



# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 29, 2013

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

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

## **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 sixty-one (61) requests for Summer 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 \$47,611.81. 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](mailto: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

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# HRMD

## Human Resources Management Department

700 Lavaca, 4<sup>th</sup> Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

### BACKUP MEMORANDUM

DATE: January 18, 2013

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning and Budget *LB*

FROM: Diane Poirot, Director, HRMD *DP*

SUBJECT: Tuition Reimbursements

#### Proposed Motion:

- a) Review and approve tuition reimbursements for employees who have completed classes in accordance with the Tuition Refund Program §10.020 - §10.022.
- b) Approve request and authorize the County Auditor and Treasurer's Office to reimburse employees as listed.

#### Summary and Staff Recommendation:

A total of sixty-one (61) requests for Summer 2012 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:

The total refund amount requested for your approval is \$47,611.81. Sufficient funds have been accrued in account 111 006 0001 513070 and are available for payment in Fiscal Year 2013.

Semr Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
SU-001	Arellano	Peter	Adult Probation	Probation Officer II	10004524	Social Work Policy and Services			1000.00
SU-002	Becerra	Jose	Criminal Courts	Bailiff	10004796	Crime in America			250.00
SU-003	Price	Charlotie	Extension	Social Serv Prgrm Spec	10004935	Leadership & Financial Performance	Organizational Behavior		1000.00
SU-004	Bolton	Sara	County Attny	Legal Secretary	10004335	Chemistry I	Chemistry Lab		299.20
SU-005	Botello	Christina	Pretrial Services	Pretrial Officer	10004080	Criminal Justice Thesis			1000.00
SU-006	Bouldin	Glynis	TCSO	Corrections Ofcr, Sr	10004082	CJLE TX Peace Officer Skills	College Mathematics		507.20
SU-007	Burgess	Cory	Juv Prob	Division Director	10004232	Workplace Law & Liability	Supervision & Management		1000.00
SU-008	Cauthen	Chad	TCSO	Corrections Ofcr, Sr	10002909	Texas Peace Officer Skills			332.00
SU-009	Chaparro	Adriana	County Attny	Legal Secretary	10002215	American Court System			1000.00
SU-010	Derrick	William	Starflight	Nurse	10004513	Health Informatics for Adv. Nursing Practice			771.20
SU-011	Doane	Karen	Tax Office	Accountant Sr	10000996	Principles of Microeconomics	Intro to Literature I		350.40
SU-012	Elizondo	Priscela	Civil Courts	Judicial aide	10003987	Advanced Legal Doc Preparation	Administrative Law		350.40
SU-013	Fernandes	Martin	TCSO	Corrections Ofcr, Sr	10004367	Sociology			182.40
SU-014	Fruga-Araujo	Ana	District Clerk	Court Clerk Asst	10003777	Community Health	Western Civilization II	Intro to Visual Arts	525.60
SU-015	Garnett	Zetta	HRMD	Benefits Assistant	10001883	Multicultural Communication			1000.00
SU-016	Gonzalez	San Juana	HHS and VS	Contract Compl Spec	10001395	Legal Ethics in Health Care Admin			1000.00
SU-017	Gould	Tiffany	County Clerk	Court Clerk Asst	10001544	Philosophy			175.20
SU-018	Haun	Bryan	TCSO	Sr. Deputy	10000572	Juvenile Delinquency	American History		1000.00
SU-019	Hernandez	Maria	ITS	Systems Architect I	10000348	Effective Comm.& Human Relations/Skills for success			1000.00
SU-020	Herrera	Albert	TCSO	Security Coordinator	10002217	Intro to Anatomy and Physiology			273.60
SU-021	Huff	Holly	Auditor	Associate Auditor	10004748	Financial Management	Estate Planning and Tax		1000.00
SU-022	Huff	Michelle	Juv Prob	Juv Probation Officer II	10002867	Social Welfare Policy and Services			1000.00
SU-023	Hurt	Timothy	HSB	Corrections Officer, Sr	10003227	Intro to Speech Communication			175.20
SU-024	Jaimes	Maria	Juv Prob	Court Clerk	10002997	Developmental Writing II			260.80
SU-025	Jarmon	Etta	Juv Prob	Office Manager	10000138	Introduction to Business	Intro to Information Systems		1000.00
SU-026	Jensen	Christina L	TNR	Financial Analyst Sr.	10003086	Leadership and Teams	Strategic Decision Making		1000.00
SU-027	Johnson	Kevin	CSCD	Probation Officer	10003551	Problems in Research Methodology			1000.00
SU-028	Kraemer	Kurt	TCSO	Peace Officer, Sr.	10000912	Crime, Justice and Social Diversity			1000.00
SU-029	McDonald	Etoise	County Attorney	Paralegal	10003002	Management of Institutions of Higher Education			1000.00
SU-030	Maklef	Haider	Civil Courts	System Engineer II	10003972	Network Design and Admin - wan	E-Business Appl Development		1000.00
SU-031	Martinez	Frankie	TCSO	Corrections Officer	10001369	Intro to Methods of Research	Professionalism & Ethics		1000.00
SU-032	Medina	Elizabeth	District Clerk	Records Analyst Assoc	10001879	Social Statistics	Critical Thinking & Research		1000.00
SU-033	Mitchum	Greg	TCSO	CPO	10003428	Business Principles	Human Resource Management		352.80

SU-034	Cafferata	Felicia	County Attny	Office Specialist	10004334	Contemporary Issues in Crim Justice	Organizational Behavior	1000.00	
SU-035	Moore	Camett	Juv Prob	Health Services Sup.	10003984	Healthy Communities Theory	Health Care Communication	1000.00	
SU-036	Neidlein	Angela	TCSO	Corrections Officer	10002599	Fundamentals of Criminal Law		175.20	
SU-037	Noble	Angel	CSCD	Probation Officer II	10001469	Teaching Reading		1000.00	
SU-038	Nunez	Monica	CSCD	Probation Officer II	10002005	Litigation	Legal Research	1000.00	
SU-039	O'Farrell	Kevin	TCSO	Corrections Sergeant	10001819	Managing Criminal Justice Personnel		1000.00	
SU-040	Paz	Pamela	TCSO	Corrections Officer, Sr	10003602	Problems in Education	Independent Study in EC	1000.00	
SU-041	Peikert	Kasey	TCSO	Counselor	10004758	Psychology of Adolescence	Psychology of Adulthood	1000.00	
SU-042	Posada	Alberto	Pretrial Services	Office Specialist, Sr	10002282	Special Problems in Crim Justice		726.40	
SU-043	Reed	Daryl	Juv Prob	JPO Assistant	10002181	Criminal Justice Capston		1000.00	
SU-044	Rendon	Layla	TCSO	Corrections Officer, Sr	10000638	Criminology		1000.00	
SU-045	Ritcherson	Stephanie	County Attny	Sr. Victim Counselor	10002888	Critical Evaluation in Counseling	Human Growth and Develop	1000.00	
SU-046	Romero, Jr.	Fernando	Pretrial Services		10001010	Problems in Public Law		834.40	
SU-047	Sattenwhite	Carlette M.	Juv Prob	Enforcement Officer I	10002430	Doctoral Dissertation		1000.00	
SU-048	Scott	Susan	Juv Prob	Sr. Counselor	10004567	History and Systems of Psychology	Orientation to Doctoral Psychology	1000.00	
SU-049	Segovia	Jose	Corrections Ofc	TCSO	10004656	TX Peace Officer Capstone	TX Peace Officer Capstone	565.60	
SU-050	Sexton	Christina	CN3	Court Clerk I	10003433	Organizational Behavior	Critical Evaluation of Research	1000.00	
SU-051	Sheperd	Jennifer	Juv Prob	RTO III	10001666	Senior Capstone in Psychology	Industrial Org Psychology	1000.00	
SU-052	Sweet	Shawn K	HHS & VS	Case Manager	10002838	Social Welfare Policy and Services		1000.00	
SU-053	Tandy	Sharronda	County Clerk	Accountant	10003513	Accounting Ethics	Special Topics in Taxation	195.20	
SU-054	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	10004099	Biology Fundamentals		175.20	
SU-055	Tosh	David	TCSO	Detective	10005139	Stress Management	Advances in Health Promotion	1000.00	
SU-056	Valdez	Alejandrina	Juv Prob	Juvenile Probation Ofcr II	10002573	Counseling Practicum	Tech Marriage and Families	1000.00	
SU-057	Villanueva	Annette	JP 4	Court Clerk I	10004388	Integrated Business Topics	Change Management	1000.00	
SU-058	Villarreal	Roland	TCSO	Corrections Officer, Sr	10003381	TX Peace Officer Skills		332.00	
SU-059	Williams	Terri	CSCD	Probation Officer II	10003735	Critical Evaluation of Research	Legal/Ethical Issues in Health Care	1000.00	
SU-060	Wasim	Anna	County Attny	Victim Counselor	10004378	Social Work Informatics		1000.00	
SU-061	Winkler	Jennifer	Adult Probation	Probation Officer III	10001780	Business Research Methods		801.81	
								<b>Amount to Pay</b>	<b>\$47,611.81</b>