

MEETING

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

**REGULAR**

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

DATE: November 9, 2005

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**

Regular - October 12, 2005

**Pages 1-15**

*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 Ms. Olga Chavez, Director of the Foundation/Diversity Programs will acknowledge and recognize the 2005 Hispanic Heritage Committee and other Members/Companies from the community who contributed to the success of several Hispanic Heritage events.

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

**1.7 Communications: None**

**1.8 Board of Trustees Business**

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

1.8.1 The Board of Trustees will hear an appeal presentation from Mr. Oscar Garcia.

**No Exhibit**

**1.9 Board Reports**

1.9.1 Treasurer's Report

**Exhibit 1.9.1**

*August 31, 2005*

**Pages 16-42**

*September 30, 2005*

**Pages 43-69**

*October 31, 2005*

**Pages 70-95**

**No Action is Necessary.**

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

**No Exhibit**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**1.10 Consent Docket**

**2.0 Administration**

**Exhibit 2.1**

2.1 The following policy is presented for first reading:

**Pages 96-109**

*4.06.01 Investments*

**No Action is Necessary.**

### **3.0 PERSONNEL**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**3.1 Full-Time Institutionally-Funded Actions**

**Exhibit 3.1**

**Pages 110-112**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**3.2 Full-Time Externally-Funded Actions**

**Exhibit 3.2**

**Page 113**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**3.3 Information Items - NONE**

#### 4.0 FINANCIAL SERVICES

Motion  
Second  
Ayes  
Nays  
Abstain

- 4.1 **Consideration and deliberation on the approval to purchase equipment to support student data tracking software in the amount not to exceed \$63,000.**

Exhibit 4.1

Page 114

*Note: To approve the purchase of equipment to support student data tracking software to improve student learning by creating a repository that links with organizations across the College District and will also have the ability to explore tracking possibilities with the University of Texas at El Paso and local school districts in the future.*

**Resource Person:** *Fabiola Rubio*

Motion  
Second  
Ayes  
Nays  
Abstain

- 4.2 **Consideration and deliberation on the approval to award a contract to multiple vendors for the purchase of El Paso Community College promotional items not to exceed an annual amount of \$120,000.**

Exhibit 4.2

Pages 115-117

*Note: To approve the multiple award for the purchase of promotional items on as needed basis by each individual department. Promotional items include: t-shirts, pens, pencils, awards, key-chains, plaques, trophies, etc. Multiple award is recommended to ensure access to product selection from a variety of vendor catalogs.*

**Resource Person:** *Ernst Roberts*

#### 4.0 FINANCIAL SERVICES

Motion  
Second  
Ayes  
Nays  
Abstain

- 4.3 **Consideration and deliberation on the approval to renew a one year contract with Time Warner Cable for Internet services in the amount not to exceed \$75,600.**

Exhibit 4.3

Page 118

*Note: To approve the renewal of a one year contract with Time Warner Cable for Internet services needed district-wide for administrative and academic support.*

**Resource Person: Fabiola Rubio**

Motion  
Second  
Ayes  
Nays  
Abstain

- 4.4 **Consideration and deliberation on the approval of a company name change on the Optional Retirement Program and the Tax Sheltered Annuity Vendor Listing.**

Exhibit 4.4

Pages 119-121

*Note: To approve a company name change from Northern Life Insurance Company to ING Retirement Plans.*

**Resource Person: Ernst Roberts**

## 5.0 PHYSICAL FACILITIES

Motion  
Second  
Ayes  
Nays  
Abstain

- 5.1 **Consideration and deliberation on the approval to purchase custodial supplies from Laun-Dry Supply Company and Sunset Industries in the amount of \$71,512.**

Exhibit 5.1

Page 122

*Note: To approve the purchase of custodial supplies for restrooms district-wide. Supply items include: toilet paper, paper towels, and toilet seat covers for the college restrooms for the fiscal year 2005-2006. This purchase is conducted through the Region 19 Purchasing Cooperative award vendor.*

**Resource Person: Tim Nugent**

Motion  
Second  
Ayes  
Nays  
Abstain

- 5.2 **To inform the Board on the negotiated contract amount for the remodeling for a television studio in the total amount of \$3,095,000.**

Exhibit 5.2

Pages 123-124

*Note: On October 12, 2005 The Board of Trustees authorized the administration to negotiate and contract with Banes General Contractors, Inc., for construction services for the remodeling of a television studio.*

**Resource Person: Tim Nugent**

**6.0 CURRICULUM AND INSTRUCTION**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**6.1 Consideration and deliberation on the approval to purchase 156 personal desktop computers from Decision Tree, Inc. in the amount of \$155,220.**

**Exhibit 6.1**

**Page 125**

*Note: To approve the purchase of 156 personal desktop computers to replace outdated equipment in open labs and instructional classrooms throughout the District. Prices reflect installation of software, freight charges, and three-year on site warranty on parts, labor and monitors.*

**Resource Person: Richard Rhodes**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**6.2 Consideration and deliberation on the approval to purchase achievement testing from Educational Resources, Inc. in the amount of \$55,000.**

**Exhibit 6.2**

**Page 126**

*Note: To approve the purchase of achievement testing from Educational Resources, Inc. as part of the total program evaluation, standardized testing is used to track student mastery of each course and is also mandated by the National League of Nursing Accrediting Commission and the Texas Board of Nurse Examiners.*

**Resource Person: Dennis Brown**

**6.0 CURRICULUM AND INSTRUCTION**

**Motion  
Second  
Ayes  
Nays  
Abstain**

- 6.3 Consideration and deliberation on the approval of an annual renewal agreement with Texas Consortium for Educational Telecommunications for the broadcasting of credit courses in the amount not to exceed \$45,000.**

**Exhibit 6.3**

**Page 127**

*Note: To approve of an annual renewal agreement for the broadcast of credit courses. These telecourses are offered as part of Distance Education which generate revenue through tuition, fees, and state reimbursement. Also the agreement provides El Paso Community College the opportunity to participate in telecourse leases, discount agreements, staff development workshops/seminars, group purchases, networking, telecommunications activities and other cooperative endeavors.*

**Resource Person: Fabiola Rubio**

**Motion  
Second  
Ayes  
Nays  
Abstain**

- 6.4 Consideration and deliberation on the approval to amend the Housing Authority of the City of El Paso Grant for the delivery of ESL and GED courses to residents at multiple housing sites in the amount of \$433,283.**

**Exhibit 6.4**

**Page 128**

*Note: To approve the amendment of the Housing Authority of the City of El Paso Grant for an additional \$25,993 to the original grant sum of \$407,290 for the delivery of ESL and GED courses by El Paso Community College Literacy Programs.*

**Resource Person: Tim Nugent**



## 6.0 CURRICULUM AND INSTRUCTION

Motion  
Second  
Ayes  
Nays  
Abstain

- 6.5 **Consideration and deliberation of the approval of the Paso Del Norte Health Foundation Grant to offer the Que Sabrosa Vida curriculum to GED students attending the Community Education Program in the amount of \$9,900.**

Exhibit 6.5

Page 129

*Note: To approve the Paso Del Norte Health Foundation's Grant to offer the Que Sabrosa Vida curriculum that appropriates reading, writing, and math nutrition activities that will help students prepare for GED testing.*

**Resource Person: Dennis Brown**

**7.0 STUDENT SERVICES**

**Motion  
Second  
Ayes  
Nays  
Abstain**

**7.1 Consideration and deliberation on the approval of a contract renewal with the YWCA El Paso del Norte Region for child daycare services in the amount of \$114,122.**

**Exhibit 7.1**

**Page 130**

*Note: To approve of a contract renewal for quality child daycare services for eligible EPCC students. Daycare services are offered on-campus and off-campus.*

**Resource Person: Tim Nugent**

**Motion  
Second  
Ayes  
Nays  
Abstain**

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

**Exhibit 7.2**

**Pages 131-133**

*Note: To approve the tuition rate for new CE courses and tuition charges.*

**Resource Person: Tim Nugent**

**8.0 COMMUNITY SERVICES**

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

**8.1 Community Service - NONE**

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

**9.0 Unfinished Business**

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

**10.0 Adjournment**

## BOARD POLICY ABSTRACT

<b>Item(s) to be Considered:</b> Investments Policy	<b>Policy:</b> #4.06.01
<b>Requestor:</b> Fernando Flores	<b>Area Responsible:</b> Budget and Financial Services
<b>Resource Persons:</b> Ernst Roberts, Josette Shaughnessy, Fernando Flores	
<p><b>Purpose:</b> To provide changes made to the College's Investments policy consistent with the Public Funds Investment Act and submit the Investments Polity to the Board for annual review.</p> <p><b>Explanation:</b> The College's Investments Policy was submitted to the Investment Policy Review Committee of the Government Treasurers' Organization (GTOT) for review and recertification. The College's policy was certified for another two-year period ending on June 30, 2007 for maintaining an investment policy that meets the requirements of the Public Funds Investment Act and the standards for prudent public investing established by the Government Treasurers' Organization of Texas.</p> <p>Changes to the policy are in bold letters below and provide an investment alternative that will help increase interest earnings for the District. These investments are in strict compliance with the Public Funds Investment Act and authorized under the College's Investments policy.</p> <p>10. Authorized Investments</p> <p>F. <b>NO-LOAD MONEY MARKET MUTUAL FUNDS AND NO-LOAD MUTUAL FUNDS</b> are eligible investments if they meet the eligibility requirements as described in Section 2256.014 Texas Government Code and consist of investments as authorized in this Investments Policy.</p> <p>A no-load money market mutual fund is authorized if:</p> <ol style="list-style-type: none"> <li>1. it is registered with and regulated by the Securities and Exchange Commission;</li> <li>2. it provides a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;</li> <li>3. it has a dollar-weighted average stated maturity of 90 days or fewer; and</li> <li>4. it includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share;</li> <li>5. the college is prohibited from investing funds in any one money market mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.</li> </ol> <p>A no-load mutual fund is authorized if:</p> <ol style="list-style-type: none"> <li>1. it is registered with and regulated by the Securities and Exchange Commission;</li> <li>2. it has an average weighted maturity of less than two years;</li> <li>3. it is invested exclusively in obligations approved by the Public Funds Investment Act and limited to authorized investments in this policy;</li> <li>4. it is continuously rated by at least one nationally recognized investment rating firm of not less than AAA or its equivalent;</li> <li>5. it conforms to the requirement set forth in Sections 2256.016(b) and © relating to the eligibility of investment pools to receive and invest funds;</li> <li>6. the college is required to limit its investment to 15% of the monthly average fund balance, excluding bond proceeds, reserves, and debt service funds;</li> <li>7. the college does not invest any portion of bond proceeds, reserves and funds held for debt service;</li> <li>8. the college does not invest funds in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.</li> </ol> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p>	



Exhibit 3.1  
Full-Time Institutionally-Funded Actions

**Blanco, Laura**

Payroll Clerk  
Classified Staff  
Accounting Services  
11/14/05 - 08/31/06  
Grade D  
Competitive Appointment  
(Replacement Action)

**Espinoza, Sergio**

Maintenance Worker II  
Classified Staff  
Physical Plant  
11/14/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

**Castillo, Maria D.**

Student Services Assistant I  
Classified Staff  
Counseling  
11/14/05 - 08/31/06  
Grade B  
Competitive Appointment  
(New Position)

**Farias, Jaime D.**

Dean  
Administrator  
Education & Occupational Programs  
Temporary Status  
09/01/05 - 08/31/06  
Grade E  
Extension of Appointment

**Chambers, Nicole I.**

Accounts Payable Clerk  
Classified Staff  
Accounting Services  
11/14/05 - 08/31/06  
Grade D  
Competitive Appointment  
(New Position)

**Fernandez, Marco A.**

Network Engineer  
Professional Support  
Information Technology  
11/10/05 - 08/31/06  
Grade I  
Competitive Appointment  
(New Position)

**Contreras, Denice**

Admissions Assistant  
Classified Staff  
Admissions  
11/14/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

**Gomez, Liliana V.**

Payroll Clerk  
Classified Staff  
Payroll Department  
11/28/05 - 08/31/06  
Grade D  
Reinstatement

**Licon, Vanessa**

Admissions Assistant

Classified Staff  
Admissions  
11/14/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

Title V Project  
Temporary Status  
10/01/05 - 08/31/06  
Grade B  
Extension of Appointment

**Loera, Guillermo**

Staff Analyst  
Classified Staff  
Budget Office  
12/01/05 - 08/31/06  
Grade D  
Competitive Appointment  
(New Position)

**Paez, Concepcion**

Clerk III  
Classified Staff  
CE Business Programs  
12/01/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

**Martinez, Maria Y.**

Program Assistant  
Classified Staff  
International Education Program  
11/14/05 - 08/31/06  
Grade D  
Competitive Appointment  
(New Position)

**Perkins, Jennifer D.**

Personnel Clerk  
Classified Staff  
Personnel Services  
11/14/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

**Montes, Hector M.**

Manager, Gear Up Program  
Professional Support  
Recruitment & School Relations  
Temporary Status  
10/01/05 - 08/31/06  
Grade F  
Extension of Appointment

**Potter, William**

Maintenance Worker II  
Classified Staff  
Physical Plant  
11/14/05 - 08/31/06  
Grade C  
Competitive Appointment  
(Replacement Action)

**Ochotorena, Ruben**

Director, Title V Project  
Administrator

**Ruiz, Francisco**

Automotive Mechanic

Classified Staff  
Physical Plant  
11/14/05 - 08/31/06  
Grade D  
Competitive Appointment  
(New Position)



Exhibit 3.2  
Full-Time Externally-Funded Actions

**Moreno, Norma E.**

PASS Student Assistant

Classified Staff

USDE - PASS

USDE - PASS

Temporary Status

11/07/05 - 08/31/06

Grade D

Competitive Appointment

(Replacement Action)

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the purchase of equipment to support student data tracking software.	<b>Amount: (Not to Exceed)</b> \$63,000															
<b>Requestor:</b> Fabiola Rubio	<b>Area Responsible:</b> Information Technology															
<b>Resource Persons:</b> Fabiola Rubio																
<p><b>Purpose:</b> To approve the purchase of servers that will be used to support SAS software.</p> <p><b>Explanation:</b> This hardware will provide support for the student data tracking system that will improve student learning by creating a repository that links with organizations across the College District. We will also be able to explore tracking possibilities with the University of Texas at El Paso and local area school districts in the future. This purchase is conducted through the State of Texas, DIR GoDirect Purchase Program as allowed by the Texas Education Code 44.031.</p> <p style="text-align: center;">Funding is provided by the SAS account.</p> <table style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="text-align: left;">Dell Quote # (as per State of Texas DIR Contract #9913578)</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>250021082</td> <td>Dell Poweredge 6850 system</td> <td style="text-align: right;">\$30,768.00</td> </tr> <tr> <td>250021429</td> <td>Dell EMC DAE2 Disk Array System</td> <td style="text-align: right;">23,807.04</td> </tr> <tr> <td>248587198</td> <td>Dell Poweredge Server 1855</td> <td style="text-align: right;">8,135.00</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"><b>Total Amount</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$62,710.04</b></td> </tr> </tbody> </table>		Dell Quote # (as per State of Texas DIR Contract #9913578)	Description	Amount	250021082	Dell Poweredge 6850 system	\$30,768.00	250021429	Dell EMC DAE2 Disk Array System	23,807.04	248587198	Dell Poweredge Server 1855	8,135.00	<b>Total Amount</b>		<b>\$62,710.04</b>
Dell Quote # (as per State of Texas DIR Contract #9913578)	Description	Amount														
250021082	Dell Poweredge 6850 system	\$30,768.00														
250021429	Dell EMC DAE2 Disk Array System	23,807.04														
248587198	Dell Poweredge Server 1855	8,135.00														
<b>Total Amount</b>		<b>\$62,710.04</b>														
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b> Dell Marketing One Dell Way Roundrock, TX 78682</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date: <u>10/11/05</u></td> </tr> <tr> <td style="padding: 2px;">Account: <u>11000-75401</u></td> </tr> <tr> <td style="padding: 2px;">Budget: <u>\$90,000</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to Date: <u>\$0</u></td> </tr> <tr> <td style="padding: 2px;">Balance: <u>\$90,000</u></td> </tr> </table>	Date: <u>10/11/05</u>	Account: <u>11000-75401</u>	Budget: <u>\$90,000</u>	Expenditures to Date: <u>\$0</u>	Balance: <u>\$90,000</u>										
Date: <u>10/11/05</u>																
Account: <u>11000-75401</u>																
Budget: <u>\$90,000</u>																
Expenditures to Date: <u>\$0</u>																
Balance: <u>\$90,000</u>																



## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval of the award of a contract to purchase promotional items.	<b>Amount: (Not to Exceed an Annual Amount of)</b> \$120,000						
<b>Requestor:</b> Laura Rivera	<b>Area Responsible:</b> Purchasing Department						
<b>Resource Persons:</b> Ernst Roberts, Josette Shaughnessy, Laura Rivera, Sandra Sumner							
<p><b>Purpose:</b> Award of this contract will provide administrative and instructional departments with the ability to purchase promotional items. The aggregate annual amount spent on this commodity requires a competitive process, as per the provisions of the Texas Education Code, Sub-chapter B, section 44.031.</p> <p><b>Explanation:</b> Awarded vendors will supply promotional items to College departments, on an as needed basis. Promotional items include: t-shirts, pens, pencils, rulers, awards, key chains, certificates, plaques and trophies and other related items. Multiple award is recommended to ensure access to product selection from a variety of vendor catalogs.</p> <p style="padding-left: 40px;">Funding is provided by each individual department's budget.</p> <p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Advertising Specialties of El Paso            11508 Clear Lake Way            El Paso, TX 79936         </td> <td style="width: 50%; vertical-align: top;">           Apparel Art            10854 Pellicano            El Paso, TX 79935         </td> </tr> <tr> <td style="vertical-align: top;">           The Company Store            10870 Pellicano, Unit 4            El Paso, TX 79935         </td> <td style="vertical-align: top;">           Champion Awards            10600 Montwood Dr.            El Paso, TX 79935         </td> </tr> <tr> <td style="vertical-align: top;">           Roy Lown, Inc.            3700 Dyer Street            El Paso, TX 79930         </td> <td></td> </tr> </table>		Advertising Specialties of El Paso 11508 Clear Lake Way El Paso, TX 79936	Apparel Art 10854 Pellicano El Paso, TX 79935	The Company Store 10870 Pellicano, Unit 4 El Paso, TX 79935	Champion Awards 10600 Montwood Dr. El Paso, TX 79935	Roy Lown, Inc. 3700 Dyer Street El Paso, TX 79930	
Advertising Specialties of El Paso 11508 Clear Lake Way El Paso, TX 79936	Apparel Art 10854 Pellicano El Paso, TX 79935						
The Company Store 10870 Pellicano, Unit 4 El Paso, TX 79935	Champion Awards 10600 Montwood Dr. El Paso, TX 79935						
Roy Lown, Inc. 3700 Dyer Street El Paso, TX 79930							

El Paso County Community College District

Analysis of Competitive Sealed Proposal # 05-038  
Promotional Items and Sportswear

The annual amount spent on this commodity required a competitive solicitation process, as per the provisions of the Texas Education Code and College Purchasing Policy. The competitive sealed proposal for Promotional Items and Sportswear, CSP #05-038, was advertised in the El Paso Times Friday, August 26, 2005 and Friday, September 2, 2005. Proposal specification packets were issued to seventeen (17) vendors. Eight (8) proposals were received, as shown on the tabulation sheet.

It is the recommendation of the CSP Analysis Committee (Maria Amaya, Ana Resendez, Arvis Jones, David Tavarez and Pamela Payne) to award a contract to the five (5) vendors providing the best value in terms of pricing, product quality, availability and vendor references:

Advertising Specialties of El Paso  
11508 Clear Lake Way  
El Paso, TX 79936

Apparel Art  
10854 Pellicano  
El Paso, TX 79935

Champion Awards  
10600 Montwood Dr.  
El Paso, TX 79935

The Company Store  
10870 Pellicano, Unit 4  
El Paso, TX 79935

Roy Lown Inc.  
3700 Dyer St.  
El Paso, TX 79930

Award of the contract is for an initial term of two (2) years, with an option to renew on an annual basis for an additional two (2) years, upon satisfactory vendor performance and Board approval.

CSP #05-038 Promotional Items & Sportswear	The Company Store	Apparel Art	Champion Awards	Roy Lown's Classic Awards	Arspec, Inc.	Advertising Specialties of El Paso	Advertising Promotional Products	Impressions Marketing, LLC
<b>Vendor Proposal:</b>								
Discount from catalog on all sportswear	20%	20%	N/A	25%	10%	25%	23%	15%
Discount from catalog on all miscellaneous promotional items, includes plaques and trophies	20%	20%	20%	20%	10%	20%	23%	5%
Will hold prices through:	Term of Contract	3/1/2006	3/15/2006	Length of award	9/1/2006	Length of award	12/00/06	12/31/2005
<b>"Basket of Goods" (sample pricing comparison of a few items most commonly purchased)</b>								
A. 100% cotton T-shirts, one color imprint (college logo) 50 ea.	\$6.25 ea	\$5.70	\$6.00 ea white \$7.00 color	\$4.75	\$4.50 ea white \$5.00 color	\$3.50	\$7.91	\$5.13
B. #2 lead, round pencils, wood barrel, rubber eraser, various colors, one line and one color imprint (college logo)	.140 each	0.177	0.15	0.13	.16 less discount	0.13	0.165	0.136
C. Fine point pens, refillable, various colors of ink, one line imprint (college logo)	0.438	0.379	20% discount from catalog	0.37	.47 less discount	0.27	\$1.32	0.351
<b>Proposal Requirements:</b>								
A. Provide current price list and catalog for sportswear	Provided	Provided	N/A/	Provided	Provided	Provided	Provided	Provided
B. Provide current price list and catalog for miscellaneous promotional items	provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
C. Provided pricing on "Basket of Goods"	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
D. Customer Service contact person	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
E. References	Provided	Provided	Provided	Provided	Provided	Provided	Provided	Provided
Vendor provided Felony Conviction Notice and Family Code Form	yes	yes	yes	yes	yes	yes	yes	yes
<b>Evaluation Criteria:</b>								
1. Discount from catalog list price (40%)	30	30	30	40	10	40	30	20
2. Respondents demonstrated competence and experience with screen-print and embroidered sportswear and promotional items (25%)	25	25	25	15	10	25	10	10
3. References from past or current customers in the El Paso area (20%)	20	20	20	20	20	20	20	20
4. Comprehensiveness of vendor's response (vendor provided all requested information) (15%)	15	15	15	15	15	15	15	15
<b>Total (100%)</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>55</b>	<b>100</b>	<b>75</b>	<b>65</b>
	<b>Recommend award</b>	<b>Recommend award</b>	<b>Recommend award</b>	<b>Recommend award</b>		<b>Recommend award</b>		

## FINANCIAL SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval of a one year contract renewal for Internet services.	<b>Amount: (Not to Exceed) \$75,600</b>					
<b>Requestor:</b> Fabiola Rubio	<b>Area Responsible:</b> Information Technology					
<b>Resource Persons:</b> Fabiola Rubio						
<p><b>Purpose:</b> To provide Internet services for administrative and academic support within the El Paso Community College District.</p> <p><b>Explanation:</b> The El Paso Community College Internet Service contract with Time Warner Cable is up for renewal. The Internet services are needed for district-wide administrative and academic support. This is a one-year contract for 60Mb of dedicated Internet service.</p> <p>Vendor award is through the CISV (Catalog Information Service Vendor) process.</p> <p>Funding is provided by the Telephone Utility account.</p>						
<b>Recommendation:</b> Approval by the Board of Trustees.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date: <u>10/10/05</u></td> </tr> <tr> <td>Account: <u>11000-75003</u></td> </tr> <tr> <td>Budget: <u>\$450,833</u></td> </tr> <tr> <td>Expenditures to Date: <u>\$60,565</u></td> </tr> <tr> <td>Balance: <u>\$390,268</u></td> </tr> </table>	Date: <u>10/10/05</u>	Account: <u>11000-75003</u>	Budget: <u>\$450,833</u>	Expenditures to Date: <u>\$60,565</u>	Balance: <u>\$390,268</u>
Date: <u>10/10/05</u>						
Account: <u>11000-75003</u>						
Budget: <u>\$450,833</u>						
Expenditures to Date: <u>\$60,565</u>						
Balance: <u>\$390,268</u>						
<b>Vendor:</b> Time Warner Cable 7010 Airway Road El Paso, TX 79906						





## FINANCIAL SERVICES ABSTRACT

**Item(s) to be Considered:** Consideration and deliberation on the approval of a company name change on the Optional Retirement Program and the Tax Sheltered Annuity Vendor Listings.

**Requestor:** Dean Lambert

**Area Responsible:** Personnel Services

**Resource Persons:** Ernst Roberts, Dean Lambert

**Purpose:** To approve a company name change to the Optional Retirement Program and Tax Sheltered Annuity Vendor Listings.

**Explanation:**

Type of Change	Company Name	Plan
Name Change	(From): Northern Life Insurance Company  (TO): ING Retirement Plans (Reliastar)	TSA

**Recommendation:** Approval by the Board of Trustees.

TAX SHELTERED ANNUITY VENDOR LIST  
El Paso Community College

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

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

OPTIONAL RETIREMENT PROGRAM VENDOR LIST  
El Paso Community College

AIG/VALIC (previously VALIC/VAMCO)  
Allmerica Financial Life Insurance Annuity Company (previously SMA)  
American General Annuity Insurance Company (previously Western National)  
Fidelity Investments  
ING Life Insurance and Annuity Company (previously AETNA Life Ins Annuity Co)  
Lincoln National Life Insurance Company  
Metropolitan Life Insurance Company  
Nationwide Life  
Pioneer Group  
Security Benefit Life Insurance Company  
Symetra Financial (previously Safeco Life Insurance Company)  
TIAA-CREF  
T. Rowe Price Association, Incorporated  
USAA Annuity and Life Insurance Company  
Waddell and Reed, Incorporated

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

## PHYSICAL FACILITIES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval to purchase custodial supplies.	<b>Amount:</b> \$71,512
<b>Requestor:</b> Richard Chavez	<b>Area Responsible:</b> Physical Plant
<b>Resource Persons:</b> Tim Nugent, Richard Chavez	
<p><b>Purpose:</b> To approve the purchase of toilet paper, paper towels, and toilet seat covers for the college restrooms district-wide for the fiscal year 2005-2006.</p> <p><b>Explanation:</b> Previously the college was obtaining restroom supplies from the janitorial contractor. It is estimated the college will purchase 1,400 cases of toilet paper, and 1,920 cases of paper towels.</p> <p style="margin-left: 40px;">Toilet Paper - 1,400 cases (96 rolls/case) @ \$25.16 = \$35,224</p> <p style="margin-left: 40px;">Paper Towels - 1,920 cases (4,000 towels/case, 13 1/4" x 10 1/4") @ 18.90 = \$36,288</p> <p style="margin-left: 40px;">This purchase is conducted through the Region 19 Purchasing Cooperative awarded vendors.</p> <p style="margin-left: 40px;">Funding is provided by Custodial account.</p>	
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p style="margin-left: 40px;"><b>Vendor:</b> Laun-Dry Supply Company 3800 Durazno El Paso, Texas 79905</p> <p style="margin-left: 40px;">Sunset Industries 1831 E. Mills El Paso, Texas 79901-1829</p>	<p>Date: <u>10/31/05</u></p> <p>Account: <u>11000-76005</u></p> <p>Budget: <u>\$1,195,099</u></p> <p>Expenditures to Date: <u>\$ 169,676</u></p> <p>Balance: <u>\$1,025,423</u></p>



## PHYSICAL FACILITIES ABSTRACT

<b>Item(s) to be Considered:</b> To inform the Board on the negotiated contract amount for the remodeling for a television studio.	<b>Total Amount:</b> \$3,095,000
<b>Requestor:</b> David Mena	<b>Area Responsible:</b> Physical Plant
<b>Resource Persons:</b> Tim Nugent, David Mena	
<b>Purpose:</b> On October 12, 2005, the Board of Trustees authorized the administration to negotiate and contract with Banes General Contractors, Inc., for construction services for the remodeling of a television studio.	
<b>Explanation:</b> As allowed by Texas Education Code, Sub-chapter B, Section 44.039 (f), College administration conducted negotiations with the 1 <sup>st</sup> ranked offeror: Banes General Contractors, Inc. The final base bid amount resulted in a decrease of \$225,000, as reflected in the tabulation sheet.	
<b>Recommendation:</b> Information by the Board of Trustees.	
<b>Vendor:</b> Banes General Contractors, Inc. 6001 Doniphan El Paso, Texas 79932	

CSP #05-033 Remodeling for a Television Studio	Banes General Contractors	Dantex Construction	ESA Construction	F.T. James	Lloyd Hamilton Construction
<b>Cost Proposal:</b>					
Base Bid	\$ 3,320,000.00	\$ 3,477,000.00	\$ 3,811,000.00	\$ 3,765,111.00	\$ 3,594,402.00
<b>Alternate #1</b> - Buildout of Storage Room & Conference Rooms (300,301,302,303)	\$ 112,000.00	\$ 100,500.00	\$ 103,000.00	\$ 199,999.00	\$ 336,084.00
<b>Alternate #2</b> - Buildout of two meeting rooms	\$ 106,400.00	\$ 122,800.00	\$ 83,000.00	\$ 122,222.00	\$ 101,995.00
<b>Alternate #3</b> - Buildout of Student Technology Services Room 305	\$ 39,800.00	\$ 28,700.00	\$ 22,000.00	\$ 33,333.00	\$ 27,198.00
<b>Alternate #4</b> - Installation of motorized projection screen Room 126	\$ 5,800.00	\$ 4,900.00	\$ 4,400.00	\$ 14,444.00	\$ 14,876.00
<b>Alternate #5</b> - Installation of three ceiling mounted motorized projection screens Conf Rm 301,302,303	\$ 16,700.00	\$ 14,500.00	\$ 12,500.00	\$ 22,222.00	\$ 27,552.00
<b>Alternate #6</b> - Change out of all sprinkler heads	\$ 12,700.00	\$ 10,400.00	\$ 10,500.00	\$ 11,111.00	\$ 10,213.00
<b>Total Amount</b>	\$ 3,613,400.00	\$ 3,758,800.00	\$ 4,046,400.00	\$ 4,168,442.00	\$ 4,112,320.00
Timeline for Completion of Project	180 calendar days	180 days	180 days	180 days	180 days
Bid Bond	yes	yes	yes	yes	yes
<b>Vendor Requirements</b>					
1. Submit recent project history for equal or similar projects. Include description, SF, budget, timelines for completion. Minimal of three projects.	provided	provided	provided	provided	provided
2. Provide three references for recent projects	provided	provided	provided	provided	provided
3. Brief company history, key personnel, proposed project approach.	provided	provided	provided	provided	not provided
4. Submit List of Subcontractors	not provided	provided	provided	provided	not provided
Felony Conviction and Family Code Forms	provided	provided	provided	provided	provided
<b>Evaluation Criteria:</b>					
Cost Proposal (30%)	30	25	10	15	20
Vendor's Experience with renovation projects (20%)	20	10	15	10	20
Vendor References (20%)	20	20	20	20	20
Vendor Demonstrated Capabilities (based on information provided) (20%)	20	20	20	20	20
Comprehensiveness of Proposal Response (vendor provided all required information) (10%)	5	10	10	10	3
<b>Total: (100%)</b>	<b>95</b>	<b>85</b>	<b>75</b>	<b>75</b>	<b>83</b>
<b>Overall Vendor Rankings</b>	<b>1ST</b>	<b>2ND</b>	<b>4TH</b>	<b>4TH</b>	<b>3RD</b>
<b>Final Negotiated Amount: (Base Bid)</b>	<b>\$3,095,000</b>				
	The final amount is as per negotiations with the 1st ranked offeror, as allowed by Texas Education Code 44.039 (f)				

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval to purchase personal desktop computers.	<b>Amount:</b> \$155,220										
<b>Requestor:</b> Dell Najera	<b>Area Responsible:</b> President's Office										
<b>Resource Persons:</b> Richard Rhodes, Fabiola Rubio, Dell Najera											
<p><b>Purpose:</b> To approve the purchase of 156 personal computers to replace outdated equipment in open labs and instructional classrooms throughout the District.</p> <p><b>Explanation:</b> The College's Integrated Technology Committee approved the specifications for the purchase of personal computers. Utilizing those specifications, Purchasing Services requested competitive solicitations from current state contract vendors. Through the Catalog Information Systems Vendor Program (CISV), the College obtained pricing information for the purchase of 156 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). The results of the solicitation are reflected on the attached tabulation sheet. Prices shown include purchase, installation of software, shipping and a three-year, on site warranty on parts, labor and monitors.</p> <p style="text-align: center;">Funding is provided by the Integrated Technology Committee Fund.</p>											
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b> Decision Tree, Inc. 306 Thunderbird El Paso, Texas 79912</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date:</td> <td style="padding: 2px;"><u>10/26/05</u></td> </tr> <tr> <td style="padding: 2px;">Account:</td> <td style="padding: 2px;"><u>91265-M91265</u></td> </tr> <tr> <td style="padding: 2px;">Budget:</td> <td style="padding: 2px;"><u>\$2,699,271</u></td> </tr> <tr> <td style="padding: 2px;">Expenditures to Date:</td> <td style="padding: 2px;"><u>\$0</u></td> </tr> <tr> <td style="padding: 2px;">Balance:</td> <td style="padding: 2px;"><u>\$2,699,271</u></td> </tr> </table>	Date:	<u>10/26/05</u>	Account:	<u>91265-M91265</u>	Budget:	<u>\$2,699,271</u>	Expenditures to Date:	<u>\$0</u>	Balance:	<u>\$2,699,271</u>
Date:	<u>10/26/05</u>										
Account:	<u>91265-M91265</u>										
Budget:	<u>\$2,699,271</u>										
Expenditures to Date:	<u>\$0</u>										
Balance:	<u>\$2,699,271</u>										





CISV Quote #05-709A Purchase of Districtwide PC's

CISV Quote #05-709A Purchase of Academic PC's		Amherst Computers	Decision Tree Inc.	Decision Tree Inc.	Micro System Enterprises	Micro System Enterprises	Micro System Enterprises
	Qty:						
1.) PC's from Tier 1 Manufacturers with the following minimum specifications:	1,900	\$1,512,400.00	\$1,520,000.00	\$1,748,000.00	\$1,520,000.00	\$1,520,000.00	\$1,896,200.00
Intel 3.2 Ghz Processor (or faster), 3 PCI Slots, 1 PCI Express Slot, 128 Mb RAM PCI, Express Video Card, PS2/Serial Parallel/USB Ports (2/1/1/4) At least 2 USB ports accessible on the front of the cabinet. Sound Blaster compatible sound card with front panel connections (input/output). 10/100/1000 nic Card, 1 Gigabyte RAM Memory, 3.5" Floppy Drive, 160 Gb SATA Hard Drive, CDRW/DVD Combo Drive, 104+ Keyboard, Optical Wheel Mouse. Windows XP Professional Operating System with SP2 installed.	unit cost:	\$796.00	\$800.00	\$920.00	\$800.00	\$800.00	\$998.00
		HP-Compaq Model dc 7100	HP-Compaq Model dc 7100	HP Workstation Model xw4200	HP-Compaq Model dc 7100	HP-Compaq Model dc 7100	HP Workstation Model xw4200
						Option: SoundBlaster Audigy @ \$73.00 each:	
						\$138,700.00	
Warranty: Three (3) Years On-Site Parts and Labor, Next Business Day Limited Warranty (Must Provide Written Confirmation).		Provided	Provided	Provided	Provided	Provided	Provided
2.) 17" LCD Flat Panel Monitor, resolution 1280x1024	1,855	\$434,070.00	\$435,925	\$435,925.00	\$435,925.00	\$435,925.00	\$435,925.00
	unit cost:	\$234.00	\$235.00	\$235.00	\$235.00	\$235.00	\$235.00
3.) 19" Flat Screen CRT Monitor with .24mm dot pitch or better	45	\$8,010.00	\$8,325.00	\$8,325.00	\$8,595.00	\$8,595.00	\$8,595.00
	unit cost:	\$178.00	\$185.00	\$185.00	\$191.00	\$191.00	\$191.00
<b>Cost for Imaging all computers</b>		<b>\$19,000.00</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>	<b>\$19,000.00</b>
<b>TOTAL AMOUNT:</b>		<b>\$1,973,480.00</b>	<b>\$1,983,250.00</b>	<b>\$2,211,250.00</b>	<b>\$1,983,520.00</b>	<b>\$2,122,220.00</b>	<b>\$2,359,720.00</b>
<b>Vendor Requirements:</b>							
Name and contact information of 3 commercial references where equipment has been sold and support provided in equal qty's		Provided	Provided	Provided	Provided	Provided	Provided
Standard warranty information provided		Yes	Yes	Yes	Yes	Yes	Yes
Vendor's current CISV number		Yes	Yes	Yes	Yes	Yes	Yes
Will extend proposed pricing to students, faculty & staff		Yes	Yes	Yes	Yes	Yes	Yes
Technical specifications provided		Yes	Yes	Yes	Yes	Yes	Yes
Specify shipping costs		FOB Destination	FOB Destination	FOB Destination	FOB Destination	FOB Destination	FOB Destination
Value added options		Will provide mouse pads. Amherst Personnel to assist with receiving of equipment. Recovery CD Design	Will provide 12 - HP nx6110 Notebooks	Will provide 12 - HP nx6110 Notebooks	Recovery CD Design, PC Tech for 10 workdays. Provide 4 -HP Color Laserjet model 2550 Ln Printers	Recovery CD Design, PC Tech for 10 workdays. Provide 4 -HP Color Laserjet model 2550 Ln Printers	Recovery CD Design, PC Tech for 10 workdays. Provide 4 -HP Color Laserjet model 2550 Ln Printers
			Install Svc. 10x8x10, technical training for 3 techs, student & staff training for 1 day.	Install Svc. 10x8x10, technical training for 3 techs, student & staff training for 1 day.			
Leadtime for Delivery:		7-10 Work Days	3 Weeks ARO & receipt of final image	3 Weeks ARO & receipt of final image	3-4 Weeks	3-4 Weeks	3-4 Weeks
<b>Evaluation Criteria</b>							
1.) Cost Proposal (40%)		40%	40%	30%	40%	30%	20%
2.) Proposed system meets college specifications (20%)		20%	20%	20%	20%	20%	20%
3.) Vendor meets warranty requirements (20%)		20%	20%	20%	20%	20%	20%
4.) The extent to which proposed goods and services meet the district needs (10%)		5%	10%	10%	5%	5%	5%
5.) Vendor references (10%)		10%	10%	10%	10%	10%	10%
<b>TOTAL (100%)</b>		<b>95%</b>	<b>100%</b>	<b>90%</b>	<b>95%</b>	<b>85%</b>	<b>75</b>
			<b>Recommend Award (Proposal Represents Best Value)</b>				

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval to purchase from Educational Resources, Inc.	<b>Amount:</b> \$55,000					
<b>Requestor:</b> Anita Rhodes	<b>Area Responsible:</b> Nursing					
<b>Resource Persons:</b> Dennis Brown, Anita Rhodes, Pauline Ballesteros, Sandra Shuya						
<b>Purpose:</b> To provide comprehensive achievement testing for each nursing student.						
<b>Explanation:</b> As part of the Total Program Evaluation, standardized testing is used to track student mastery of each course in the program as mandated by the National League of Nursing Accrediting Commission and the Texas Board of Nurse Examiners. With increased retention of students in the Nursing Programs, the \$35,000 previously funded is inadequate. Additional funding will provided continued testing of students for the spring and summer semesters. ERI is a sole source vendor for this project.						
<b>Recommendation:</b> Approval by the Board of Trustees.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Date: <u>10/10/05</u></td> </tr> <tr> <td style="padding: 2px;">Account: <u>11000-55005</u></td> </tr> <tr> <td style="padding: 2px;">Budget: <u>\$77,000</u></td> </tr> <tr> <td style="padding: 2px;">Expenditure to Date: <u>\$13,358</u></td> </tr> <tr> <td style="padding: 2px;">Balance: <u>\$63,642</u></td> </tr> </table>	Date: <u>10/10/05</u>	Account: <u>11000-55005</u>	Budget: <u>\$77,000</u>	Expenditure to Date: <u>\$13,358</u>	Balance: <u>\$63,642</u>
Date: <u>10/10/05</u>						
Account: <u>11000-55005</u>						
Budget: <u>\$77,000</u>						
Expenditure to Date: <u>\$13,358</u>						
Balance: <u>\$63,642</u>						
<b>Vendor:</b> Educational Resources, Inc. 8910 West 62 <sup>nd</sup> Street Shawnee Mission, KS 66201						



## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the continuation of an agreement between El Paso Community College and the Texas Consortium for Educational Telecommunications.	<b>Amount: (Not to Exceed)</b> \$45,000
<b>Requestor:</b> Robert Jones	<b>Area Responsible:</b> Distance Education
<b>Resource Persons:</b> Fabiola Rubio, Jenny Giron, Robert Jones	
<p><b>Purpose:</b> Approval of an annual renewal agreement between EPCC and the Texas Consortium for Educational Telecommunications. This agreement provides EPCC with opportunities to participate in telecourse leases, discount agreements, staff development workshops and seminars, group purchases, networking, telecommunications activities and other cooperative endeavors. The term of this agreement is from September 1, 2005 to August 31, 2006.</p> <p><b>Explanation:</b> The purpose of the Texas Consortium is to create mutual advantages that will flow from continuing relationships among those institutions, organizations, and individuals engaged in or interested in telecommunications for educational, instructional and public information purposes. EPCC agrees to pay an annual membership of \$150 plus \$3 for each student enrolled during the fiscal year in a telecourse that uses telecommunications material acquired by the Texas Consortium for Educational Telecommunications. EPCC pays a lease fee for the use of the telecourse program series so that we can televise the programs on KCOS and EPCC Channel 14. These telecourses are offered as part of Distance Education and are credit courses which generate revenue through tuition, fees and state reimbursement. Approximately 19 courses will be offered this academic year. EPCC has been a member of the Texas Consortium for more than 25 years.</p> <p style="text-align: center;">Funding is provided by the Instructional Television budget.</p>	
<b>Recommendation:</b> Approval by the Board of Trustees.	Date: <u>10/01/05</u> Account: <u>11000-52135</u> Budget: <u>\$104,299</u> Expenditures to Date: <u>\$0</u> Balance: <u>\$104,299</u>
<b>Vendor:</b> Texas Consortium for Educational Telecommunications LeCroy Center, Dallas County Community College District 9596 Walnut Street Dallas, Texas 75243-2112	

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval to amend the Housing Authority of the City of El Paso Grant for ESL and GED courses.	<b>Amount:</b> \$433,283										
<b>Requestor:</b> Sara Martinez	<b>Area Responsible:</b> Workforce Development and Lifelong Learning										
<b>Resource Persons:</b> Tim Nugent, Yolanda Chavez Ahner, Alfred Lawrence											
<p><b>Purpose:</b> Approval to offer English as a Second Language (ESL) and General Education Development (GED) courses to residents at multiple housing sites.</p> <p><b>Explanation:</b> The Board approved a grant, a Memorandum of Agreement, and ten amendments with the Housing Authority of the City of El Paso (HACEP) for the amount of \$407,290. The Housing Authority of the City of El Paso has issued an additional amendment. This new amendment is in the amount of \$25,993 for a total of \$433,283. El Paso Community College will provide instruction to the housing residents in the areas of ESL and GED. The classes will be delivered by Literacy Programs. Funding is provided by the Housing Authority of the City of El Paso.</p> <p style="text-align: center;">Budget Account No: 23324-P23324 Budget Summary: \$433,283</p> <p style="text-align: center;">September 16, 2005-May 18, 2006 Detailed Budget Overview</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">71130 Instructional Supplies</td> <td style="text-align: right; padding: 2px 10px;">\$ 460.00</td> </tr> <tr> <td style="padding: 2px 10px;">71653 Testing Fee</td> <td style="text-align: right; padding: 2px 10px;">1,800.00</td> </tr> <tr> <td style="padding: 2px 10px;">74604 Tuition/Special Programs</td> <td style="text-align: right; padding: 2px 10px;">21,573.00</td> </tr> <tr> <td style="padding: 2px 10px;">74605 Books Special Programs</td> <td style="text-align: right; padding: 2px 10px;">2,160.00</td> </tr> <tr> <td style="padding: 2px 10px;"><b>Total Budget</b></td> <td style="text-align: right; padding: 2px 10px;"><b>\$25,993.00</b></td> </tr> </table>		71130 Instructional Supplies	\$ 460.00	71653 Testing Fee	1,800.00	74604 Tuition/Special Programs	21,573.00	74605 Books Special Programs	2,160.00	<b>Total Budget</b>	<b>\$25,993.00</b>
71130 Instructional Supplies	\$ 460.00										
71653 Testing Fee	1,800.00										
74604 Tuition/Special Programs	21,573.00										
74605 Books Special Programs	2,160.00										
<b>Total Budget</b>	<b>\$25,993.00</b>										
<b>Recommendation:</b> Approval by the Board of Trustees.											

## CURRICULUM AND INSTRUCTION ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval of Paso Del Norte Health Foundation's Que Sabrosa Vida Grant.	<b>Amount:</b> \$9,900										
<b>Requestor:</b> Andres Muro	<b>Area Responsible:</b> Americana Language Program, Communications, & Performing Arts										
<b>Resource Persons:</b> Dennis Brown, Claude Mathis, Alfred Lawrence, Andres Muro											
<p><b>Purpose:</b> Approval to offer the Que Sabrosa Vida Curriculum of the Paso del Norte Health Foundation to GED students attending the Community Education Program.</p> <p><b>Explanation:</b> The curriculum consists of six hours of workshops delivered in three two hours sessions. The curriculum provides information about nutrition, preparing healthy meals and living healthy lifestyles. CEP will integrate this curriculum by developing appropriate reading, writing and math activities related to health and nutrition that will help to prepare students for GED testing.</p> <div style="text-align: center; margin: 10px 0;"> <p><b>Budget</b></p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">61000 Instructor Part Time</td> <td style="text-align: right; padding: 2px 10px;">\$7,524</td> </tr> <tr> <td style="padding: 2px 10px;">62000 Fringe Benefits</td> <td style="text-align: right; padding: 2px 10px;">903</td> </tr> <tr> <td style="padding: 2px 10px;">71130 Instructional Supplies</td> <td style="text-align: right; padding: 2px 10px;">973</td> </tr> <tr> <td style="padding: 2px 10px;">72100 In Town-Travel</td> <td style="text-align: right; padding: 2px 10px;">500</td> </tr> <tr> <td style="padding: 2px 10px;"><b>Total Amount</b></td> <td style="text-align: right; padding: 2px 10px; border-top: 1px solid black;"><b>\$9,900</b></td> </tr> </table> </div>		61000 Instructor Part Time	\$7,524	62000 Fringe Benefits	903	71130 Instructional Supplies	973	72100 In Town-Travel	500	<b>Total Amount</b>	<b>\$9,900</b>
61000 Instructor Part Time	\$7,524										
62000 Fringe Benefits	903										
71130 Instructional Supplies	973										
72100 In Town-Travel	500										
<b>Total Amount</b>	<b>\$9,900</b>										
<b>Recommendation:</b> Approval by the Board of Trustees.											

## STUDENT SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval of a contract renewal with the YWCA to provide child daycare services.	<b>Amount:</b> \$114,122						
<b>Requestor:</b> Lorena Pescador	<b>Area Responsible:</b> Financial Aid						
<b>Resource Persons:</b> Tim Nugent, Linda Gonzalez-Hensgen, Alfred Lawrence, Elizabeth Steele							
<p><b>Purpose:</b> To approve the renewal of contract to provide quality child daycare services with the YWCA El Paso del Norte Region for eligible EPCC students.</p> <p><b>Explanation:</b> The YWCA will provide quality and accessible child daycare services for eligible EPCC students in either on-campus or off-campus by licensed YWCA Child Development Centers. Placement of EPCC students' children into this program will adhere to grant and institutional funding guidelines.</p> <p style="text-align: center;">Account: 24612-C24612 September 1, 2005 to August 31, 2006</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: left;">Account Code</th> <th style="text-align: left;">Budget</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Child Day Care</td> <td style="text-align: left;">71317</td> <td style="text-align: left;">\$114,122</td> </tr> </tbody> </table>			Account Code	Budget	Child Day Care	71317	\$114,122
	Account Code	Budget					
Child Day Care	71317	\$114,122					
<p><b>Recommendation:</b> Approval by the Board of Trustees.</p> <p><b>Vendor:</b> YWCA El Paso del Norte Region 1918 Texas El Paso, Texas 79901</p>	<p>Date: <u>09/01/05</u></p> <p>Account: <u>24612-C24612</u></p> <p>Budget: <u>\$114,122</u></p> <p>Expenditures to Date: <u>\$0</u></p> <p>Balance: <u>\$114,122</u></p>						





## STUDENT SERVICES ABSTRACT

<b>Item(s) to be Considered:</b> Consideration and deliberation on the approval of Continuing Education Tuition Rates.	
<b>Requestor:</b> Yolanda Chavez Ahner	<b>Area Responsible:</b> Workforce Development and Lifelong Learning
<b>Resource Persons:</b> Tim Nugent, Yolanda Chavez Ahner	
<b>Purpose:</b> To approve tuition rates for new CE courses and tuition changes.	
<b>Explanation:</b> 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.	
<b>Recommendation:</b> Approval by the Board of Trustees.	

COURSE		NEW HOURS	NEW TUITION	OLD HOURS	OLD TUITION
<b>Advanced Technology</b>					
TEC 151	Intro to Gas Arc (GTAW) Welding	64	\$331	New Course	
TEC 152	Intro to Welding Using Multiple Processes	64	\$331	New Course	
<b>Allied Health</b>					
CON 134	Pediatric Educational Series: Pediatric Documentation	2	\$25	New Course	
SDH 176	Medical Law & Ethics for Medical Asst.	64	\$240	New Course	
SDH 178	Salsa Aerobics for Lunch	12	\$48	New Course	
SDH 180	Intermediate ICD-9-CM Coding	50	\$195	New Course	
SDH 280	Therapeutic Yoga for Massage Therapists	7	\$45	New Course	
<b>Americana Language Programs</b>					
ALP 110	Intensive ESL X	100	\$215	100	\$209
ALP 111	Intensive ESL XI	100	\$215	100	\$209
ALP 210	Fast Track ESL V	100	\$212	100	\$209
ALP 211	Fast Track ESL V	100	\$212	100	\$209
<b>Management and Occupational Skills</b>					
MGT 866	Production & Operations Management	48	\$188	48	\$158
<b>Workforce Development</b>					
WSP 400	ESP: Learning to Learn for the Welding Trades	90	\$439	New Course	
WSP 401	ESP: Tools & Technology for Welding Trades	90	\$439	New Course	
WSP 402	ESP: Communicating with others in the Welding Trades	90	\$439	New Course	
WSP 403	ESP: Safety for the Welding Trades	90	\$439	New Course	
WSP 405	ESP: Job Tasks I for the Welding Trades	90	\$439	New Course	
WSP 407	ESP: Math for the Welding Trades	90	\$439	New Course	
WSP 423	Communication for the Welding Trades I	90	\$506	New Course	
WSP 424	Communication for the Welding Trades II	90	\$506	New Course	
WSP 972	Welding Safety, Tools & Equipment	48	\$272	New Course	
WSP 973	Intro to Layout & Fabrication	64	\$360	New Course	
WSP 974	Intro to Welding Fundamentals	150	\$842	New Course	

COURSE		NEW HOURS	NEW TUITION	OLD HOURS	OLD TUITION
<b>Workforce Development (cont'd.)</b>					
WSP 975	Intro to Welding Using Multiple Processes	96	\$539		New Course
WSP 976	Communication for the Welding Trades III	90	\$506		New Course
WSP 977	Math for the Welding Trades	64	\$363		New Course
WSP 978	Job Search for the Welding Trades	24	\$140		New Course
WSP 979	Externship for the Welding Trades	60	\$296		New Course
WSP 980	ESP: Learning to Learn for the Welding Trades	70	\$344		New Course
WSP 981	ESP: Communicating with others for the Welding Trades	72	\$353		New Course
WSP 982	ESP: Safety for the Welding Trades	72	\$353		New Course
WSP 983	ESP: Job Tasks II for the Welding Trades	72	\$353		New Course
WSP 984	ESP: Math for the Welding Trades	72	\$353		New Course
WSP 985	ESP: Learning to Learn for the Welding Trades	70	\$344		New Course
WSP 986	ESP: Tools & Technology for Welding Trades	70	\$344		New Course
WSP 987	ESP: Communicating with others in the Welding Trades	70	\$344		New Course
WSP 988	ESP: Safety for the Welding Trades	70	\$344		New Course
WSP 990	ESP: Job Tasks I for the Welding Trades	70	\$344		New Course
WSP 992	ESP: Math for the Welding Trades	70	\$344		New Course

**EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD POLICY**

**4.06.01**

**INVESTMENTS**

**1.0 Policy:**

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

**2.0 Scope:**

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

Unrestricted Fund  
Restricted Fund  
Endowment Fund  
Agency Fund  
Plant Funds

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

**3.0 Standard of Care:**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. According to the "Prudent Person rule", investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for

investment, considering the probable safety of capital and the probable income to be derived. Investment officers acting in accordance with the written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

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

#### **4.0 Training:**

Each member of the Board of Trustees and investment officer shall attend at least one (1) training session within six months after taking office or assuming duties relating to responsibilities under the Public Funds Investment Act.

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

The independent sources include:

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

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

#### **5.0 Investment Objectives:**

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

backed by the U. S. Government or one of its Agencies. Specific high risk investments shall be prohibited.

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

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

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

**6.0 Delegation of Authority:**

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

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

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

An Investment Advisory Committee shall be responsible for monitoring, reviewing, and making

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

#### **7.0 Reporting:**

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

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

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

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

#### **8.0 Ethics and Conflicts of Interest:**

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



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

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

#### **9.0 Authorized Financial Dealers and Institutions:**

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

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

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

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

The Comptroller will maintain a list of up to three approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in Texas. The Comptroller will evaluate the

performance of the security brokers and make a recommendation to the Investment Advisory Committee to drop from or continue them on the list based upon the following criteria:

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

**Competitive Bidding:** Competitive quotes must be taken from at least three qualifying institutions for any investment transaction requiring competitive bidding. Investment transactions may be done verbally, but followed by electronic or written confirmation. Funds will be authorized to be released after notification the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the college investment officer.

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

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

**10.0 Authorized Investments:**

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

- A. INTEREST BEARING ACCOUNTS in the College's depository bank for the Treasury, Accounts Payable, Payroll, Student Refunds, Federal Funds and any other accounts as deemed necessary.

Interest earned on interest bearing accounts will be credited to these accounts.

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

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

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

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

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

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

D. REPURCHASE AGREEMENTS are simultaneous purchase and sale of securities from a bank or dealer. Repurchase agreements are for the term of one day to seven days and the rate of interest is

market derived. Fully collateralized direct repurchase agreements having a defined termination date, secured by obligations of the United States or its agencies and instrumentalities, pledged with a third party selected or approved by the District, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in the State of Texas may be acceptable.

With respect to repurchase agreements not invested in Treasuries:

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

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

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

F. NO-LOAD MONEY MARKET MUTUAL FUNDS AND NO-LOAD MUTUAL FUNDS are eligible investments if they meet the eligibility requirements as described in Section 2256.014 Texas Government Code and consist of investments as authorized in this Investment Policy.

A no-load money market mutual fund is authorized if:

1. it is registered with and regulated by the Securities and Exchange Commission;
2. it provides a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
3. it has a dollar-weighted average stated maturity of 90 days or fewer; and
4. it includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share;
5. the college is prohibited from investing funds in any one money market mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

A no-load mutual fund is authorized if:

1. it is registered with and regulated by the Securities and Exchange Commission;
2. it has an average weighted maturity of less than two years;
3. it is invested exclusively in obligations approved by the Public Funds Investment Act and limited to authorized investments in this policy;
4. it is continuously rated by at least one nationally recognized investment rating firm of not less than AAA or its equivalent;
5. it conforms to the requirements set forth in Sections 2256.016(b) and (c) relating to the eligibility of investment pools to receive and invest funds;
6. the college is required to limit its investment to 15% of the monthly average fund balance, excluding bond proceeds, reserves, and debt service funds;
7. the college does not invest any portion of bond proceeds, reserves and funds held for debt service;
8. the college does not invest funds in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.

#### **G. PROHIBITED INVESTMENTS:**

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

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

## **11.0 Investment Strategy**

### **A. Current Unrestricted and Unexpended Plant Funds:**

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

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

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

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

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

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

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

### **B. Debt Retirement Fund:**

The primary objective of the investment strategy for the Debt Service funds shall be to provide assurance of liquidity on payment date adequate to cover the debt service requirements. The final

maturity date of investments shall not exceed the debt service payment date.

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

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

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

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

**12.0 Monitoring Investments:**

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

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

**13.0 Collateralization:**

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the College to require full collateralization of all College investments and funds on deposit with a depository bank, other than investments

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

**14.0 Safekeeping and Custody:**

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

**15.0 Maximum Maturities:**

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

**16.0 Diversification:**

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

1. Limiting investments to avoid over concentration in securities from a specific issuer or business



sector (excluding U.S. Treasury securities).

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

**17.0 Investment Policy Adoption:**

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