

Board of Trustees

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Alamo Colleges
San Antonio, Texas

MEETING OF THE BOARD OF TRUSTEES
AUDIT, BUDGET & FINANCE COMMITTEE

TUESDAY, APRIL 14, 2009
7:30 P.M.

OR UPON ADJOURNMENT OF THE
BUILDING, GROUNDS & SITES SELECTION COMMITTEE MEETING

GEORGE E. KILLEN COMMUNITY
EDUCATION & SERVICE CENTER
101 COMMUNITY MEETING ROOM
201 W. SHERIDAN
SAN ANTONIO, TEXAS

NOTICE IS HEREBY GIVEN THAT THE AUDIT, BUDGET & FINANCE COMMITTEE OF THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT WILL MEET ON THE 14TH DAY OF APRIL 2009 AT 7:30 P.M., OR UPON ADJOURNMENT OF THE BUILDING, GROUNDS & SITES SELECTION COMMITTEE MEETING.

This meeting of the Audit, Budget & Finance Committee, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Chancellor. Executive Session, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in Executive Session, the Committee will convene in such Executive Session meeting in accordance with Tex. Government Code §§ 551.071- 551.084. The Committee members must take action in the open portion of the meeting on items discussed in the Executive Session. The Committee will consider, discuss, and take appropriate action regarding the following items:

AGENDA

CALL TO ORDER

ROLL CALL

CERTIFICATION AND POSTING OF NOTICE

EXECUTIVE SESSION

Pursuant to § 551.071 Tex Govt. Code, the Committee will consult with its attorneys to seek their advice on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Pursuant to § 551.072 Tex Govt. Code, the Committee will deliberate the purchase, exchange, lease or value of real property.

Pursuant to §551.074 Tex Govt. Code, the Committee will deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of certain District employees.

Pursuant § 551.087 (1) and (2), Tex. Govt. Code, the Committee will (1) discuss or deliberate regarding commercial or financial information that the ACCD has received from a business prospect that the ACCD seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

RECONVENE OPEN MEETING

Action (if any) on Items Discussed in Executive Session.

CORRECTION AND APPROVAL OF MINUTES

Audit, Budget and Finance Committee Meeting on March 10, 2009 1

AUDIT, BUDGET AND FINANCE COMMITTEE

Presentation of FY 2009-10 Operating Budget Revenues and Mandatory Contractual Increases 2

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Discussion, Recommendation and Possible Action on Summer Schedule – Four Day Work Week at Palo Alto College and Flex Schedules for Other Colleges and District Offices..... 4

Discussion, Recommendation and Possible Action on Bids for Furniture for Huisache Hall at Northwest Vista College (Bid No. 09C-204) 5

Discussion, Recommendation and Possible Action on Bids for Furniture for Science/Workforce Building at Palo Alto College (Bid No. 09C-202) 6

Discussion, Recommendation and Possible Action on Bids for Furniture for Science/Workforce Center (re-bid) at Palo Alto College (Bid No. 09C-207)..... 7

Discussion, Recommendation and Possible Action on Proposals for Office Furniture for Science/Workforce Center at Palo Alto College (RFP No. 09C-201) 8

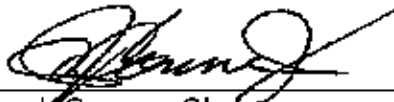
Discussion, Recommendation and Possible Action on Limiting Dual Credit Tuition and Fee Waivers to Eligible In-district Dual Credit Students 9

Discussion, Recommendation and Possible Action on the Purchase of Furniture Under a Cooperative Agreement for the Women’s Center at San Antonio College 10

ADJOURNMENT

POSTED AT THE ACCD GEORGE E. KILLEN COMMUNITY EDUCATION & SERVICE CENTER (201 W. SHERIDAN) AT 2:30 P.M. ON THIS 9TH DAY OF APRIL 2009.

This meeting site is wheelchair accessible. The accessible entrance is located at the front entrance to Building E (entrance faces S. Flores Street). Accessible parking spaces are located in front of Building E, located in the parking lot that faces on S. Flores. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four hours prior to the meeting) by calling 210-485-0030.



Charles J. Conner, Chairman
Audit, Budget and Finance Committee



Denver McClendon, Chairman
ACCD Board of Trustees



Dr. Bruce H. Leslie, Chancellor

Agenda Item Number: 1
Audit, Budget and Finance Committee Meeting
On March 10, 2009

ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget and Finance Committee
April 14, 2009

MINUTE ORDER:

**“The minutes of the Audit, Budget and Finance Committee Meeting of
The Board of Trustees of the Alamo Community College District held on
March 10, 2009 are hereby approved.”**

PURPOSE

To officially approve the minutes of the Audit, Budget and Finance Committee held
March 10, 2009.

BACKGROUND

IMPLICATIONS

Financial:	None
Strategic Plan:	Goal V. Organization Communication
Human Resources:	None

ATTACHMENTS: Minutes of March 10, 2009



Dr. Bruce H. Leslie, Chancellor

**Minutes
Alamo Community College District
Audit, Budget and Finance Committee Meeting
of the Board of Trustees
George E. Killen Community Education & Service Center
201 W. Sheridan
San Antonio, Texas
March 10, 2009**

CALL TO ORDER AND ROLL CALL

Chair Charles Conner called the meeting to order at 6:07 p.m. and announced that a quorum of committee members was present.

The following committee members were present:

District 7 Charles J. Conner, Chair
District 8 Gary Beitzel

The following committee members were absent:

District 1 Dr. Bernard K. Weiner
District 5 Roberto Zárate

The following non-committee members were present:

District 2 Denver McClendon, Board Chair, and Ex-Officio
District 6 Dr. Gene Sprague

Presiding Administrator: Dr. Bruce Leslie

CERTIFICATION AND POSTING OF NOTICE

Chair Conner announced that the notice of this meeting of the Board of Trustees Audit, Budget and Finance Committee had been duly posted at the District Office Building (Houston St.), Northeast Lakeview College, Northwest Vista College, San Antonio College, St. Philip's College and at Southwest Campus, Palo Alto College, and the ACCD George E. Killen Community Education & Service Center fulfilling the requirements of the statutes as set forth.

1. AUDIT, BUDGET AND FINANCE COMMITTEE MEETING ON FEBRUARY 17, 2009

On a motion by Trustee Beitzel, seconded by Trustee McClendon, and by unanimous vote of the Committee the following minute order was adopted:

"The minutes of the Audit, Budget and Finance Committee Meeting of the Board of Trustees of the Alamo Community College District held on February 17, 2009 are hereby approved."

2. DISCUSSION ON FY 2009-2010 OPERATING BUDGET

James McLaughlin stated he would present this item at the Regular Board meeting scheduled for March 17, 2009.

3. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON THE DELEGATION OF AUTHORITY TO NEGOTIATE AND EXECUTE THE ANNUAL RENEWAL OF THE INTERLOCAL AGREEMENT RELATED TO THE UTILITY ESCROW SETTLEMENT WITH THE CITY OF SAN ANTONIO

On a motion by chairman Conner, seconded by Trustee Beitzel, and by unanimous vote of the Committee the following minute order was adopted:

"The Audit, Budget, and Finance committee hereby recommends to the Alamo Community College District Board of Trustees to authorize the Chancellor or his designee to negotiate and execute the ninth annual renewal of the Interlocal Agreement related to the Utilities Escrow Settlement between the Alamo Community College District and the City of San Antonio."

4. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON EMPLOYEE CHARITABLE CONTRIBUTION PROGRAM

On a motion by Trustee McClendon, seconded by Trustee Beitzel, and by unanimous vote of the Committee the following minute order was adopted:

"The Alamo Community College District Board of Trustees hereby affirmatively opts not to participate in the state employee charitable contribution program for the state fiscal year beginning September 1, 2009, and further authorizes employee payroll deductions for charitable purposes as may be initiated by each employee in conjunction with the District's relationship with United Way of San Antonio and Bexar County, the Alamo Community College District Foundation, and such other charitable entities with which a formal relationship exists."

5. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON LIMITING TUITION WAIVERS TO ELIGIBLE IN-DISTRICT AND IN-SERVICE AREA DUAL CREDIT STUDENTS

Chancellor Leslie stated that this item was presented to define this limitation affecting out-of-district and out-of-area students for future contingency. Mr. Jim McLaughlin stated that recent tuition revenue projections had been underrealized but not due solely to dual credit students. He stated that he would prepare a report identifying tuition hours where no revenue is generated.

On a motion by Chairman Beitzel, seconded by Trustee Connor, and by unanimous vote of the Committee the following minute order was adopted:

"The Audit, Budget, and Finance Committee hereby recommends to the Alamo Community College District Board of Trustees to authorize the Chancellor or his designee to limit tuition waivers to eligible in-district and in-service area dual credit students. Dual credit students from outside the Alamo Community College District and out-of-service area will be required to pay full tuition in accordance with the published ACC out-of-district and out-of-service area tuition schedule."

6. DISCUSSION AND POSSIBLE ACTION ON TUITION AND FEE SCHEDULE FOR FISCAL YEAR 2009 - 2010

Jim McLaughlin presented this item that would be implemented beginning the Fall 2009 semester. It will:

- Increase course audit fees
- Raise in-district, out-of-district and out-of-state tuition rates across the board by 5%
- Increase out-of-district tuition rates and out-of-state tuition rates so that the former would approach twice the in-district rate and the latter would approach four times the in-district rate. A future item would close the gap completely. Former Boards have instituted this standard.

Mr. McLaughlin will consult with colleagues and return to the board with a proposal to modify tuition rates for new international students if the rates affect recruitment.

On a motion by Chairman Conner, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee recommends to the full Board that the attached Tuition and Fee Schedule for Fiscal Year 2009 – 2010 be approved."

7. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON BIDS FOR USED CLASS 8 CONVENTIONAL TRUCKS FOR ST. PHILIP'S COLLEGE, SOUTHWEST CAMPUS DIESEL LAB (BID NO. 09A-077)

On a motion by Trustee Beitzel, seconded by Trustee McClendon, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees the awards for used Class 8 conventional trucks for St. Philip's College, Southwest Campus Diesel Lab (Bid No. 09A-077) in the total amount of \$193,000 to the vendors shown below submitting the lowest responsive and responsible bids:

Campus	Vendor	Items	Amount
SWC	French Edison Truck Center	TL-2	\$123,000
SWC	Select Trucks of San Antonio	TL-1	\$ 70,000
Total			\$193,000

The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

8. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON THE PURCHASE OF OFFICE FURNISHINGS UNDER A COOPERATIVE AGREEMENT FOR THE FACILITIES BUILDINGS AT NORTHWEST VISTA COLLEGE AND NORTHEAST LAKEVIEW COLLEGE

On a motion by Trustee McClendon, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of an award of the purchase of Office Furnishings for the Facilities Buildings at Northwest Vista College and Northeast Lakeview College to Wittigs Office Interiors, San Antonio, Texas, using a Cooperative Purchase Agreement (TXMAS) for no more than \$250,000."

9. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON THE PURCHASE OF MODULAR STORAGE UNDER A COOPERATIVE AGREEMENT FOR THE FACILITIES BUILDINGS AT NORTHWEST VISTA COLLEGE AND NORTHEAST LAKEVIEW COLLEGE

On a motion by Trustee Conner, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of an award of the purchase of Modular Storage (rack on tracks) for the Facilities Buildings at Northwest Vista College and Northeast Lakeview College to Southwest Solutions, San Antonio, Texas, using a Cooperative Purchase Agreement (TXMAS) for no more than \$100,000."

10. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON BIDS FOR FURNITURE FOR PALMETTO FINE AND PERFORMING ARTS CENTER AT NORTHWEST VISTA COLLEGE (BID NO. 09A-074)

On a motion by Trustee McClendon, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Furniture for Palmetto Fine and Performing Arts Center at Northwest Vista College (Bid No. 09A-074) in the total amount of \$159,341.88 to the vendors shown below submitting the lowest responsive and responsible bids:

Campus	Vendor	Items	Amount
NVC	Gamez Floor Covering	C-9	\$ 9,312.30
NVC	Intelligent Interiors	C-2, C-13, C-14, C-15, M-11, T-1, T-2, T-3, T-3a, T-4, T-8, T-9, T-11	\$ 43,700.01
NVC	Jones & Cook Stationers	C-1, C-1a, F-5, M-1, M-5	\$ 17,527.98
NVC	Office Furniture Interiors	C-4, M-2	\$ 4,283.76
NVC	Office Source, Ltd.	C-7, M-19, T-12	\$ 11,329.94
NVC	Texas Wilson Office Interiors	C-8, C-11, C-12, C-16, M-12, T-10	\$ 83,740.10
NVC	Wittigs Office Interiors	M-13, T-2a	\$ 9,447.70
Total:			\$159,341.88

The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

11. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON BIDS FOR MUSICAL INSTRUMENTS FOR PALMETTO FINE AND PERFORMING ARTS CENTER AT NORTHWEST VISTA COLLEGE (BID NO. 09A-076)

On a motion by Trustee McClendon, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Musical Instruments for Palmetto Fine and Performing Arts Center at Northwest Vista College (Bid No. 09A-076) in the total amount of \$139,923 to the vendors shown below submitting the lowest responsive and responsible bids:

Campus	Vendor	Items	Amount
		Digital Piano I, Digital Piano II, Lab Controller Package, Concert Grand Piano, Grand Piano, Upright Piano	
NVC	Steinway Piano Gallery		\$ 92,128
NVC	Steinway Piano Gallery		\$ 13,710
NVC	Sam Ash Quickship Corp.	Drum Set, Baritone Saxophone	\$ 3,692
		Congas, Marimba, Xylophone, Piccolo	
NVC	Washington Music Center, Inc.		\$ 8,079
		Oboe, Pedal Timpani, Suspended Cymbal, Bass Clarinet, Bassoon, Tenor Saxophone, Tuba	
NVC	National Educational Music Co.		\$ 20,314
Total			\$139,923

The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

12. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON PROPOSALS FOR OFFICE FURNITURE FOR WELCOME CENTER AT ST PHILIP'S COLLEGE (RFP NO. 09A-079)

On a motion by Trustee Beitzel, seconded by Trustee McClendon, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of an award to Texas Wilson Office Interiors of San Antonio, Texas, having submitted a proposal deemed to render the best value, to provide and install Office Furniture for the Welcome Center at St. Philip's College (RFP 09A-079) for the amount of \$221,052.83. The Committee further recommends the Board authorize the Administration to award to the next highest ranked vendor if for any reason any selected

vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

13. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON BIDS FOR FURNITURE FOR WELCOME CENTER AT ST. PHILIP'S COLLEGE (BID NO. 09A-080)

On a motion by Trustee McClendon, seconded by Trustee Beitzel, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Furniture for Welcome Center at St. Philip's College (Bid No. 09A-080) in the total amount of \$197,418.65 to the vendors shown below submitting the lowest responsive and responsible bids:

Campus	Vendor	Items	Amount
SPC	Classroom Creations	AV-1, WR-1, WR-3 C-12, C-12A, T-2, T-2A, T-2AE.	\$ 11,225.00
SPC	DC Interiors	T-2E, T-5, SH-1	\$ 49,684.74
SPC	Furniture by William Web	DC-1, WR-2	\$ 13,899.24
SPC	Gomez Floor Covering	C-7, C-7A, C-8, C-8A	\$ 24,318.63
SPC	OfficeSource Ltd.	T-1, T-3, T-4, TD-1, TD-2, TD-3 C-1, C-2, C-6, C-10, C-10A, C-11,	\$ 7,120.04
SPC	Wittigs Office Interiors	C-11A, T-3, T-7, F-2, F-3, F-5	\$ 91,171.00
Total			\$197,418.65

The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

14. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON THE PURCHASE OF OFFICE FURNISHINGS UNDER A COOPERATIVE AGREEMENT FOR THE BANNER PROJECT AREA AT HOUSTON STREET DISTRICT BUILDING

On a motion by Trustee Beitzel, seconded by Trustee McClendon, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget, Finance Committee hereby recommends approval by the Board of Trustees of an award of the purchase of Office Furnishings for the Banner Project area at the Houston Street District Building to Wittigs Office Interiors, San Antonio, Texas, using a Cooperative Purchase Agreement (TXMAS) for no more than \$75,000."

15. DISCUSSION, RECOMMENDATION, AND POSSIBLE ACTION ON THE DUTIES AND EVALUATION OF THE DISTRICT DIRECTOR OF INTERNAL AUDIT

This item was pulled. Chair Conner indicated this will be considered in the next month or so.

16. DISCUSSION, RECOMMENDATION, AND POSSIBLE ACTION ON THE DISTRICT INTERNAL AUDIT DEPARTMENT'S PROPOSED FISCAL YEAR 2010 BUDGET AND STAFFING

Patricia Major reviewed the Internal Audit Department's proposed 2010 budget and staffing.

Since this budget will be incorporated into the ACCD 2010 budget, there was a motion by Trustee Beitzel, seconded by Trustee McClendon and by unanimous vote of the Committee, not to take action on this item.

Chancellor Leslie stated that the Colleges' internal managers would need to review and implement these expense reductions if the cost savings in the budget are to be realized. Due to this, Ms. Major was asked to present the cost savings proposals as a separate presentation at the next regular Board meeting.

17. DISCUSSION, RECOMMENDATION AND POSSIBLE ACTION ON MONTHLY REPORT ON COOPERATIVE PURCHASES IN EXCESS OF \$50,000

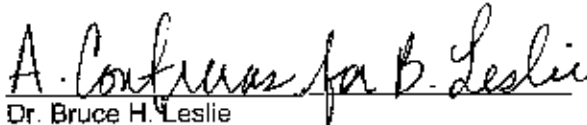
On a motion by Trustee Beitzel, seconded by Trustee McClendon, and by unanimous vote of the Committee, the following minute order was adopted:

"The Audit, Budget and Finance Committee hereby recommends acceptance by the Board of Trustees of the Cooperative Purchase Report for the January 2009 reporting period."


ADJOURNMENT INTO EXECUTIVE SESSION

There being no further open session business, Chair Conner announced that the meeting would adjourn into Executive Session under the statutes providing for such Executive Session at 7:11 p.m. Executive Session adjourned at 7:22 p.m.

Approved for submission to the Board:


Dr. Bruce H. Leslie

Chancellor


Prepared by: Phyllis J. Rodriguez-Williams
Board Liaison

Agenda Item No. 2: Presentation of FY 2009-10 Operating Budget Revenues and Mandatory Contractual Increases

THE ALAMO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
April 14, 2009

MINUTE ORDER

None

PURPOSE

To continue the process of providing the Trustees and others the most current FY 2009-10 I&G Operating Budget reoccurring and non-reoccurring revenue projections; to identify and complete cost estimates on various mandatory and contractual obligations for the upcoming fiscal year; and lastly to identify various alternatives that could be implemented to raise revenues and to contain and reduce costs.

BACKGROUND

The FY2009-10 will be the second year of a two year phase in of a 'workload based funding formula' that has weights for Operating Budget: enrollment headcount (by type of student); instructional activity by contact hour per discipline; gross square footage; and total budgeted funds for Instruction; and total budgeted funds for Instruction and General Budgeted activities.

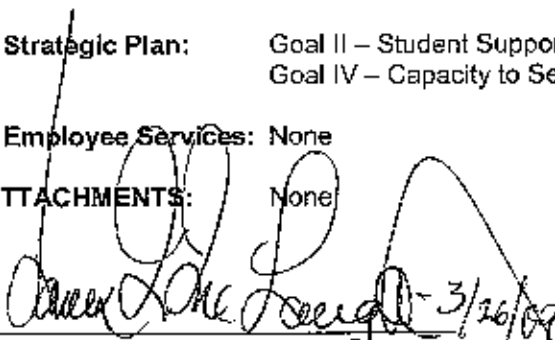
IMPLICATIONS

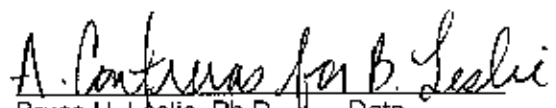
Financial: Approximately \$280 million

Strategic Plan: Goal II – Student Support
Goal IV – Capacity to Serve

Employee Services: None

ATTACHMENTS: None


James N. McLaughlin Date 3/26/09
Vice Chancellor for Administration


Bruce H. Leslie, Ph.D. Date
Chancellor

Agenda Item Number: 3

Faculty Salary Study Information

**ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget & Finance Committee**

April 14, 2009

Agenda Item No. 4: Discussion, Recommendation and Possible Action on Summer Schedule - Four Day Work Week at Palo Alto College and Flex Schedules for Other Colleges and District Offices

**ALAMO COMMUNITY COLLEGE DISTRICT – Board of Trustees
Audit, Budget & Finance Committee Meeting
April 14, 2009**

MINUTE ORDER

"The Audit, Budget & Finance Committee recommends to the Board of Trustees that Palo Alto College be authorized to implement a Four Day Work Week from June 8 – July 31, 2009. The Committee also recommends that Flex scheduling be authorized for Northeast Lakeview, Northwest Vista, St. Philip's, San Antonio College, and the district offices from May 11 – July 31, 2009, in accordance with Alamo Colleges policies, procedures, instructional/business needs and the law."

PURPOSE

For Palo Alto College, the purpose is to maintain the enrollment and provide gas savings to employees. The purpose of flex scheduling is to afford employees some flexibility to tend to personal and family needs in the summer. This supports positive employee relations and our commitment to valuing our human capital.

BACKGROUND

In the summer of 2002, Palo Alto College developed a four day class schedule to encourage greater enrollment. That summer the enrollment rose by 36.6% and students expressed a liking of not having classes on Friday in the summer. When budgets were cut in 2003, an option of also cutting back the work week to four days to reflect the class schedule was discussed with Palo Alto College staff. The purpose of this reduction in work days was to cut utility costs at the college and gas costs to employees. Subsequently, the summer 2003 Palo Alto piloted a four day work week. Enrollment continued to increase from the previous year and employees enjoyed the additional day with their families. The ten hour work day was not a detractor to the four day work week.

In the fall of 2007, Palo Alto College staff was surveyed about the four day work week. 63% liked the four day work week and 68% recommended its implementation again for the summer 2008. Results also showed that the four day work week did not present a hardship on employees with regard to schedule or childcare issues.

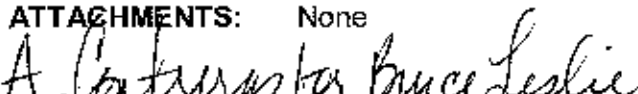
The Palo Alto normal hours of operation will continue to be from 8:00 a.m. to 7:00 p.m. Monday-Thursday and the work hours will be between 7:00 a.m.-7:00 p.m. Monday-Thursday.

Flex scheduling for the summer is offered every year, in accordance with Alamo Colleges policies, procedures, instructional/business needs and the law.

IMPLICATIONS

Financial: Increased enrollment and savings in gas cost to Palo Alto employees.
Strategic Plan: Goal IV. Capacity to Serve; Goal V. Organizational Communication
Human Resources: No Impact

ATTACHMENTS: None


Dr. Bruce H. Leslie, Chancellor Date

Discussion, Recommendation and Possible Action on Bids for Furniture for HUISACHE HALL at Northwest Vista College (Bid No. 09C-204)

**ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget and Finance Committee
April 14, 2009**

MINUTE ORDER:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Furniture for Huisache Hall at Northwest Vista College (Bid No. 09C-204) in the total amount of \$161,343.30 to the vendors shown below submitting the lowest responsive and responsible bids. The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

PURPOSE:

This contract award is to provide furniture for the renovated Huisache Hall at Northwest Vista College. Delivery/ installation is anticipated in late July 2009.

BACKGROUND:

After advertising Bid No. 09C-204 on March 1 and 8, 2009 in the Express News and La Prensa, bids were received on March 17, 2009. Twenty-six (26) vendors requested specifications with nine (9) responses received.

IMPLICATIONS

Financial: Funding Source: 2007 (CIP) (91659-93675-720-915)

Campus	Vendor	Items	Amount
NVC	DC Interiors	C-1, S-1, T-8	\$ 12,974.26
NVC	Jones & Cook Stationers	S-5	\$ 1,199.88
NVC	Office Source, Ltd.	C-4, C-5, C-6, C-7, C-8, C-9, C-10, C-11, F-2, M-1, M-2, M-3, T-7	\$104,005.44
NVC	Wittigs Office Interiors	C-3, T-1, T-1A, T-2, T-3, T-4, T-5, T-6	\$ 28,185.36
NVC	Workplace Resource Inc.	C-2, F-1, F-3	\$ 14,978.35
Total			\$161,343.30

Strategic Plan: Goals I, IV and V

Human Resources: None

ATTACHMENTS: Bid Record

John W. Strybos 3/25/09
 Initiator: John W. Strybos Date
 Title: Associate Vice Chancellor of Facilities

James N. McLaughlin 3/26/09
 James N. McLaughlin Date
 Vice Chancellor for Finance and Administration

A. Confarino for B. Leslie
 Dr. Bruce H. Leslie, Chancellor Date

Discussion, Recommendation and Possible Action on Bids for Furniture for Science/Workforce Building at Palo Alto College (Bid No. 09C-202)

ALAMO COMMUNITY COLLEGE DISTRICT
 Audit, Budget and Finance Committee
 April 14, 2009

MINUTE ORDER:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Furniture for Science/Workforce Building, Palo Alto College (Bid No. 09C-202) in the total amount of \$311,270.76 to the vendors shown below submitting the lowest responsive and responsible bids. The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

PURPOSE:

This contract award is to provide furniture for the new Science/Workforce Building at Palo Alto College. Delivery/ installation is anticipated in late July 2009.

BACKGROUND:

After advertising Bid No. 09C-202 on February 15 and 22, 2009 in the Express News and La Prensa, bids were received on February 26, 2009. Seventeen (17) vendors requested specifications with six (6) responses received.

IMPLICATIONS

Financial: Funding Source: 2005 (CIP) (????-93675-720-915)

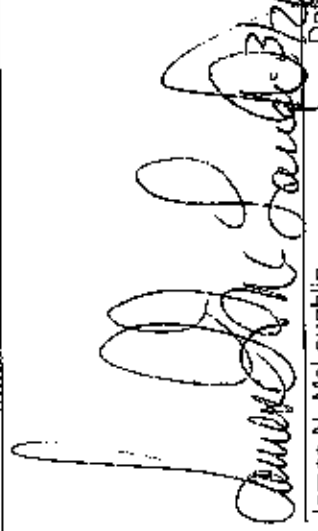
Campus	Vendor	Items	Amount
PAC	D C Interiors	L1, M1, M2, M3	\$ 71,018.76
PAC	OfficeSource, Ltd.	S5, C1, T4	\$ 12,019.48
PAC	Texas Wilson Office Furniture	S8, B1, F1, F2	\$ 21,068.95
PAC	Wittigs Office Interiors	S7	\$ 2,544.00
PAC	Workplace Resource	S1, S2, S3, S4, S6A, S6B, S9, S10, T5, T6, T7, T9, T10	\$204,619.59
Total			\$311,270.76

Strategic Plan: Goals I, IV and V

Human Resources: None

ATTACHMENTS: Bid Record

John W. Strybos 2/6/5/2009
 Initiator: John W. Strybos Date
 Title: Associate Vice Chancellor of Facilities


 James N. McLaughlin
 Vice Chancellor for Finance and Administration
 Date: 4/14/09

Bruce H. Leslie
 Dr. Bruce H. Leslie, Chancellor Date



BID NO.: DBC-202
 OPENED: February 26, 2009
 PLACE: District Facilities Bldg
 201 W. Delway
 San Antonio, TX, 782

BID RECORD
FURNITURE FOR SCIENCEWORKFORCE BUILDING
PALO ALTO COLLEGE
ALAMO COMMUNITY COLLEGE DISTRICT

VENDORS	QTY	Broussard Group San Antonio, TX (Small business)		D C Interiors San Antonio, TX (Small, Minority, woman-owned business)		OfficeSource, Ltd. San Antonio, TX (Small, woman-owned business)		Texas Wilson Office Furniture San Antonio, TX (minority owned business)		Willuga Office Interiors San Antonio, TX		Workplace Resources San Antonio, TX	
		UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
S1 Classroom Chair	732	\$0.00	\$0.00	\$73.08	\$53,633.76	\$0.00	\$0.00	\$144.00	\$105,408.00	\$15.70	\$11,479.56	\$0.00	\$0.00
S2 Lab Stool	100	\$574.00	\$57,400.00	\$231.48	\$23,148.00	\$0.00	\$0.00	\$305.00	\$30,500.00	\$10.40	\$1,040.00	\$0.00	\$0.00
S3 Desk Chair	40	\$917.91	\$36,716.40	\$0.00	\$0.00	\$40.34	\$1,613.60	\$498.00	\$19,920.00	\$18.70	\$748.00	\$0.00	\$0.00
S4 Guest Chair	26	\$0.00	\$0.00	\$37.30	\$969.80	\$0.00	\$0.00	\$48.00	\$1,248.00	\$3.47	\$90.22	\$0.00	\$0.00
S5 Dean's Lounge Chair	3	\$0.00	\$0.00	\$77.00	\$231.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.87	\$8.61	\$0.00	\$0.00
S6A Corridor Bench	1	\$0.00	\$0.00	\$4,820.00	\$4,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S6B Corridor Bench	1	\$0.00	\$0.00	\$4,820.00	\$4,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S7 Dean's Guest Chairs	6	\$0.00	\$0.00	\$768.50	\$4,611.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S8 Geriatric Classroom Seating	20	\$0.00	\$0.00	\$312.00	\$6,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S9 Lectern Stool	20	\$0.00	\$0.00	\$750.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S10 Lectern Stool	20	\$0.00	\$0.00	\$170.84	\$3,416.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L1 Lectern	22	\$0.00	\$0.00	\$30.20	\$664.40	\$0.00	\$0.00	\$37.20	\$818.40	\$0.00	\$0.00	\$0.00	\$0.00
C1 Storage Cabinet	18	\$371.58	\$6,688.44	\$272.85	\$4,911.30	\$0.00	\$0.00	\$2,208.40	\$39,751.20	\$428.00	\$7,704.00	\$0.00	\$0.00
B1 Open Bookcase	18	\$712.24	\$12,820.32	\$284.84	\$5,127.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F2 2 drawer lateral file	2	\$378.50	\$757.00	\$282.26	\$564.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T4 Conference Table	1	\$0.00	\$0.00	\$67,950.00	\$67,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T5 Classroom Table	2	\$0.00	\$0.00	\$580.83	\$1,161.66	\$0.00	\$0.00	\$478.26	\$956.52	\$499.00	\$998.00	\$0.00	\$0.00
T6 Classroom Table	10	\$0.00	\$0.00	\$831.30	\$8,313.00	\$0.00	\$0.00	\$845.51	\$8,455.10	\$554.00	\$5,540.00	\$0.00	\$0.00
T7 Classroom Table	10	\$0.00	\$0.00	\$831.30	\$8,313.00	\$0.00	\$0.00	\$845.51	\$8,455.10	\$554.00	\$5,540.00	\$0.00	\$0.00
T8 Classroom Table	1	\$0.00	\$0.00	\$439.82	\$439.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M0 Classroom Table	1	\$0.00	\$0.00	\$412.36	\$412.36	\$0.00	\$0.00	\$588.42	\$588.42	\$0.00	\$0.00	\$0.00	\$0.00
M1 Office Wasteban	28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M2 Classroom Wasteban	85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M3 Lobby Wasteban	12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$12,019.45		\$21,468.96		\$2,844.00		\$204,819.59		

Discussion, Recommendation and Possible Action on Bids for Furniture for Science/Workforce Center (re-bid) at Palo Alto College (Bid No. 09C-207)

**ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget and Finance Committee
April 14, 2009**

MINUTE ORDER:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of awards for Furniture for Science/Workforce Center (re-bid) at Palo Alto College (Bid No. 09C-207) in the total amount of \$127,014.31 to the vendors shown below submitting the lowest responsive and responsible bids. The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

PURPOSE:

This contract award is to provide furniture for the new Science/Workforce Center at Palo Alto College. Delivery/ installation is anticipated in late July 2009.

BACKGROUND:

After advertising Bid No. 09C-207 on March 8 and 15, 2009 in the Express News and La Prensa, bids were received on March 19, 2009. Sixteen (16) vendors requested specifications with seven (7) responses received.

IMPLICATIONS

Financial: Funding Source: 2007 (CIP) (91641-93675-720-629)

Campus	Vendor	Items	Amount
PAC	Office Source, Ltd.	E-3, LT-2	\$ 6,784.31
PAC	Wittigs Office Interiors	T-1A, T-1B, T-1C, T-1D, T-1E, T-2, T-11, T-12	\$121,230.00
Total			\$127,014.31

Strategic Plan: Goals I, IV and V

Human Resources: None

ATTACHMENTS: Bid Record

John W. Strybos 3/16/09
Initiator: John W. Strybos Date
Title: Associate Vice Chancellor of Facilities

James N. McLaughlin 3/16/09
James N. McLaughlin Date
Vice Chancellor for Finance and Administration

A. Contreras for B. Leslie
Dr. Bruce H. Leslie, Chancellor Date



BID NO.: 08C-207
 OPENED: March 19, 2008
 PLACE: District Facilities Bldg.
 201 W. Dewey
 San Antonio, TX 78212

BID RECORD

**FURNITURE FOR SCIENCEWORKFORCE BUILDING (re-bid)
 PALDO ALTO COLLEGE
 PALDO COMMUNITY COLLEGE DISTRICT**

VENDORS	QTY	Jones & Cook San Antonio, Texas (Small business)		Nelson Interiors San Antonio, TX (Small, minority, woman-owned business)		Omnia Planning Group San Antonio, Texas (Small business)		ChbeSource, Ltd. San Antonio, TX (Small, woman-owned business)		Texas Wilson Office Furniture San Antonio, TX (minority-owned business)		Wedges Office Interiors San Antonio, TX		Workplace Resource San Antonio, TX	
		UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
T1A Classroom Table	14	\$432.04	\$6,048.56	\$350.82	\$4,911.48	\$0.00	\$0.00	\$177.53	\$2,485.42	\$478.90	\$6,703.32	\$342.00	\$4,788.00	\$435.08	\$6,091.12
T1B Classroom Table	2	\$419.43	\$838.86	\$209.14	\$418.28	\$0.00	\$0.00	\$394.42	\$788.84	\$608.47	\$1,216.94	\$200.00	\$400.00	\$572.83	\$1,145.66
T1C ADA Classroom Table	18	\$785.37	\$14,136.66	\$309.39	\$5,569.02	\$532.80	\$9,590.40	\$120.98	\$2,177.64	\$610.95	\$11,007.10	\$326.00	\$5,868.00	\$394.04	\$7,092.72
T1D Classroom Table	232	\$430.76	\$100,135.52	\$306.82	\$71,182.24	\$399.80	\$92,753.60	\$423.13	\$98,166.16	\$447.73	\$103,873.36	\$285.00	\$66,120.00	\$385.24	\$93,375.68
T1E Classroom Table	22	\$410.45	\$9,029.90	\$289.14	\$6,361.08	\$0.00	\$0.00	\$389.42	\$8,567.24	\$402.54	\$8,856.88	\$280.00	\$6,160.00	\$372.63	\$8,207.86
T2 Classroom Table	6	\$457.54	\$2,745.24	\$282.14	\$1,692.84	\$0.00	\$0.00	\$471.93	\$2,831.58	\$610.95	\$3,665.70	\$360.00	\$2,160.00	\$441.80	\$2,650.80
T-11 Powered ADA Classroom Table	4	\$4,034.13	\$16,136.52	\$544.64	\$2,178.56	\$599.20	\$2,396.80	\$2,705.70	\$10,822.80	\$780.76	\$3,123.04	\$555.00	\$2,220.00	\$680.68	\$2,723.12
T-12 Powered Classroom Table	26	\$397.00	\$10,322.00	\$503.65	\$13,294.90	\$777.00	\$20,202.00	\$504.72	\$13,122.72	\$786.73	\$20,454.98	\$597.00	\$15,522.00	\$685.50	\$17,823.00
T3 End Table	1		\$0.00	\$546.01	\$546.01	\$0.00	\$0.00	\$265.99	\$265.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LT-2 Instructor's Podium	22	\$521.43	\$11,471.46		\$0.00		\$0.00	\$260.88	\$5,739.36		\$0.00		\$0.00		\$0.00
TOTAL									\$5,784.31				\$121,230.00		

In accordance with Education Code, sub-section 44.031 (b) as amended by 80th Legislature, the Alamo Community College District shall consider the following criteria in evaluation of the proposals for contract award.

Rank	Evaluation Criteria	Possible Points
1	The Purchase Price : a. for the "Furniture Specification items" b. for the "Value Added Services" proposal	20 20
2	The reputation of the vendor and of the vendor's services	5
3	The quality of the vendor's services	5
4	The extent to which the goods/services meet the district's needs	5
5	Vendor's past relationship with the ACCD a. for the "Furniture Specification items" b. for the "Value Added Services" proposal	15 15
6	The impact on District to comply with laws and rules relating to Historically Underutilized Businesses	5
7	Long term cost	5
8	Other relevant factors including description of value added services offered and past performance in value added services programs	25
Total Points for all evaluation factors		120

Discussion, Recommendation and Possible Action on Proposals for Office Furniture for Science/Workforce Center at Palo Alto College (RFP No. 09C-201)

ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget and Finance Committee
April 14, 2009

MINUTE ORDER:

"The Audit, Budget and Finance Committee hereby recommends approval by the Board of Trustees of award to Workplace Resource Interiors of San Antonio, Texas, having submitted a proposal deemed to render the best value, to provide and install Office Furniture for the Science/Workforce Center at Palo Alto College (RFP 09C-201) for the amount of \$162,210.73. The Committee also recommends that the Board further authorize the Administration to award to the next highest ranked vendor if for any reason any selected vendor(s) fails to enter into a contract for their portion of the project within a reasonable time period."

PURPOSE:

This contract award is to provide office furniture the new Science/Workforce Center at Palo Alto College. Delivery/ installation is anticipated in June/July 2009.

BACKGROUND:

After advertising RFP No. 09C-201 on February 15 and 22, 2009 in the Express News and La Prensa, proposals were received on February 26, 2009. Nineteen (19) vendors requested specifications with six (6) responses received.

IMPLICATIONS

Financial: Funding Source: 2005 (CIP) (91641-93675-720-629)

Strategic Plan: Goals I, IV and V

Human Resources: None

ATTACHMENTS: Proposal Record
Evaluation Criteria

John W. Strybos 3/25/2009
Initiator: John W. Strybos Date
Title: Associate Vice Chancellor of Facilities

James N. McLaughlin 3/26/09
James N. McLaughlin Date
Vice Chancellor for Finance and Administration

A. Confarino for B. Leslie
Dr. Bruce H. Leslie, Chancellor Date

In accordance with Education Code, sub-section 44.031 (b) as amended by 80th Legislature, the Alamo Community College District shall consider the following criteria in evaluation of the proposals for contract award.

Item	Evaluation Criteria	Possible Points
1	The Purchase Price : a. for the "Furniture Specification items" b. for the "Value Added Services" proposal	20 20
2	The reputation of the vendor and of the vendor's services	5
3	The quality of the vendor's services	5
4	The extent to which the goods/services meet the district's needs	5
5	Vendor's past relationship with the ACCD a. for the "Furniture Specification items" b. for the "Value Added Services" proposal	15 15
6	The impact on District to comply with laws and rules relating to Historically Underutilized Businesses	5
7	Long term cost	5
8	Other relevant factors including description of value added services offered and past performance in value added services programs	25
Total Points for all evaluation factors		120

**Discussion, Recommendation and Possible Action on
Limiting Dual Credit Tuition and Fee Waivers to Eligible
In-district Dual Credit Students**

**ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget and Finance Committee
April 14, 2009**

MINUTE ORDER

"The Audit, Budget, and Finance Committee hereby recommends to the Alamo Community College District Board of Trustees to authorize the Chancellor or his designee to limit Dual Credit Tuition and Fee Waivers to eligible in-district dual credit students. Dual credit students from outside the Alamo Community College District will be required to pay full tuition and fees in accordance with the published ACC out-of-district tuition and fee schedule."

PURPOSE

This Minute Order provides direction to the ACC administration that limits dual credit tuition and fee waivers to ACC district residents. Under the terms of this Minute Order, out-of-district dual credit students will be required to pay full tuition and fees in accordance with the published ACC out-of-district tuition and fee schedule.

BACKGROUND

A recent report by the Alamo Community Colleges (ACC) Institutional Research and Effectiveness Services Department, *The Dual Credit Report (2008)*, confirms that the program provides a direct pathway into ACC academic and workforce education degree programs. The report found that 30.5% of Alamo Community Colleges dual credit students continue their studies at one of the ACC colleges. There are currently 6,876 dual credit students enrolled in ACC dual credit courses. The vast majority of the current dual credit students reside within the ACC seven county service region. For in-district dual credit students, this Minute Order will have no impact on the current waiver of their tuition and fees.

However, in recent semesters, there has been an increase in the interest expressed by school districts outside the ACC service area to participate in ACC's workforce education, vocational, and technical dual credit courses. This Minute Order does not limit dual credit opportunities for out-of-district school districts or their students, but it does require tuition and fees payments in recognition of the jurisdictional and fiduciary considerations associated with serving the out-of-district population.

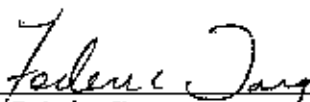
IMPLICATIONS

- Financial:** Future dual credit tuition and fees
- Employee Services:** None
- Strategic Plan** Goal I - Access to Higher Education and Goal IV- Capacity to Serve

ATTACHMENTS: None

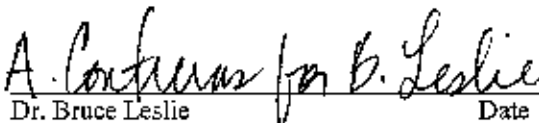
Respectfully Submitted:

Approval for submission to the Board:



Dr. Federico Zaragoza
Vice Chancellor of Economic and
Workforce Development

04-09-09
Date



Dr. Bruce Leslie
Chancellor

Date

**Discussion, Recommendation and Possible Action on the Purchase of Furniture
Under a Cooperative Agreement for the Women's Center at
San Antonio College**

**ALAMO COMMUNITY COLLEGE DISTRICT
Audit, Budget, Finance Committee
April 14, 2009**

MINUTE ORDER

"The Audit, Budget, Finance Committee hereby recommends approval by the Board of Trustees of an award of the purchase of Furniture for the Woman's Center at San Antonio College to a TXMAS authorized dealer, using several Cooperative Purchase Agreements (TXMAS) for no more than \$150,000.00".

PURPOSE

This minute order is to authorize the award of a contract to provide and install Furniture for the Women's Center at San Antonio College.

BACKGROUND

The newly renovated Women's Center at San Antonio College requires furniture. The purchase will be made using several Cooperative Agreements made by The State of Texas in its TXMAS Agreement Program. These Agreements are based on the Federal Government Pricing Agreement under the GSA Schedule Program. Given the timeline for installation (May 2009), the TXMAS Agreement offers the best value by utilizing the buying power of the Federal and Texas Governments.

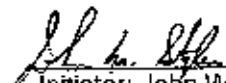
IMPLICATIONS

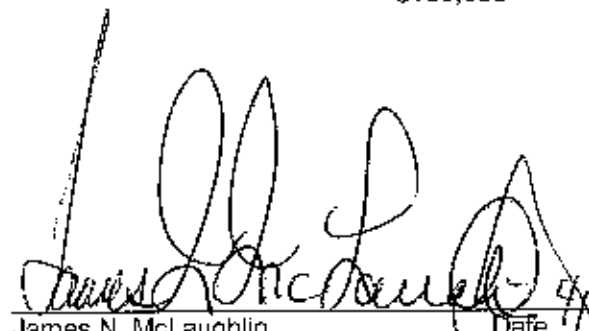
Financial: MTN (91382-93675-720-911)
Cost Not To Exceed \$150,000

Strategic Plan: Goals I, IV and V

Human Resources: None

ATTACHMENTS: None


Initiator: John W. Strybos Date 4/8/09
Title: Associate Vice Chancellor of Facilities


James N. McLaughlin Date 4/8/09
Vice Chancellor for Finance and Administration


Dr. Bruce H. Leslie, Chancellor Date