



ALAMO
COLLEGES
DISTRICT

MEMORANDUM

To: Alamo Colleges District Family
From: Mario Muñiz, District Director of Public Relations
Date: July 25, 2017
Subject: Board Meeting Report

On behalf of Dr. Bruce Leslie, the following is a summary of proceedings of the Alamo Colleges District Board of Trustees meeting of July 25, 2017.

Link: [Board Agenda - July 25, 2017](#)

CEREMONIALS/RECOGNITION OF SPECIAL GUESTS

Student of the Month – July 2017

Roberto Gonzalez, Alamo Colleges District – Northeast Lakeview College, is the recipient of a \$500 La Prensa Foundation Inspirational Scholarship, courtesy of the La Prensa Foundation, founded by Tino & Amelia "Millie" Duran. After dropping out of high school at 15 due to family issues, Robert found it necessary to complete his high school GED and continue his education at the college level, bringing him to Alamo Colleges District - Northeast Lakeview College a few semesters ago. He is currently employed as a student worker in Disability Support Services where he trains students on the Kurzweil reading software, the assistance software for students needing special accommodations. As a member of the Civic Leadership Club, he helped to coordinate a very successful community clean-up project in unincorporated areas of northeast Bexar County and participated in several on-campus activities such as the Men's Leadership Luncheon and the Linked-In Professional Branding Workshop. He also volunteers at local community events like the annual Snowfest in Universal City and the "Chasing the Dragon" event that helped spread the word about the Opioid Epidemic to the local community. Robert often works two and three jobs to make ends meet and still completes his projects in a timely manner and remains committed to the students he supports. His future plans include completing the needed coursework at Alamo Colleges District - Northeast

Lakeview College and then transferring to the University of Texas at San Antonio to pursue a Bachelor's Degree in Computer Engineering. His ultimate goal is to use his education to join the front lines in new technology development.

Employee of the Month – June 2017

Cassandra Tamez, Honors Academy Academic Advisor, Alamo Colleges District – San Antonio College

Employee of the Month – July 2017

Eloisa Cordova, Certified Advisor, Veterans Affairs, Alamo Colleges District - Palo Alto College

Proclamation to The Duran Family in Honor of Mr. Tino Duran

The Hispanic Chamber of Commerce Family Excellence Award to the Alderete Family

Ray Williams Outstanding Leadership Award from the Texas Community Colleges Instructional Administrators Association, Dr. Jo-Carol Fabianke

League of United Latin American Citizens (LULAC) “Raymond Telles Award for Education - Dr. Federico Zaragoza

Bonita De Leon selected for USDA E. Kika De La Garza Fellowship Program, Dr. Robert Vela

Recognition of Master Sergeant James “Jim” Volstad for his Philanthropy Establishing the Master Sergeant James Volstad Scholarship for Military Veterans

Recognition of Morris Camp, Managing Director, San Antonio Market Executive, Chase, for philanthropy benefiting the iBEST program

San Antonio for Growth in the Eastside (SAGE) - Best Community Partners Award, St. Philip's College

Quality Texas Foundation

Achievement Level Recognition, Alamo Colleges District - St. Philip's College

Progress Level Recognition, Alamo Colleges District - San Antonio College

CITIZENS TO BE HEARD

CHAIR'S REPORT

Dr. Katz reported on her UTSA Tricentennial event keynote address and presentation to school teachers on essential skills for the next generation of workers.

CHANCELLOR'S REPORT

Monthly Report on Alamo Colleges District Regional Centers, Dr. Federico Zaragoza
The Alamo Colleges District– Central Texas Technology Center (CTTC) and Continental Motor Systems have agreed to increase the number of production employees enrolled in the AAS Manufacturing Operations Program. Continental Motors will authorize an additional cohort of 8 team members to participate in the AAS Program. Each employee will be authorized release time, tuition support, and salary while participating in up to 9 hours of education and training per semester. The new cohort brings the total Continental Motor System employees participating in CTTC Manufacturing Operations Program to 30. Scott Williams, Continental Plant CEO is extremely supportive of the partnership with Alamo Colleges – CTTC has stated that he has provided testimony to German Chancellor, Angela Merkel on the effectiveness of the job training program being delivered by the Alamo Colleges District at CTTC.

David “Mac” Coleman, a blind student at the Alamo Colleges District– Greater Kerrville Center, started his journey with Alamo Colleges District in the Spring of 2014 and completed his Associate’s Degree in Liberal Arts at Alamo Colleges District - Northwest Vista College at the end of the Spring 2017 semester with a 3.67 GPA. Mac applied and was accepted to West Texas A&M University where he will pursue a teaching degree with an emphasis on History. Mac acknowledged that one of the primary reasons for his academic success was the weekly academic support he received at the Alamo Colleges District-Greater Kerrville Center. In the spirit of “student empowerment”, Mac continues to ride broncs in rodeos.

Mr. Chester Jenke, Manager for the Alamo Colleges District - CTTC – served as a panelist for the San Marcos Economic Development Conference. The panel consisted of TWC Commissioner Ruth Hughes, ACC Charles Cook, and Texas State University Daniel Brown; and was moderated by Mr. Aaron Demerson. The topic of discussion was “Regional Workforce Development and Training for Jobs in the Future” – educating our workforce today, tomorrow, and in 2020. The panelists all acknowledged the Alamo Colleges District – CTTC as an effective model for producing a regional workforce that aligns to the target demand jobs emerging in rural areas.

A total of nine Tivy High School students successfully completed the Certified Nurse Aid (CNA) courses and have either registered or already taken their state exam. Alamo Colleges District - Greater Kerrville Center is currently working with Alamo Colleges District - St. Philip’s College to expand Health Career Training Programs for Fall 2018 in the new CTE facility currently under renovation. In addition, the Kerrville Economic Development Corporation, the Kerrville Area Chamber of Commerce, and Kerrville ISD will be surveying over 900 businesses and sharing information with the Alamo Colleges District-Greater Kerrville Center on workforce and community education needs.

The Alamo Colleges District – CTTC is working with Canadian General Towers (CGT) to establish certificate and competency based skill training programs to support the projected 200 employee hires. CGT will be producing products for the auto industry suppliers such as Ford and Chrysler. At full capacity, there will be three production lines in operation.

The Alamo Colleges District - Greater Kerrville Center completed the Spring 2017 semester with a 4.6 overall satisfaction rate, a 96% completion rate, and an 84% productive grade rate. In the Spring of 2017 22 students obtained their Associates Degree from one of the Alamo Colleges District.

4 Disciplines of Execution (4DX) Report & Wildly Important Goal (WIG) Presentation – by, Jack Eldrige, Math Instructor, Mathematics & Computer Science, Alamo Colleges District - Northeast Lakeview College

PROGRAM HIGHLIGHTS

Picking Up STEAM: The Role of Fine and Performing Arts in STEM Presentation by Kathy Mayer, Chairperson, Fine & Performing Arts, Alamo Colleges District - Northeast Lakeview College

LEGISLATIVE COMMITTEE – Roberto Zárate, Chair

Legislative Report provided by Mr. Roberto Zárate covered fast moving developments in the special session currently taking place.

COMMUNITY INVOLVMENT – Denver McClendon, Chair

Mr. McClendon thanked Mr. Zárate for his commitment and efforts during this legislative session.

Community College Association of Texas Trustees (CCATT) Conference, Roberto Zarate

Association of Community College Trustees (ACCT) Retreat, Roberto Zarate

Phone conferences with Texas Association of Community Colleges (TACC) and Texas Community College Teachers Association (TCCTA) regarding session, Roberto Zarate

UTSA - Tricentennial Presentation on Community-Based Education, Dr. Yvonne Katz

UTSA - Alumni Association Reception for Drs. Harriett and Ricardo Romo, Dr. Yvonne Katz

Reception for New Mayor and City Council, Dr. Yvonne Katz

Association of Community College Trustees (ACCT) Mtg. in D.C. for New Board Members, Dr. Yvonne Katz and Alicia Moreno

NALEO Conference, Alicia Moreno

2017 Quality Texas Foundation Quest for Excellence Conference, Alicia Moreno

Foundation 7 Habits, Alicia Moreno

Veterans Education Forums, Alicia Moreno

Free Trade Alliance Luncheon and Woman in International Business, Alicia Moreno

POLICY AND LONG-RANGE PLANNING - Denver McClendon, Chair

Policy D.2.3 - Qualifications for Hire

The Board adopted and approved the revisions to Policy D.2.3. This policy is being amended to clarify the fact that positions in high risk areas such as Alamo Colleges District Police Department (ACPD), childcare, and fund-management require additional job-specific pre-employment screening and criminal background checks for promotion and transfer candidates. Policy D.2.3 was adopted in April 2009 and it introduced the need for all new hires to satisfy the minimum job requirements of their job description. Educational and other background checks were also introduced as part of the new hires qualifications policy requirements.

Policy D.2.5 - Hiring Authority, Status, Assignments and Duties

The Trustees approved revised Policy D.2.5. This policy is being amended to introduce the fact that the term Chancellor means Interim Chancellor, Acting Chancellor or designee, including a College President. Policy D.2.5 was originally adopted by the Board of Trustees in April 2009 to highlight the fact that all employees, except for internal audit department employees and the Board Liaison, are subject at any time to assignment, reassignment or transfer to vacant or new positions by the Chancellor. An amendment was introduced in January 2017 explaining that the Chancellor will consult with the appropriate College President or Vice Chancellor before exercising his authority to reassign employees.

Policy D.4.7 - Drugs and Alcohol-Free Workplace and Schools

The Board approved the revised Policy D.4.7. This policy is being amended to update the title to include schools in addition to workplace and to include the sale and manufacture and distribution of controlled substances, to the list of unlawful possession of items. In April 2009, the Board adopted a Drug and Alcohol-Free Workplace Policy D.4.7 in which; it stipulates that the Alamo Colleges District shall establish a drug-free awareness program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by employees and to alert employees to the danger of drugs and alcohol use and abuse in the workplace.

Policy D.4.11 Notification of Misdemeanor and Felony Offenses

The Trustees approved the revised Policy D.4.11. This policy is being amended to define the word Arrested as it pertains to employees who are arrested, charged or convicted of a felony offense.

Policy D.4.11 was adopted by the Board of Trustees in April 2009 to inform employees that an employee who is arrested for or otherwise charged with any felony shall notify the immediate supervisor of the arrest or charge and shall provide a description of the specific offense for which the employee is arrested or charged within three business days of the arrest or charge.

Amending Policies and Procedures to Implement the Licensed Concealed Carry of Handguns at Colleges and Adjusting Employee and Student Discipline for Violations of Rules

The Board approved revised policies and procedures to implement the licensed concealed campus carry of handguns at community colleges legislation taking effect August 1, 2017. See the all revised changes below:

1 - Revised existing Policy D.4.6 - Prevention and Reporting of Workplace Violence and Minor Abuse

2 - Revised Existing Policy G.1.4, Use of and Access to College District Facilities
Rules adopted pursuant to statutory procedures were reviewed without modification by the board on April 18, 2017 and are now published as Procedure G.1.4.5. Per-campus identification of prohibited areas applying those rules will be added.

3 - **New** procedure G.1.4.5, Rules Limiting the Licensed Concealed Carry of Handgun

Beginning August 1, 2017, firearm license holders are authorized to carry handguns on campus, limited to CONCEALED carry, except to the limited extent that certain sites may be excluded by other applicable law. Colleges are permitted to establish reasonable rules limiting this authorization provided that they do not have the effect of generally prohibiting license holders from carrying concealed handguns on campus. This procedure establishes the rules for the Alamo Colleges District.

4 - Revised existing Procedure D.9.1.1, Progressive Discipline, Non-Tenured Employees (includes non-gun edits)

Additional edits unrelated to firearms are proposed to clarify questions raised and ambiguities asserted by opposing counsel in employee disciplinary actions. Although action on procedures technically do not require Board approval, these changes are being presented for Board consideration in the exercise of judgement by the administration given the sensitivity of the topics.

5 - Revised existing Procedure F.4.2.1, Non-Academic Misconduct Disciplinary and Appeal Process

Although action on procedures technically do not require Board approval, these changes are being presented for Board consideration in the exercise of judgement by the administration given the sensitivity of the topic.

Procedure D.9.1.2 - Progressive Discipline: Tenured Faculty

This item was postponed for review at the next board meeting. No action was taken.

AUDIT, BUDGET AND FINANCE - Roberto Zárate, Chair

Authorize the Chancellor or his Designee to Negotiate and Execute the Fiscal Year 2018-2019 City of San Antonio Interlocal Agreement and Annual Account Related to the Utility Escrow Settlement

The Board authorized the Chancellor or his designee to negotiate and execute the Fiscal Year 2018-19 Interlocal Agreement related to the utility escrow settlement with the City of San Antonio for the City's purchase of educational services in the amount of \$1,083,710. For the purchase of Customized Training, Employee Development, and Workforce Development programs by the City of San Antonio ("CoSA") from the District in accordance with the provisions of the renewal of their utility escrow settlement.

Resolution in Support of the 2018 Budget of the Bexar Appraisal District

The Trustees approved the resolution supporting the 2018 budget of the Bexar Appraisal District. The Bexar Appraisal District appraises the value taxable property for Bexar County area taxing units such as the District and defends protests to such appraisals administratively and in litigation. Texas Tax Code § 6.06 requires the Bexar Appraisal District to submit its proposed annual budget to the taxing units which it serves before June 15 of each year and thereafter hold a duly noticed public hearing prior to adoption no later than September 15.

District Internal Audit Department's Proposed Fiscal Year 2017-2018 Budget and Staffing

The Board approved the proposed Internal Audit Department operating budget for fiscal year 2017-2018 of \$628,769. The final Internal Audit budget will be considered for approval with the overall Alamo Colleges fiscal year 2018 budget.

The Audit Committee Charter tasks the Audit, Budget, and Finance Committee with reviewing the plans, activities, staffing, and budget for the Internal Audit function. The Internal Audit Charter states that Internal Audit has various responsibilities, including but not limited to: Maintaining a professional audit staff group; Following professional audit practices and standards; and Proposing an appropriate annual staffing plan to the Audit Committee and Board. The General Accountability Office Government Auditing Standards, also known as the Yellow Book, require the internal audit director to recommend a proposed budget and staffing plan to the Board and Management.

Purchase of Financial Aid Application Verification Services

The Trustees approved the contract to ProEducation Solutions, LLC providing for the purchase of Financial Aid Application Verification Services in the estimated annual amount of \$105,000.00, as requested by the Vice Chancellor for Finance and Administration. This contract action provides for the purchase of services to implement processes and procedures to verify approximately 14,000 student financial aid applications, annually for the District Office of Student Financial Aid. This work is necessary because the Federal Department of Education mandates a review process, which selects a percentage of all Free Applications for Federal Student Aid (FAFSA) received each year for verification. This verification process requires the Alamo Colleges District to confirm the data, supplied by students and their families, for accuracy and completeness. The scope of work requires ProEducation Solutions, LLC to connect to the Alamo Colleges District's financial aid processing system, remotely, through a virtual private network, review applications to confirm the data supplied by the student and/or parent, and report inaccuracies to Alamo Colleges District Student Financial Aid representatives when action is taken to update the application with the student.

Amending a Contract with Assessment Technologies Institute, LLC (ATI) Providing for an Increased Authorization for the Purchase of Nursing Student Testing Materials and Training Services

The Board approved amending the contract with Assessment Technologies Institute, LLC (ATI) providing for an increased authorization for the purchase of nursing student testing materials and training services for approximately \$455,000 for a new revised estimated annual amount of \$1,155,000 as requested by Alamo Colleges District - San Antonio College and Alamo Colleges District St. Philip's College. Approval of this contract amendment increases the expenditures previously authorized. Approval of this action enables negotiated changes to the contract that will result in continued service delivery to meet current and future student demands; avoidance of startup costs/delays; and stability to the program's service delivery. The negotiated changes enable the Alamo Colleges District to increase the amount of consulting services and focus reviews purchased for the ADN and LVN students of the Alamo Colleges District - San Antonio College and Alamo Colleges District - St. Philip's College. These services are used in connection with graduating ADN students, and consist of guidance to the College in remediation activities to prepare these students for taking the NCLEX-RN examination. The program requirements were expanded requiring more consulting services and assessment testing materials from Registered Nurses and LVN students to support in an effort to increase their knowledge-based-learning and retention, evaluate course competencies, and improve program outcomes. As a result of this effort, amending the contract providing for the increase in the amount of purchase of is recommended. There are no other contract changes recommended at this time.

BUILDING, GROUNDS & SITES SELECTION - Joe Alderete, Chair
Designation of Surplus Property

The Board found that the properties located at 201 West Sheridan Street, 811 West Houston Street, 8300 Pat Booker Road, Village Oak Drive Parking Lot, and 7980, 7982, 7990 Pat Booker Road are no longer needed for educational purposes and are therefore designated as surplus property.

Action on Sale of Surplus Property

The Trustees approved and authorize the Chancellor or his appointee(s) to solicit from the public offers to purchase the surplus properties located at 201 West Sheridan Street, 811 West Houston Street, 8300 Pat Booker Road, Village Oak Drive Parking Lot, and 7980, 7982, 7990 Pat Booker Road pursuant to statutorily required sealed bid procedures and to work with a contracted real estate consultant to promote market interest in the properties. The property need not be sold if offers received are not determined to be sufficient or if the appropriateness of their designation as surplus property should change based on changes in circumstances. The properties to be offered for purchase have been declared surplus due to their currently housing elements of District Support Operations which are to be relocated to the consolidated DSO building presently under construction at 2222 North Alamo. Any offers received will be presented to the Board for consideration, and any sales will either close after the DSO building is ready or be subject to an interim lease back to the District.

PERSONNEL

Appointment of Administrators

The Board approved the appointments of 2 senior administrative positions to support the achievement of strategic Alamo Colleges District objectives:
Richard Fulton, VP of Academic Success (Interim), Alamo Colleges District – Northeast Lakeview College, effective August 1, 2017
Monica Ayala, Dean of HS Pre-College Programs, Alamo Colleges District – Palo Alto College, effective July 1, 2017.

Appointment of Full Time Faculty

The Board approved the appointment of 21 Full Time Faculty submitted by the College Presidents for the 2017-2018 academic year. Further Board action will not be required for these persons to teach in the indicated disciplines.

CONSENT AGENDA

Approved.

EXECUTIVE SESSION

The Board approved the settlement proposal discussed in Executive Session, conditioned upon the agreement of the opposing parties to other terms or provisions to be memorialized by the District's attorneys in a final settlement agreement.

Next Regular Board Meeting Date: Tuesday, August 15, 2017

George E. Killen Community and Education Service Center

101 Community Meeting Room
201 West Sheridan, San Antonio, Texas