



Travis County Commissioners Court Agenda Request

Meeting Date: October 29, 2013

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

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

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

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-one (71) requests for Spring 2013 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 reimbursement 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 \$53,494.40. Sufficient funds have been accrued in account 111 003 0001 513070 for tuition reimbursements for these classes taken in the 2013 Spring semester. After these reimbursements, the remaining balance in this account for reimbursements is \$113,945.60.

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

Debbie Maynor, 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 2013 Req.xlsx

Sem Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
SP13-001	Abou-Hamdan	Chantelle	JP5	Court Clerk I	10003342	Alternative Dispute Resolution	Legal Theory & Analysis		1000.00
SP13-002	Alvarez	James	HRMD	Risk Specialist Assistant	10001933	Micro Economics			1000.00
SP13-003	Auckland	Shaun	TNR-EQ	Environmental Prog. Spec		Environmental Law			1000.00
SP13-004	Baltierra	Michael	TCSO	Security Coordinator	10003699	Research in Criminal Justice	Functions of American Government		1000.00
SP13-005	Becerra	Jose	Criminal Court	Bailiff	1004796	Fundamentals of Criminal Law	Texas and Local Government		376.00
SP13-006	Bell	Olivia Denise	County Clerk	Exec Asst. to County Clerk		Texas and Local Government			376.00
SP13-007	Benbenek	Charlotte	AgriLife Ext.	Project Manager	10004935	Leadership in Action Research	Global Leadership Perspective		1000.00
SP13-008	Biagas	Monica	TCSO	Lic Voc Nurse	10002759	Nursing Pathophysiology	Intro to Prof Nursing for Integrated Programs		620.00
SP13-009	Bolfin	Sara	County Attny	Legal Secretary	10004335	United States Government	Micro Bio for Health Sciences		666.40
SP13-010	Bouldin	Glynis	TCSO	Corrections Ofcr, Sr	10004082	Learning and Memory	Abnormal Psychology		1000.00
SP13-011	Brooks	Janie	Emerg Services	Deputy Fire Marshal	10001441	Leadership Fire/ Emg Service	Principle of School Safety		1000.00
SP13-012	Burkhardt	Brent	TCSO	Corrections Ofcr, Sr	10003330	Organizational Behavior & HR	IT & Business Information	Business Finance	1000.00
SP13-013	Butler	Justin	TCCC	Corrections Officer II		Criminal Investigation	Juvenile Justice System		376.00
SP13-014	Chavez Salas	Gloria	Facilities	Housekeeper		English Comp I	Math		228.00
SP13-015	Churchwell	Brandy	TCSO	Corrections Ofcr, Sr		US History II			576.80
SP13-016	Davis	Bradley	TCCC	Corrections Officer		Texas Peace Officer Skills			352.80
SP13-017	Davis	Deloris	TCHHS	Caseworker	10003057	Philosophy of Social Work			1000.00
SP13-018	Deleon	Orlando	TCSO	Corrections Ofcr, Sr		English Comp I	Police Systems and practices		376.00
SP13-019	Derrick	William	Starflight	Nurse	10004513	Population Health	Diagnostic Methods and Procedures		1000.00
SP13-020	Dimas	Nancy	Constable 1	Court Clerk		Legal Writing			188.00
SP13-021	Ervin	Kenneth	District Attorney	Assistant District Attorney	10002840	Spelling Skills	Vocabulary		376.00
SP13-022	Fernandes	Martin	TCSO	Corrections Ofcr, Sr	10004367	Court Systems and Practices	United States History		393.60
SP13-023	Fraga-Araujo	Ana	District Clerk	Court Clerk Asst	10003777	Public Personnel Administration	Basic Political Ideas	Intro to Public Admin	1000.00
SP13-024	Garnett	Zetta	HRMD	Benefits Asst. SR	1001883	Introduction to Computers			1000.00
SP13-025	Gonzales	Alicia	TCSO	Security Coordinator	10001423	Intro to Criminal Justice	Court Systems and Practices	Polic Sys and Pract	752.00
SP13-026	Gould	Tiffany	County Clerk	Court Clerk Asst	10001544	Technical Writing	Complex Organizations		1000.00
SP13-027	Guerrero	Mandiyn	TCJ	Cadet		Introduction to Computers	Ethics in Criminal Justice		416.00
SP13-028	Haun	Bryan	TCSO	Sr. Deputy	10000572	Psychology of Social Interaction	American History 1763-1877		1000.00
SP13-029	Herrera IV	Albert	TCSO	Security Coordinator		Weight Training I			103.20
SP13-030	Hollyfield	Tyson	TNR	Road Maint. Worker	10003107	Conceptual Physics			290.40
SP13-031	Huff	Holly	Auditor	Associate Auditor II	10004748	Accountin Information Systems	Accounting Ethics		1000.00
SP13-032	Huff	Michelle A	Juvenile Prob	JPO III	10002867	Foundation Social Work Practice III	Foundation Field II		1000.00
SP13-033	Hurt	Timothy	TCSO	Corrections Officer, Sr	10003227	Terrorism in the US	Comporitive Criminal Justice		1000.00
SP13-034	Jaimes	Maria	Juv Prob	Court Clerk	10002997	Elem. Algebra	Composition I		416.00
SP13-035	Jarmon	Etta	Juv Prob	Office Manager	10000138	Business Law			1000.00
SP13-036	Jensen	Christina	TNR	Financial Analyst, Sr.	10003086	Information Management	Ethical and Legal Issues		1000.00
SP13-037	Lechler	Paula	TCSO	Office Specialist, Sr		Evidence	Civil Litigation		376.00

SP 2013 Req.xlsx

SP13-038	Lee	Travis	Auditor	Associate Auditor	Business Applications in Accounting	188.00
SP13-039	McManus	Keith	TCSO	Instructor	Criminal Justice Process	820.00
SP13-040	Maklef	Haider	Civil Courts	System Engineer II	Management Information Systems	1000.00
SP13-041	Marion	Herbert E	Residential Serv	RTO III	Learning and Memory	1000.00
SP13-042	Martinez	Edith	County Clerk	Recording Spec III	Principles of Accounting III	1000.00
SP13-043	Martinez	Frankie	TCSO	Corrections Officer	Special Offenders & Special Needs	1000.00
SP13-044	Meurer	Ryan	ITS	Customer Support Spec	Systems Analysis and Design	1000.00
SP13-045	Montonera	Michelle	ME	Forensic Autopsy	Principles of Forensic Science	1000.00
SP13-046	Nilsen	Kristine	HRMD	HR Specialist, Sr.	Applied Organizational Psychology	1000.00
SP13-047	Noble	Angel	CSCD	Adult Probation Officer	Classroom and Behavior Mgmt for Students	1000.00
SP13-048	O'Farrell	Kevin	TCSO	Corrections Sergeant	Finance and Budgeting in Justice and Security	1000.00
SP13-049	Padilla	Vicki	Criminal Court	Judicial Aide Specialist	Abnormal Human Behavior	1000.00
SP13-050	Palacios	Susan	TCCES	Counselor Sr.	Data Analysis	1000.00
SP13-051	Parrish	Timothy	TCSO	Corrections Officer, Sr	Criminology	1000.00
SP13-052	Paz	Pamela	TCSO	Corrections Officer, Sr	EDST	1000.00
SP13-053	Peikert	Kasey	TCSO	Counselor	Psychology of Group Dynamics	1000.00
SP13-054	Rasbury	Elizabeth	District Attny	Legal Secretary	Tx Peace Officer Skills	290.40
SP13-055	Redd	Alan	Constable 5	Senior Deputy	CJ Supervision & Management	1000.00
SP13-056	Ritcherson	Stephanie	TCAO	Victim Counselor Sr.	Abnormal Human Behavior	1000.00
SP13-057	Ryan	Mary Jane	Tax Office	Accounting Clerk	Elem. Algebra	228.00
SP13-058	Sler	Holli	Jury Office	Clerk I	Web Design II	290.40
SP13-059	Speights	Jami	TCSO	Corrections Officer	Juvenile Justice System	188.00
SP13-060	Swanson	Mary	TCSO	Lead Accountant	Principles of Accounting II- Managerial	228.00
SP13-061	Sweet	Shawn	Deaf Services	Case Manager	Social Work Research	1000.00
SP13-062	Taylor	Stephanie	TCCES	Chem Depend Coun, Sr	Instumental Strategies	1000.00
SP13-063	Thornton	Bridgett	TCSO	Security Coordinator	Civil Litigation	1000.00
SP13-064	Tosh	David	TCSO	Detective	Basic Epidemiology	1000.00
SP13-065	Valdez	Alejandrina	Juvenile Prob	Probation Officer	Counseling Practicum III	1000.00
SP13-066	Villanueva	Lisa Marie	OPR	Paralegal	Legal Issues for Business Organizations	1000.00
SP13-067	Villarreal	Roland G	TCCC	Corrections Officer II	Tx Peace Officer Capstone	438.40
SP13-068	Walter	Eva	TCSO	Office Specialist, Sr	Cultural Anthropology	376.00
SP13-069	Wilkinson	Marcus	TCSO	Corrections Officer II	Fundamentals of Policing	1000.00
SP13-070	Williams	Terri	Juvenile Prob	JPO III	Career Development and Planning	1000.00
<i>Carry-overs</i>						
FA12-071	Speights	Jami	TCSO	Corrections Officer	Court Systems and Practices	188.00

53494.40