MEMORANDUM

To: Alamo Colleges Family

From: Mario Muñiz, Director of District Public Relations

Date: December 18, 2012

Subject: Board Meeting Report

On behalf of Dr. Leslie, the following is a summary of proceedings of the Alamo Colleges Board of Trustees meeting of December 18, 2012.

Link: December 18, 2012 - Board Agenda

CEREMONIALS
Recognition of LULAC Council No. 2/Rey Feo Scholarship Committee Inc., benefactor of Parent Child Scholarship Program
LULUC Council No. 2, represented by Mr. Tom Sandoval, was recognized for raising a total of $400,000 in scholarships.

Recognition of GED Brunch Leadership Committee for the Annual Brunch and GED Scholarship Fundraiser
Founder Ms. Martha Tijerina and the GED Brunch Leadership Committee were recognized for establishing a $25,000 scholarship endowment.

Winner of the 2012 Alamo Colleges E-Holiday Card Contest
Mr. Rudy Morin, a student at Northwest Vista College was recognized for his winning Alamo Colleges holiday E-card design.

RECOGNITION OF SPECIAL GUESTS, FACULTY AND STAFF
Student of the Month – November 2012
Ms. Lisa Phillips, Northeast Lakeview College, is the recipient of a $500 La Prensa Foundation Inspirational Scholarship, courtesy of the La Prensa Foundation founded by Tino and Amelia “Millie” Duran. She served as a Vet-Tech in the US Army from 2001-2005 until an injury brought her military service to an end. In 2010, Lisa decided to return to school and came to Northeast Lakeview College as a Biology Major with the ultimate goal of going to veterinarian school.
She is a member of the Politics in Action Club and the Phi Theta Kappa Honors Society. Additionally, she is Founder and CEO of the Retired Military Working Dog Assistance Organization (RMWDAO), a non-profit organization working to get military working dogs (MWD) reclassified from equipment to canine service members. The organization raises money to help cover those medical costs after a MWD retires, so that tax dollars aren’t used. Currently, Ms. Phillips is working to get the Bill *Canine Members of the Armed Forces Act* passed into law. In Congress it is known as H.R. 4103 and S.2134 in the Senate. On May 18, 2012 the Bill passed in the House attached to the National Defense Authorization Act (NDAA) and most recently, the Bill passed the Senate on December 4, attached to the NDAA.

Alamo Colleges Employee of the Month

November 2012 – Ms. Demetril Mitchell-Hebert, Education Skills Specialist, Northeast Lakeview College

December 2012 – Ms. J. Michele Tippit, Reading Lab Manager, San Antonio College (Deferred to January 2013)

Recognition of Dr. Beth Lewis, Northeast Lakeview College Vice President for Academic Affairs

Dr. Lewis was honored for her service to NLC and the Alamo Colleges. She recently accepted a position as president at College of the Mainland.

**CHAIRMAN’S REPORT**

At the request of Chairman James Rindfuss, Dr. Federico Zaragoza provided an update on the grand opening of the Alamo Colleges Workforce Center of Excellence and the Just-In-Time program which utilizes computer-based learning. Through a unique purchase arrangement with Port San Antonio, the Alamo Colleges receives a $10,000 credit for every student hired as part of the program.

Board of Trustees Training Update

Travel Authorization for Trustees to attend the Community College Futures Assembly

The Board of Trustees approved travel expenses for Trustees to attend the Community College Futures Assembly scheduled for January 26-29, 2013 in Orlando, Florida

Travel Authorization for Trustees to attend the Board of Trustees Institute (BOTI) Conference

The Board of Trustees approved travel expenses for Trustees to attend the 2013 Board of Trustees Institute scheduled for March 28-30, 2013 in Santa Fe, New Mexico.

The seventh annual Board of Trustees Institute provides an opportunity for trustees and CEO’s to engage in a review of policies needed to support a robust completion agenda.
CHANCELLOR’S REPORT
Legislative Agenda Presentation

Prior to the convening of each regular Texas Legislative Session, the Alamo Colleges identifies policy priorities that it would like to have addressed by the Texas Legislature. The Alamo Colleges legislative program includes: 1) measures to increase number of associate degrees awarded by community colleges; 2) Improve the proposed Student Success Points model; 3) Measuring and funding success based on three components – core college operations, student success points and contact hours; 4) Workforce and Skills Alignment; 5) Restoration of Employee Health Insurance Funding; 6) Allow the Alamo Colleges to offer a bachelor’s of applied technology (BAT) in nursing and fire science; 7) Exceptional item funding of $6.5 million - $4.0 million for first responders fire training $4.5 million to support nontraditional learning and $1.0 million to expand workforce academies.

Monthly Report on Alamo Colleges Regional Centers

Dr. Zaragoza provided an update on enrollment counts and activity at the Alamo Colleges Regional Centers. He reported that the Central Texas Technology Center advisory board approved a substantive change which will allow San Antonio College to offer an Associate’s of Liberal Arts degree in fall 2013. He also reported on a strategic planning meeting held in Floresville, attended by Mayor-Elect Diana Garza and other city leadership.

Alamo Ideas Presentation

Ms. Linda Boyer-Owens presented on Alamo Idea #01021 for the consolidated purchase of career services software. Ms. Nora Esparza, Palo Alto College and Mr. David Gonzales, District were recognized.

Community Partnership Meetings

Dr. Bruce Leslie reported on the community partnership initiative. Ms. Michelle Perales will provide a detailed overview in January.

PROGRAM HIGHLIGHTS
Midnight Madness Presentation by Ms. Tracey Mendoza and Mr. Robert Vaughn - Northeast Lakeview College

Audit, Budget and Finance


Acceptance of the FY 2012-2013 Budget Amendment No. 1
The Board approved and accepted the FY 2012-2013 Budget: Amendment No. 1 as presented.

Acceptance of the FY 2012-2013 Budget Amendment No. 2
The Board approved and accepted the FY 2012-2013 Budget: Amendment No. 2 as presented.

2012 Tax Assessment Roll
The Trustees approved the 2012 Tax Assessment Roll for the Alamo Colleges as of October 1, 2012. To comply with the State Property Tax Code requirement that the 2012 tax roll prepared by the Bexar County Tax Office.

Implementation of New Job Descriptions, Salary Ranges and Pay Adjustments recommended for campus Student Success Departments
The Trustees approved the new job descriptions, salary ranges and pay adjustments recommended for campus Student Success departments. The Board of Trustees desires to update job descriptions and salary ranges for regular, full-time non-administrator jobs as recommended by a project team consisting of Student Success leaders, Human Resources, and outside consultants.

Purchase of Temporary Employment Services
The Board awarded a contract to AppleOne Employment Services, InGenesis, Inc., Kelly Services, Inc., Labor On Demand, Inc., Manpower of Texas Limited partnership, Makro Technologies, Inc., and Tri-Starr Personnel, LLC, providing for the purchase of Temporary Employment Services in the amount of approximately $500,000 annually as requested by the Human Resources & Organizational Department.

Transfer of the Louise Goddard Morrison Collection of Eighteenth Century English Literature to the Cushing Memorial Library and Archives of Texas A&M University
The Board approved and ordered the transfer of ownership and possession of the Louise Goddard Morrison Collection of Eighteenth Century English Literature to the Cushing Memorial Library and Archives of Texas A & M University substantially and authorizes and directs the Chancellor or his designee to execute, deliver and perform that agreement.
Purchase of Bookstore Operation Services
The Trustees awarded a contract to the Follett Higher Education Group providing for the purchase of Bookstore Operation Services for Alamo Colleges in the revenue amount of approximately $1,262,889 annually as well as providing the lowest textbook costs to Alamo Colleges’ students.

Purchase of Student Laboratory Equipment for the Advanced Water Treatment Program at Northwest Vista College
The Trustees awarded a contract to Armfield, Inc. providing for the purchase of Student Laboratory Equipment in the amount of $97,830 as requested by Northwest Vista College.

Shuttle Services for Northwest Vista College and San Antonio College
The Board rejects the six proposals submitted in response to the Request for Competitive Sealed Proposal (“RCSP”) that closed on September 6, 2012 for the Purchase of Shuttle Services for Northwest Vista College and San Antonio College, ratifies the modified RCSP for such shuttle services that closed on November 26, 2012 and, based upon the responses to that second RCSP, hereby awards a contract to City Tours, Inc. providing for the purchase of Shuttle Services for Northwest Vista College in the approximate amount of $204,000 for the period beginning upon award and ending August 31, 2013; and to City Tours, Inc. providing for the purchase of Shuttle Services for San Antonio College in the amount of approximately $131,120 for the period beginning upon award and ending August 31, 2013 and thereafter for an approximate annual amount of $170,720.

Funding for Construction of the Challenger Learning Center in the Scobee Observatory and Planetarium at San Antonio College
The Board approved the transfer of $5,000,000 from Fund Balance in order to continue construction of the Challenger Learning Center in the Scobee Observatory and Planetarium at San Antonio College. The Fund Balance will be repaid through the Challenger Learning Center Campaign by January 31, 2017.

Annual Review of the Audit Committee Charter
The Trustees approved the Audit Committee Charter to be effective as of December 18, 2012. Annually, the Audit, Budget, and Finance Committee must review and assess the adequacy of its charter. At this time, a change is recommended regarding coordination of external audit by “internal audit” to “the Vice Chancellor for Finance and Administration.” Any updates to the charter require Board approval.

Annual Review of the Internal Audit Charter
The Trustees approved the Internal Audit Charter to be effective as of December 18, 2012. Professional practice standards require an annual review of the Internal Audit Charter. At this time, minor administrative changes are recommended. Any updates to the charter require Board approval.
Action on the Audit Protocol

The Board approved the Audit Protocol to be effective as of December 18, 2012. The internal quality control process requires that the audit protocol be reviewed and assessed each year. At this time, a change is recommended regarding the annual audit plan. Project work-plan development is being clarified. Any updates to the audit protocol require Board approval.

2012 Internal Audit Projects Status, 2013 Proposed Audit Plan Projects, and Risk Assessment Results

The Board of approved the 2013 Internal Audit Plan which is based on a fall 2012 risk assessment. The Board tasked the Audit, Budget, and Finance Committee with reviewing the annual risk assessment and audit plan. The Internal Audit Protocol requires these documents to be presented to Board of Trustees each December. The risk assessment helps identify and rank potential risk areas for Alamo Colleges. This document was the basis for the Internal Audit Department to recommend the proposed project plan for next year.

Facilities

Amendment to Guaranteed Maximum Price San Antonio College Capital Improvement Program Construction Manager-at-Risk J. T. Vaughn Construction Company, Inc. (RFP 06C-121) for Continued Construction and Completion of the Challenger Learning Center in the Scobee Observatory and Planetarium

The Board approved an amendment in the amount of $5,000,000 in addition to the current $21,700,000.00 Guaranteed Maximum Price Construction Manager-at-Risk fee negotiated with J. T. Vaughn Construction Company, Inc. for the continued construction and completion of the Challenger Learning Center in the Scobee Observatory and Planetarium at San Antonio College. The amended Guaranteed Maximum Price is $26,700,000.

Issuance of a Request of Qualifications (RFQ) for Public Private Partnership for Development of Property Located at 2222 N. Alamo St.

The Trustees approved issuance of a Request for Qualifications Solicitation for Public Private Partnership for development of the property located at 2222 N. Alamo Street. The professional services will assist in the development of conceptual design documents identifying the college's floor space and parking requirements and the development of viable options regarding the highest and best use of adjacent real estate owned by the college. Multiple scenarios will be evaluated and the deliverable product will be a document that can be used to secure competitive proposals from interested developers.
**Personnel**

**Appointment of Administrators**

The Trustees approved the recommendation of employment for the following administrative positions:

- Jo Carol Fabianke, Vice Chancellor Academic Success, effective December 18, 2012.
- Elizabeth Tanner, Vice President of Academic Success, Palo Alto College, effective December 18, 2012.

**Appointment of Full-Time Faculty**

The Trustees approved for the 2012-2013 Academic year the following appointment of Full Time Faculty submitted by the College Presidents for the 2012-2013 year:

- Martin Davila Protective Services San Antonio College
- Brittany Chozinski Sociology Northeast Lakeview College

Consent Agenda — Approved

**Next Regular Board Meeting Date:** Tuesday, January 22, 2013.