

Item 10



Travis County Commissioners Court Agenda Request

Meeting Date: October 30, 2012

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

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-0106

Commissioners Court Sponsor: Samuel T. Biscoe, Travis County Judge

A handwritten signature in blue ink, appearing to read "Samuel T. Biscoe", written over the printed name of the court sponsor.

AGENDA LANGUAGE:

a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Reimbursement Program §10.020 – §10.022.

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 seventy (70) requests for Spring 2012 semester are listed on the attached spreadsheet.

The Tuition Reimbursement 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:

The total reimbursement amount requested for your approval is \$54,542.98. Sufficient funds have been accrued in account 111 006 0001 513070 and are available for payment in Fiscal Year 2013.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@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 Poirot, Human Resources Management Department, 854-9170

Leslie Browder, 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 should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

SP 2012 Req.xlsx

Sem Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
SP-001	Alvarez	James	HRMD	Risk Specialist Asst		Communication principles & application	Environment II		1000.00
SP-002	Arellano	Peter	Adult Probation	Probation Officer II		Social Work Practice III			1000.00
SP-003	Auchterlinie	Monika	TCSO	Law Enforcement Spec		Principles of Accounting		Police Systems and Practices	277.60
SP-004	Bames	Kevin	Central Booking	Corrections Ofcr, Sr		Court Systems and Practices	Juvenile Justice System		525.60
SP-005	Becerra	Jose	Criminal Courts	Bailiff		Intro to Criminal Justice	Intro to Sociology		350.40
SP-006	Benbenek-Price	Charlotte	Extension	Social Serv Prgm Spec		Leading Organizational Change	Foundations-Ethical Leadership		1000.00
SP-007	Bolton	Sara	County Attny	Legal Secretary		Human Nutrition	Human Growth and Development		674.58
SP-008	Botello	Maria	Pretrial Services	Pretrial Officer	10004080	Current Issues In CJ	Applied Research Practum		1000.00
SP-009	Bouldin	Christina	TCSO	Corrections Ofcr, Sr		Criminal Investigation	Legal Aspects of Law Enforcement		876.00
SP-010	Brooks	Glynis	Fire Marshal	Fire Marshal Asst Dep III		Auditing for Safety, Security & EM	Research/Planning for Safety, Security, & EM		1000.00
SP-011	Burgess	Janie	Juv Prob	Division Director		Technology for Modern Policing	Police Executive Leadership		1000.00
SP-012	Burkhardt	Cory	TCSO	Corrections Ofcr, Sr		Principles in Accounting II	Diversity Life	Composition II	1000.00
SP-013	Davis	Brent	TCSO	Corrections Ofcr, Sr		Advanced Study Research Method			584.00
SP-014	Davis	Deloris	HHS	Caseworker		Public Safety	Principles and Practices of Social Work		1000.00
SP-015	Doane	Karen	Tax Office	Accountant Sr		Business Communication	Principles of Macroeconomics		350.40
SP-016	Duval	Karen	County Attny	Paralegal		Human Resource Risk Management	Change Management		1000.00
SP-017	Elizondo	Priscela	Civil Courts	Judicial aide		Adv. Legal Research	Internship / Court operations		350.40
SP-018	Ervin	Kenneth	County Attny	Attorney III		Social Psychology			175.20
SP-019	Espinosa	Gilberto	TCSO	Corrections Ofcr, Sr	10004058	TX Peace Officer Procedures	TX Peace Officer Capstone		1000.00
SP-020	Fernandes	Martin	TCSO	Corrections Ofcr, Sr		Police Systems and Practices	Principles of Macro Economics		364.80
SP-021	Garnett	Zetta	HRMD	Benefits Assistant		Principles of Micro Economics			1000.00
SP-022	Gilkes	Yonnette A	JP 5	Court Clerk I		Spanish I			292.00
SP-023	Gonzalez	San Juana	HHS and VS	Contract Compl Spec		Human Resource Management	Health Care Economics		1000.00
SP-024	Gorman	Laura	County Attny	Attorney IV		Criminology	History		273.60
SP-025	Gutierrez	Adrianna	County Clerk	Court Clerk Asst		Advanced Career Development	Bachelors Capston in CT		1000.00
SP-026	Harris	Adam	TCCC	Corrections Officer		Treatment in Corrections	Contemp. legal issues in law enforcement		1000.00
SP-027	Harris	Ruby L.	TCCC	Corrections Sergeant		American Sign Language	Into to Deaf Comm.		448.80
SP-028	Hart	Lessie	TCSO	Office Specialist, Sr		Clinical Office Procedures II	Personnel Management		1000.00
SP-029	Herrera	Albert	TCSO	Security Coordinator		EMT- Basic	EMT- Basic Clinical		435.60

SP-029	Hooker	Michelle	TCSO	Corrections Officer	Adv. Criminal Justice Mgt	Research in Criminal Justice	1000.00
SP-030	Huff	Holly	Auditor	Associate Auditor	Intermediate Acct II	Government and Not-Profit Acct	1000.00
SP-031	Huff	Michelle	Juv Prob	Juv Probation Officer II	Social Work Research	Human Behav. in the Social Envir	1000.00
SP-032	Hurt	Timothy	HSB	Corrections Officer, Sr	Stats for Criminal Justice	SPEC Probs CJ Systems	1000.00
SP-033	Jensen	Christina L	TNR	Financial Analyst Sr.	Quantitative business Analysis	Managing Human Capital	1000.00
SP-034	Kraemer	Kurt	TCSO	Peace Officer, Sr.	Police Systems and Practices	Introduction to Methods of Research	1000.00
SP-035	Lopez	Stephanie	District Clerk Offi	Court Clerk Asst	Criminal Investigation	Ethics in Criminal Justice	732.80
SP-036	McDonald	Etoise	County Attorney	Paralegal	Appl'd Action Resrch in Legal Studies	Jurisprudence & Legal History	1000.00
SP-037	Marion	Herbert E	Residential	RTO III	Methods in Social Research	Public Administration	1000.00
SP-038	Martinez	Edith	County Clerk	Recording Spec. II	Critical Thinking and Problem Solving	Business Statistics	1000.00
SP-039	Mirelez	Joanie	Juv Prob	Administrative Assoc	Interdisciplinary Capstone		1000.00
SP-040	Montgomery-Cafferata	Felicia	County Attorney	Office Specialist	Criminal Law	Criminal Procedure	1000.00
SP-041	Moore	Camett	Juv Prob	Health Services Sup.	Evidence-based Research and Practice		1000.00
SP-042	Neidlein	Angela	TCSO	Corrections Officer	Legal Aspects of L.E.		175.20
SP-043	Nilsen	Kristine	HRMD	HR Specialist, Sr	Statistical Methods in Psychology		784.00
SP-044	Noble	Angel	CSCD	Probation Officer II	Special Education	Methods for teaching english as 2nd language	1000.00
SP-045	Padilla	Vicki	Criminal Courts	Judicial aide	Moral Issues in Society	Public Relations	1000.00
SP-046	Parrish	Timothy	TCSO	Corrections Officer, Sr	Immigration and Comparative Politics	The Structure of Individual Liberties	1000.00
SP-047	Patterson	Shannon	Pretrial Services	Pretrial Officer III	Legal Aspects of L.E.	Juvenile Justice System	1000.00
SP-048	Paz	Pamela	TCSO	Corrections Officer, Sr	ESL in the content areas	Educating Students w/ Mild Disabilities	1000.00
SP-049	Posada	Alberto	Pretrial Services	Office Specialist, Sr	Crime Theory and Victimization	Mid-Level Management Criminal Justice	1000.00
SP-050	Redd	Alan	Constable Pct.5	Deputy Constable, Sr	Sociology	History I	350.40
SP-051	Reed	Daryl	Juv Prob	JPO Assistant	Holeland Security and Terrorism	Supervision	1000.00
SP-052	Rendon	Layla	TCSO	Corrections Officer, Sr	Foundations of Research	Ethics and Social Responsibility	1000.00
SP-053	Richter	Jeannie	TCSO	Corrections Officer, Sr	Intro to Criminal Justice	Speech	273.60
SP-054	Ritcherson	Stephanie	County Attny	Sr. Victim Counselor	Counseling skills and techniques	Counseling Theories	1000.00
SP-055	Ryan	Mary Jane	Tax Office	Accounting Clerk	Basic Math Skills		215.20
SP-056	Satterwhite	Carlette M.	Juv Prob	Enforcement Officer I	Transforming the Business I	Transforming the Business II	1000.00
SP-057	Sexton	Christina	CN3	Court Clerk I	Org. Decel. Principles & Practices	Facilitation Skills	1000.00
SP-058	Stokes	Jacob	Civil Courts	Court Operations Officer	Public Policy Planning and Implementation		1000.00
SP-059	Sweet	Shawn K	HHS & VS	Case Manager	Social Welfare Policy & Services		1000.00
SP-060	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	Spanish II	Theory Fundamentals	364.80

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SP-061	Thornton	Bridgett	TCSO	Security Coordinator	Wills, Trust, Estate Administration	Introduction to Sociology	1000.00
SP-062	Valdez	Alejandrina	Juv Prob	Juvenile Probation Ofcr II	Assessment/Diagnostiscs & Treatment	Assessment Techniques	1000.00
SP-063	Villanueva	Annette	JP 4	Court Clerk I	MGT/ 434 Employment Law	FIN/370 Finance for Business	1000.00
SP-064	Villarreal	Roland	TCSO	Corrections Officer, Sr	Criminal Investigation	Police Systems and Practices	350.40
SP-065	Walter	Eva C	TCSO	Sr. Office Specialist	Dev. Math Thinking	Technical Writing	263.60
SP-066	Whitmire	Tristan	Auditor	Aud Assoc Auditor I	Cost Accounting		515.00
SP-067	Williams	Terri	CSCD	Probation Officer II	Counseling skills and techniques	Human Growth and Development	1000.00
SP-068	Winkler	Jennifer	Adult Probation	Probation Officer III	Public Management	Foundations of Management	1000.00
FA-069	Medina	Elizabeth	District Clerk	Records Analyst Assoc	Introduction to Visual Arts	Humanities: Prehistory to Renaissance	300.00
FA-070	Reed	Daryl	Juv Prob	JPO Assistant	Organizational Behavior		300.00
Amount to Pay							\$54,542.98