	\$990.00	\$0.00
0	383110	Chest Drain Module/pkg of 6	\$240.00	\$0.00
0	380000EXW	Extended Warranty - 2 years**	\$6,000.00	\$0.00
0	381600	Transportation Case for SimMan	\$1,200.00	\$0.00

One day of in-service will be provided at no charge. A Laerdal Representative will coordinate potential dates.

** The extended warranty can be purchased for 2, 3 or 4 years. A Laerdal Representative can assist you in determining the best option for your needs. The extended warranty covers the manikin, software, and link box only. All other equipment is covered under the manufacturer's 1st year warranty.

Price quotation valid for 30 days

Shipping/Handling Costs will be prepaid & added to invoice

TERMS:

- Net 30 Days for approved open accounts; Check in Advance; Credit Cards accepted
- One (1) year warranty
- Laerdal Manufacturer/Distributor Worldwide



CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of an amendment for a grant with the Housing Authority of the City of El Paso.		Amount: \$210,082
Requestor: Kathy Lopez	Area Responsible: Workforce Development & Lifelong Learning	
Resource Persons: Tim Nugent, Yolanda Chavez Ahner, Alfred Lawrence		
Purpose:	To offer English as a Second Language (ESL), youth academic enrichment, and Wellness courses to residents at multiple Housing sites.	
Explanation:	Originally the Board approved a grant with the Housing Authority of the City of El Paso for \$45,581 and three amendments for \$114,501. The Housing Authority of the City of El Paso has issued another amendment for an additional \$50,000 for a total of \$210,082. El Paso Community College will provide classes to their residents in the areas of ESL, youth academic enrichment, and Wellness. The classes will be delivered by Workplace Literacy, Industry Training & Personal Enrichment and the Senior Adult Program. This grant is now extended until June 30, 2005.	
	Funding is provided by the Housing Authority of the City of El Paso.	
	Budget Account Nos.: 23229-73219/23237-73219/23238-73219/23247-73219/23256-73219	
	Budget Summary: \$210,082	
	November 1, 2003 - June 30, 2005	
	Detailed Budget Overview:	
	71130 Instructional Supplies	\$ 25,118.00
	74604 Tuition/Spec. Programs	151,812.00
	74605 Books - Spec. Programs	<u>33,152.00</u>
	Total Budget	\$ 210,082.00
Recommendation:	Approval by the Board of Trustees.	

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a donation of an examination table to the Rio Grande Border Health Clinic by Fresenius Medical Center.	Amount: \$1,344
Requestor: Souraya Hajjar	Area Responsible: Health Occupations, Math & Science
Resource Persons: Dennis Brown, Paula Mitchell, Anita Rhodes, Souraya Hajjar	
Purpose: Donation of an examination table to the Rio Grande Border Health Clinic.	
Explanation: The donated table will be used for conducting physical exams in the clinic. The Rio Grande Border Health Clinic offers this service at an affordable cost to students, staff, and the community. Estimated value of the table is \$1,344.	
Recommendation: Approval by the Board of Trustees.	

CURRICULUM AND INSTRUCTION ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a yearly donation of 50 sets of copyrighted Pharmacy Technician Certification Board (PTCB) examination review flash cards to the Pharmacy Technology Program by Walgreens Company.	Value: \$132
Requestor: Nader Rassaei	Area Responsible: Health Occupations, Math & Science
Resource Persons: Dennis Brown, Paula Mitchell, Nader Rassaei	

Purpose: Acceptance of a yearly donation of 50 sets of copyrighted Pharmacy Technician Certification Board (PTCB) examination review flash cards.

Explanation: The donated sets of copyrighted flash cards will be used by students in the Pharmacy Technology Program to prepare for the Pharmacy Technician Certification Board (National Certification) exams. Estimated value of the copyrighted flash cards is \$132.

Recommendation: Approval by the Board of Trustees.

Vendor: Walgreens Co. - El Paso District Office
2112 Trawood Dr.
El Paso, Texas 79935

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of three (3) open purchase/service orders to support GED Testing Center operations.	Amount: \$190,000				
Requestor: Kay Lambert	Area Responsible: Testing Services				
Resource Persons: Tim Nugent, Kay Lambert					
<p>Purpose: Approval of three (3) open purchase/service orders to support GED testing operations for FY 2004 - 2005.</p> <p>Explanation:</p> <ol style="list-style-type: none"> 1. \$75,000 GED Testing Services (GEDTS), Washington, D.C. open purchase order for the annual rental of GED test materials and payment of the GEDTS per person fee (\$8.50). GEDTS is the sole provider of these services. 2. \$75,000 Texas Education Agency (TEA), Austin, TX open purchase order for Texas Certificates of High School Equivalency. EPCC must pay a \$15.00 certificate fee to TEA for each individual who takes the GED tests. TEA is the sole provider of this service. 3. \$40,000 The University of Texas at Austin (UTA) Scoring Center open service order for GED test scoring services, English and Spanish language answer documents, and online score reporting service. UTA is the sole provider of these services. <p style="padding-left: 20px;">This is a sole source vendor.</p> <p style="padding-left: 20px;">Funding is provided by income generated by the test fees collected prior to testing.</p> <p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> American Council on Education One Dupont Circle NW Washington, DC 20036-1163 </td> <td style="width: 50%; vertical-align: top;"> The University of Texas at Austin Scoring Center P.O. Box 7909 Austin, Tx 78713-7909 </td> </tr> <tr> <td colspan="2" style="vertical-align: top; padding-top: 10px;"> Texas Education Agency 1701 North Congress Avenue Austin, TX 78701-1491 </td> </tr> </table>		American Council on Education One Dupont Circle NW Washington, DC 20036-1163	The University of Texas at Austin Scoring Center P.O. Box 7909 Austin, Tx 78713-7909	Texas Education Agency 1701 North Congress Avenue Austin, TX 78701-1491	
American Council on Education One Dupont Circle NW Washington, DC 20036-1163	The University of Texas at Austin Scoring Center P.O. Box 7909 Austin, Tx 78713-7909				
Texas Education Agency 1701 North Congress Avenue Austin, TX 78701-1491					

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the approval of an open purchase order to support required academic assessment testing of students.	Amount: \$85,000										
Requestor: Kay Lambert	Area Responsible: Testing Services										
Resource Persons: Tim Nugent, Kay Lambert											
<p>Purpose: Approval of an open purchase order for Fiscal Year 2004-2005 to purchase test materials/units used for academic assessment of students.</p> <p>Explanation: The Texas Higher Education Coordinating Board/Texas Success Initiative mandates that all undergraduate students who enter a public institution of higher education be tested in reading, writing, and math skill areas prior to entering college level courses.</p> <p>El Paso Community College uses the ACCUPLACER Computerized Test as the initial assessment test for the Texas Success Initiative and course placement purposes. The College Board is the sole provider of this service.</p> <p>This is a sole source vendor.</p> <p>Funding is provided by the institutional department budget.</p>											
<p>Recommendation: Approval by the Board of Trustees.</p> <p>Vendor: The College Board ACCUPLACER 45 Columbus Avenue New York, NY 10023</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="text-align: right; padding: 2px;"><u>07/08/04</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="text-align: right; padding: 2px;"><u>11000-63003</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="text-align: right; padding: 2px;"><u>\$133,004</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to Date:</td> <td style="text-align: right; padding: 2px;"><u>-0-</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="text-align: right; padding: 2px;"><u>\$133,004</u></td> </tr> </table>	Date:	<u>07/08/04</u>	Account:	<u>11000-63003</u>	Budget:	<u>\$133,004</u>	Expenditures to Date:	<u>-0-</u>	Balance:	<u>\$133,004</u>
Date:	<u>07/08/04</u>										
Account:	<u>11000-63003</u>										
Budget:	<u>\$133,004</u>										
Expenditures to Date:	<u>-0-</u>										
Balance:	<u>\$133,004</u>										

STUDENT SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a grant for the Student Support Service (P.A.S.S. Program)		Amount: \$549,419
Requestor: Javier Alcántar	Area Responsible: ALP, Basic Skills, Communication and Performing Arts Division	
Resource Persons: Dennis Brown, Claude Mathis, Alfred Lawrence, Javier Alcántar		

Purpose: The Program for Academic Student Success (P.A.S.S.) provides support services to 600 low income, first generation and/or students with disabilities. The program assists students to remain in college, make satisfactory progress toward their academic objective, graduate, or transfer to a four year institution.

Explanation: The need for the Student Support Services grant at El Paso Community College continues to grow as the student need for remediation increases. According to EPCC data provided by the Grants Management Office, the first time in college enrollment for Fall 2001 totaled 2,936. Of these students, 2,375 (80.9%) were enrolled in developmental education courses in Reading, Writing and Mathematics. The majority of students enrolled in these courses are eligible for the Student Support Services program.

Budget

Object Code

61305 Professional Support	\$125,504	71470 Software	\$ 1,000
61605 Classified Staff	\$121,353	72100 In-Town-Travel	\$ 1,303
61631 Academic Tutor	\$ 87,216	72200 Out-of-Town Travel	\$ 6,220
62000 Fringe Benefits	\$ 66,815	73100 Furniture/Equipment	\$ 5,245
71120 Office Supplies	\$ 1,500	74601 Student Aid / Computer Check	\$ 65,645
71130 Instructional Supplies	\$ 2,000	74609 Student Serv./Transp.	\$ 23,483
71210 Postage	\$ 200	74613 Student-In-Town Travel	\$
			1,2
			00
71228 Comm. Air Time	\$ 800	74614 Student Out-of-Town	\$ 1,800
71320 Audio/Visual Expense	\$ 300	71910 Indirect Cost	\$ 35,835
71330 Print/Duplicating	\$ 2,000		
		Total	\$549,419

This grant is the fourth year of a four year grant from September 1, 2004 - August 31, 2005. Funding is provided by United States Department of Education.

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: Yolanda Chavez Ahner	Area Responsible: Workforce Development and Lifelong Learning
Resource Persons: Tim Nugent, Yolanda Chavez Ahner	
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
Advanced Technology					
ANA 111	Comp TIA Security+	48	\$717		New Course
ANA 115	Comp TIA Security+ Practicum	21	\$100		New Course

COMMUNITY SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a grant award from the El Paso Empowerment Zone.		Amount: \$2,000
Requestor: Dolores Gross	Area Responsible: Institutional and Community Planning	
Resource Persons: Saul Candelas, Dolores Gross		
<p>Purpose: A grant award from the El Paso Empowerment Zone for the El Paso Community College Institutional and Community Planning Office in the amount of \$2,000 for the Mission Valley Community Summit.</p> <p>Explanation: The Mission Valley Community Summit will provide residents of El Paso County's Mission Valley with an opportunity to discuss issues of local concern such as education, jobs and economic development, health, transportation, and affordable housing. Residents of Ysleta, Socorro, San Elizario, Clint, Fabens, Tornillo, Sparks and Cuadrilla will engage in focused dialogue with educators, elected officials and agency representatives to identify community challenges, prioritize projects, and strategies for solutions.</p> <p>Recommendation: Approval by the Board of Trustees.</p>		

COMMUNITY SERVICES ABSTRACT

Item(s) to be Considered: Consideration and deliberation on the acceptance of a donation from the Mission Trail Association.	Amount: \$1,360
Requestor: Dolores Gross	Area Responsible: Institutional and Community Planning
Resource Persons: Saul Candelas, Dolores Gross	
<p>Purpose: A donation from the Mission Trail Association for the El Paso Community College Institutional and Community Planning Office in the amount of \$1,360 for the Mission Valley Community Summit.</p> <p>Explanation: The Mission Valley Community Summit will provide residents of El Paso County's Mission Valley with an opportunity to discuss issues of local concern such as education, jobs and economic development, health, transportation, and affordable housing. Residents of Ysleta, Socorro, San Elizario, Clint, Fabens, Tornillo, Sparks and Cuadrilla will engage in focused dialogue with educators, elected officials and agency representatives to identify community challenges, prioritize projects, and strategies for solutions.</p> <p>Recommendation: Approval by the Board of Trustees.</p>	

