



Travis County Commissioners Court Agenda Request

Meeting Date: January 31, 2012

Prepared By/Phone Number: Kris Nilsen, 854-4820

Elected/Appointed Official/Dept. Head: Leroy Nellis, 854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.021.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

A total of eighty-one (81) requests for Fall 2011 semester are listed on the attached spreadsheet.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition refund request form
- a course description
- fee receipt
- official grade

STAFF RECOMMENDATIONS:

HRMD recommends approval.

ISSUES AND OPPORTUNITIES:

NA

FISCAL IMPACT AND SOURCE OF FUNDING:

A total of \$42,440.00 was budgeted in line item 001-1130-522-6402 for Fiscal Year 2012 Tuition Reimbursement. The total reimbursement amount requested for your approval is \$23,233.34.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

REQUIRED AUTHORIZATIONS:

Kim Austin-Smith, Human Resources Management Department, 854-4707
Diane Blankenship, Human Resources Management Department, 854-9170
Leroy Nellis, Planning and Budget Office, 854-9106
County Auditor's Office 854-9125
County Treasurer's Office 854-9365

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



Human Resources Management Department

HRMD

700 Lavaca, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

BACKUP MEMORANDUM

DATE: January 20, 2012

TO: Members of the Commissioners Court

VIA: Leroy Nellis, Acting County Executive, Planning and Budget

FROM: Diane Blankenship, Director, HRMD

SUBJECT: Tuition Reimbursements

Proposed Motion:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.021.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

Summary and Staff Recommendation:

A total of eighty-one (81) requests for Fall 2011 semester are listed on the attached spreadsheet. HRMD recommends approval.

The Tuition Refund Program is an employee benefit approved by the Commissioners Court. The Human Resources Management Department has confirmed that employees listed have met the established criteria for reimbursement. Each employee's file consists of:

- the tuition refund request form
- a course description
- fee receipt
- official grade

Budgetary and Fiscal Impact:

A total of \$42,440.00 was budgeted in line item 001-1130-522-6402 for Fiscal Year 2012 Tuition Reimbursement. The total refund amount requested for your approval is \$23,233.34.

FA 2011 Req (2)

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
1 FA-001	Alvarez	James	HRMD	Risk Specialist Asst	74589	Intro to Public Management		300.00
2 FA-002	Arellano	Peter	Adult Probation	Probation Officer II	77030	Human Behavior & Social Environ.	Foundation Social Work Practice I	300.00
3 FA-003	Barnes	Kevin	Central Booking	Corrections Ofcr, Sr	NEW	Intro to Criminal Justice	Fundamentals of Criminal Law	300.00
4 FA-004	Barney	Anne	TCSO	Telecom 911 Spec, Sr.	NEW	Spanish III		165.60
5 FA-005	Bauer	Eileen	TCSO	Corrections Ofcr, Sr	77737	Futures of Criminal Justice	Interdisciplinary Capstone	300.00
6 FA-006	Becerra	Jose	Criminal Courts	Court Bailiff	NEW	Court System and Practices		246.40
7 FA-007	Benbenek-Price	Charlotte	Extension	Social Services Prgm Spec	NEW	Foundations of Org Leadership	Critical Thinking	300.00
8 FA-008	Bethel	Clinton	TCCC	Corrections Ofcr	75189	Principles of Ethics	Project Management	300.00
9 FA-009	Billy	Amber	District Clerk	Court Clerk II	71855	Government Budgeting	Public Policy Development	300.00
10 FA-010	Boltin	Sara	County Attny	Legal Secretary	NEW	Intro to Psychology	Biology Fundamentals	300.00
11 FA-011	Bouldin	Glynis	TCSO	Corrections Ofcr, Sr	80458	Intro to Sociology	Correctional Systems/Practices	300.00
12 FA-012	Camarillo	Nehemiah	TCSO	Corrections Ofcr, Sr	79761	Intro to Sociology	Texas Peace Officer Skills	300.00
13 FA-013	Castro	Nancy	Juv Public Defender	Office Assistant	79762	Legal Research and Writing II	Career Exploration/Planning	300.00
14 FA-014	Cauthen	Chad	TCSO	Corrections Ofcr	79763	Juvenile Justice System		165.60
15 FA-015	Chambers	Rodney	Office Specialist	Records Management	78732	Building Ethical Organizations	Leadership and Imagination	300.00
16 FA-016	Davis	Deloris	HHS	Caseworker	NEW	Adv Qualitative RSCH Methods	The Family in Social Context	300.00
17 FA-017	Doane	Karen	Tax Office	Accountant Sr	77031	English Comp II	Business Calc and Application I	300.00
18 FA-018	Duarte	Lori	Commissioner Pct 3	Executive Assistant	79764	Spanish II		274.40
19 FA-019	Duval	Karen	County Attny	Paralegal	68369	Research and Evaluation I	Critical Thinking	300.00
20 FA-020	Eastin	Alexandria	Auditor	Aud Assoc Auditor I	NEW	Bus Applications in Accounting		268.80
21 FA-021	Elizondo	Priscela	Civil Courts	Judicial aide	77741	Legal Research		165.60
22 FA-022	Ervin	Kenneth	County Attny	Attorney III	77033	Vocabulary	Intro to Psychology	300.00
23 FA-023	Fernandes	Martin	TCSO	Corrections Ofcr, Sr	79766	Juvenile Justice System		182.40
24 FA-024	Fraga-Araujo	Ana	District Clerk	Court Clerk Asst	NEW	Intro to Political Science		165.60
25 FA-025	Garnett	Zetta	HRMD	Benefits Assistant	63567	Third Party Reimburse & Risk Mgt.		300.00
26 FA-026	Gilkes	Yonnette A	JP 5	Court Clerk I	53231	U.S. History II		165.60
27 FA-027	Gomez	Amanda	CJP - OCR	Legal Secretary	73335	Business Law I	Introduction to Accounting I	300.00
28 FA-028	Gorman	Laura	County Attny	Attorney III	71862	Social Psychology	Personal Health	300.00
29 FA-029	Gutierrez	Adrianna	County Clerk	Court Clerk Asst	80461	Probation and Parole	Research Methods in Crim Justice	300.00
30 FA-030	Harris	Adam	TCCC	Corrections Officer	NEW	Special Problems In Crim Just.	Juvenile Justice	300.00
31 FA-031	Hernandez	Damiana	Juv Prob	Juv Detention Officer	NEW	Philosophy- Ethics	English Composition I	300.00
32 FA-032	Herrera	Albert	TCSO	Security Coordinator	NEW	LE- Probation and Parole	Correctional Systems/Practices	300.00
33 FA-033	Huff	Holly	Auditor	Associate Auditor	NEW	Intermediate Accounting I	Cost Accounting	300.00
34 FA-034	Huff	Michelle	Juv Prob	Juv Probation Officer II	NEW	Human Behavior & Social Environ.	Foundation Social Work Practice I	300.00
35 FA-035	Jennings	Andrea	TCCES	Office Specialist, Sr	72475	Futures of Criminal Justice	Managing Crim Justice Personnel	300.00
36 FA-036	Johnson	Kevin	CSCD	Probation Officer II	67134	Statistics for Criminal Justice	Problems in Quantitative Methods	300.00
37 FA-037	Kraemer	Kurt	TCSO	Peace Officer, Sr.	77044	Fundamentals of Criminal Law	Correctional Systems/Practices	300.00

FA 2011 Req (2)

Semester Code	Last Name	First Name	Dept	Job Title	Vendor #	1st Course	2nd Course	Amnt to Refund
38 FA-038	Kubiak	Joshua	Auditor	Auditor I	77743	Advanced Accounting	Accounting Ethics	300.00
39 FA-039	Levisay	Jacklyn	CSCD	Probation Officer	70693	Problems in Research Methodology		300.00
40 FA-040	Lewallen	Joshua	TCSO	Corrections Officer, Sr	NEW	Legal Aspects of Law Enforcement	Juvenile Justice System	181.68
41 FA-041	Loa	Talisha	Constable 2	Court Clerk I	75938	Strategic Management	Organizational Change Mgmt.	300.00
42 FA-042	McDonald	Etoise	County Attorney	Paralegal	79769	Contracts as Private Law	Understanding Crim. Responsibility	300.00
43 FA-043	McGonagle	Marta	TCCES	Chem Dep Counselor	74368	Human Motivation		300.00
44 FA-044	Marion	Herbert E	Residential	RTO III	NEW	Concepts of Physical Fitness	Political Science in Leadership	300.00
45 FA-045	Mirelez	Joanie	District Attny	Court Clerk I	77037	Criminal Justice Admin		300.00
46 FA-046	Montgomery-Cafferata	Felicia	County Attorney	Office Specialist	79771	Research Methods in Crim Justice		300.00
47 FA-047	Neidlein	Angela	TCSO	Corrections Officer	80465	Criminal Investigation	Court Systems and Practices	300.00
48 FA-048	Nilsen	Kristine	HRMD	HR Specialist, Sr	73340	Organizational Research		300.00
49 FA-049	Noble	Angel	CSCD	Probation Officer II	78743	Students with Disabilities	Curriculum, Instruction, and Assess.	300.00
50 FA-050	Padilla	Vicki	Criminal Courts	Judicial aide	77038	Communication Research/Auditing	Business Ethics	300.00
51 FA-051	Parrish	Timothy	TCSO	Corrections Officer, Sr	73341	Spanish II	Solar System Astronomy	300.00
52 FA-052	Patterson	Shannon	Pretrial Services	Pretrial Officer III	NEW	Texas Peace Officer Skills	Police System and Practices	300.00
53 FA-053	Paz	Pamela	TCSO	Corrections Officer, Sr	74370	Foundations of Bilingual & Esl Ed.	Psychological Foundations Bilingual	300.00
54 FA-054	Penny	Amy	TCSO	Corrections Officer, Sr	74371	Abnormal Psychology		300.00
55 FA-055	Posada	Alberto	Pretrial Services	Office Specialist, Sr	NEW	Juvenile Justice	Research in Criminal Justice	300.00
56 FA-056	Prince	Alvis	TCSO	Corrections Officer, Sr	NEW	Special Operations in Criminal Just.	Comparative Criminal Justice	300.00
57 FA-057	Redd	Alan	Constable Pct 5	Deputy Constable, Sr	NEW	U.S. History II	Living Planet	300.00
58 FA-058	Rendon	Layla	TCSO	Corrections Officer, Sr	NEW	Integrated Business Topics	Finance for Decision Making	300.00
59 FA-059	Rhodes	Maya	Tax Office	Tax Specialist	NEW	Composition II	History II	273.26
60 FA-060	Richter	Jeannie	TCSO	Corrections Officer	79772	Court System and Practices	Fundamentals of Criminal Law	300.00
61 FA-061	Rodriguez	Limbania	County Attny	Legal Secretary	77039	Business Statistics		300.00
62 FA-062	Ruhlman	Megan	Residential Services	Res. Treatment Officer III	NEW	Theories of Counseling	Human Dev. Across the Lifespan	300.00
63 FA-063	Stokes	Jacob	Civil Courts	Court Operations Officer	70910	Data Analysis Public Policy and Mgmt		300.00
64 FA-064	Sweet	Shawn K	HHS & VS	Case Manager	NEW	Human Behavior & Social Environ.	Foundation Social Work Practice I	300.00
65 FA-065	Tandy	Sharronda	County Clerk	Accountant	NEW	Business Ethics	Internal Control and Auditing	300.00
66 FA-066	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	77748	Spanish I	English Lit II	278.40
67 FA-067	Terranova	Victoria	Pretrial Services	Pretrial Officer II	77040	Advanced Research Methods		300.00
68 FA-068	Thornton	Bridgett	TCSO	Security Coordinator	79776	Legal Research and Writing I	Tech Application in Law Office	300.00
69 FA-069	Valdez	Alejandrina	Juv Prob	JPO III	NEW	Group Counseling	Drugs: Therapy and Abuse	300.00
70 FA-070	Van Pelt	Pamela	ITS	Business Analyst II	78746	Business Policy and Strategy	Strategic Information Systems	300.00
71 FA-071	Villanueva	Annette	JP 4	Court Clerk I	78747	Critical Thinking	Organizational Behavior	300.00
72 FA-072	Villarreal	Roland	TCSO	Corrections Officer, Sr	NEW	Fundamentals of Criminal Law	Legal Aspects of Law Enforcement	300.00
73 FA-073	Vittitow	Hatley	District Clerk	Court Clerk I	NEW	Court System and Practices	Juvenile Justice System	300.00
74 FA-074	Waggoner	Nicole	District Attny	Legal Secretary	77749	Adv. Legal Research and Writing	Law Internship	300.00

FA 2011 Req (2)

Semester Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	Amt to Refund
75 FA-075	Walker	Larry	Juv Prob	Juv Prob Officer Assist	NEW	Methods in Social Research	Dimension of Health and Wellness	300.00
76 FA-076	Whitmire	Tristan	Auditor	Aud Assoc Auditor I	NEW	Financial Accounting		300.00
77 FA-077	Williams	Terri	CSCD	Probation Officer II	NEW	Counseling Theories	Counseling Skills and Techniques	300.00
78 FA-078	Winkler	Jennifer	Adult Probation	Probation Officer III	NEW	Foundations of Financial System	Theories of Crime and Deviance	300.00
	Carry-overs							
79 SU-079	Bauer	Eileen	TCSO	Corrections Ofcr, Sr	77737	Criminal Justice Policy Analysis	Managing Crim Justice Personnel	300.00
80 SU-080	Chambers	Rodney	County Clerk	Office Specialist	78732	Organizational Behavior	Leadership and Financial	300.00
81 SU-081	Villarreal	Sonya	TCSO	Victim Counselor, Sr	70915	Interdisciplinary Capstone Course		300.00
Amount to Pay								\$23,233.34