



Travis County Commissioners Court Agenda Request

Meeting Date: November 25, 2014

Prepared By/Phone Number: Kristine Nilsen, 854-4820-1100

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

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 seventy-five (75) tuition reimbursement requests for the Spring 2014 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
- tuition and fees 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 \$55,480.02. Sufficient funds have been accrued in account 111 003 0001 513070 for tuition reimbursements for the Spring 2014 semester. After these reimbursements, the remaining balance in this account for reimbursements is \$196,999.98.

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

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 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 2014 Req

Sem Code	Last Name	First Name	Dept.	Job Title	Vendor #	1st Course	2nd Course	3rd Course	Amount to Refund
SP14-001	Abu-Hamdan	Chantell	JP5	Court Clerk	10003342	Real Estate Law	Advanced Litigation		1000.00
SP14-002	Alexander-White	Alexis	TCSO	Correctional Officer	10003267	Texas Peace Officer Procedures	Texas Peace Officer Law		612.80
SP14-003	Alvarez	James	HRMD	Risk Specialist	10001933	Intro to Finance			1000.00
SP14-004	Becerra	Jose	District Attorney	Court Bailiff	10004796	Probation and Parole			343.20
SP14-005	Bolton	Sara	County Attorney	Legal Secretary	10004335	English- American Lit	MATD Intermediate Algebra		440.00
SP14-006	Bouldin	Glynnis	TCSO	Corrections Ofcr. Sr	10004082	World Cultures I			1000.00
SP14-007	Burkhart	Brent	TCSO	FTO Corrections Ofcr	10003330	Small Business Ops and Finance	Strategic Management	HR Management	1000.00
SP14-008	Butler	Justin	TCSO	CO II	10005158	Intro to Criminal Justice	Court Systems & Practices	Criminal Law	800.00
SP14-009	Carabajal	Benjamin	TCSO	Corrections Officer	10009630	Basic peace Officer Course Phase I			400.00
SP14-010	Chambers	Rodney	County Clerk	Office Specialist Sr.	10001413	Leadership in Action Research	Global Leadership Perspective		100.00
SP14-011	Churchwell	Brandy	TCSO	Senior Corrections Officer	10004404	Juvenile Justice System			629.60
SP14-012	Davis	Amy	TCSO	Mental Health Deputy	10002553	Visual/Gestural Communication			200.00
SP14-013	Davis	Bradley	TCSO	Corrections Officer	10001408	Texas Peace Officer Law	Texas Peace Officer Capstone		572.80
SP14-014	Derrick	William	Star Flight	Nurse	10004513	Primary Healthcare Practices II: Advanced	Applications for FNPs		1000.00
SP14-015	Doane	Karen	Tax Office	Financial Analyst lead	10000996	Fundamentals of HRM	Principles of marketing		1000.00
SP14-016	Dsouza	Kevin	Treasurer	Accounting Clerk	10009170	Principles of Accounting II			240.00
SP14-017	Eakins	David	TCSO	Jailer	10002700	Dimensions of Health and Wellness			764.16
SP14-018	Ervin	Kenneth	County Attorney	Attorney IV	10002840	Social Psychology	Vocabulary II		400.00
SP14-019	Espinosa	Gilberto	TCSO	Corrections Officer	10004058	Court Systems and Practices	Juvenile Justice Systems		1000.00
SP14-020	Faz	Lisa	Tax Office	Administrative Asst II	10001924	Business Law I	Business Law II		1000.00
SP14-021	Fernandes	Martin	TCSO	Corrections Officer	10004367	Fundamentals of Criminal Justice	Intro to Criminal Justice		806.40
SP14-022	Field	Perry	TCSO	Corrections Officer II	10005529	Basic peace Officer Course Phase I			400.00
SP14-023	Freeman	James	TCSO	Corrections Officer II	10003217	Basic peace Officer Course Phase I			400.00
SP14-024	Fraga-Araujo	Ana	District Clerk	Court Clerk I	10003777	Women and Criminal Justice	Public Finance Administration		1000.00
SP14-025	Gerac	John	TCSO	Corrections Officer	10009682	Basic Peace Officer I			400.00
SP14-026	Gomez-Patino	Rodolfo	Juvenile Prob	Cook	10003455	Read Vocab 4	Intro to Automotive		546.40
SP14-027	Hahn	Bryan	TCSO	Senior Patrol Deputy	10000572	General Chemistry I + Lab	Intro to American Govt II		1000.00
SP14-028	Hawkins	Ronnie	TCSO	Deputy Sheriff/Training Acad	10001246	Intro to Police Theory and Practices	Intro to Criminal Court System		1000.00
SP14-029	Huff	Holly	Auditor	Financial Analyst	10004748	Accounting Theory and Practice	Global Management & Ethics		1000.00
SP14-030	Huff	Michelle	Juvenile Prob	Juvenile Probation Officer	10002867	Advanced Social Policy and Justice	Advanced Social Work Research		1000.00
SP14-031	Hunter	Carean	TCCC	Senior Corrections Officer	10004543	Experimental Design & Research Methods	British Literature before 1785		1000.00
SP14-032	Hurt	Timothy	TCCC	Senior Corrections Officer	10003227	Legal Aspects	Biology		612.80
SP14-033	Jackson	Edwardo	TCSO	Sergeant	10001949	Intro to Public Management	Critical Thinking		1000.00

SP 2014 Req

SP14-034	Jamron	Etta	Juvenile Prob	Office Manager Sr.	10000138	Principles of Marketing	World Cultures I	1000.00
SP14-035	Marion	Herbert	Juvenile Prob	Residential Treatment Office	100002422	Blacks in Criminal Justice	Senior Seminar	1000.00
SP14-036	Martin	Frank	TNR	GIS Analysis	10004781	Cartography and Geographical Information Systems and Global Position	Quantitative Analysis	879.20
SP14-037	Martinez	Edith	County Clerk	Recording Specialist II	10002833	Employee and Labor Relations	Texas Peace Officer Procedures	1000.00
SP14-038	Martinez	Frankie	TCSO	Sr. Corrections Officer	10001369	Texas Peace Officer Law	Texas Peace Officer Procedures	612.80
SP14-039	Mayfield	Laura	Adult Probation	Probation Officer II	10001566	Public Human Resources	Intro to Public Administration	1000.00
SP14-040	McBride	Steve	TCSO	Sergeant	10002014	Research Methods & Quant Analysis	Critical Analysis of Justice Administration	1000.00
SP14-041	McCleary	Jennifer	District Attorney	Legal Secretary	10005606	Intro to Paralegalism II	Criminal Law & Procedures Civil Litigation	576.00
SP14-042	McComb	Kristin	TCSO	Security Coordinator	10005606	Intro to Paralegal Studies	Contracts	400.00
SP14-043	McDonald	Eloise	Collectors	Paralegal	10003002	Foundations of Leadership	Methods & Analysis of Quantitative Research	1000.00
SP14-044	McElroy	Austin	Records Mgt	Admin. Assoc.	10003662	College Mathematics	Intro to Mass Communications	400.00
SP14-045	Medina	Elizabeth	District Clerk	Court Clerk II	10001879	Human Resources Management	Non-Profit Leadership Management	1000.00
SP14-046	Meurer	Ryan	ITS	Customer Support Spec	10001295	Advanced C# Programming	Structured Query Language	1000.00
SP14-047	Miller	Amanda	HHS	Social Serv Prog Spec	10005463	Intro to Visual Basic Programming .NET		240.00
SP14-048	Milchum	Gregory	TCSO	Corrections Peace Officer	10002666	Acct 2301-028	Busg 1303-002	213.33
SP14-049	Montonera	Michelle	Med Examiner	Forensic Autopsy Technician	10005083	Biological Evidence and Serology	Forensic Entomology	1000.00
SP14-050	Moser	Amy	TCCC	Corrections Officer II	10005353	Texas Peace Officer Procedures	Texas Peace Officer Law	812.80
SP14-051	Neidlein	Angela	TCSO	FTO Corrections Officer	10002599	Texas Peace Officer Law		306.40
SP14-052	Ortiz Jr.	David	TCSO	Sr. Deputy Sheriff	10005658	Court Systems and Practices	Intro to Computing	480.00
SP14-053	Oyler	Todd	TCJ	Senior Residence Treatment	10002844	Human Behavior & Diverse Populations	Generalist Macro Practice	1000.00
SP14-054	Padilla	Vicki	Criminal Court	Judicial Aide	10002041	Group Counseling	Critical Evaluation of Research	1000.00
SP14-055	Pannell	Gary	ITS	System Architect I	10005722	E-Commerce	Managerial Finance	1000.00
SP14-056	Patton	Jacob	Auditor	Associate Auditor I	10005691	Accounting Ethics	Accounting Systems	1000.00
SP14-057	Penny	Amy	TCSO	Sr. Corrections Officer	10004410	Corrections Systems & Practices	Spanish I	532.80
SP14-058	Redd	Alan	Constable Pct. 5	Senior Deputy	10000783	Criminal Justice Ethics	Methods of Criminal Justice Research	650.38
SP14-059	Richerson	Stephanie	District Attorney	Victim Counselor	10002888	Assessment Techniques	Intro to Assessment in Family Therapy	1000.00
SP14-060	Shirley	Michael	TCSO	Business Analyst III	10003708	IT Fundamentals I	Web Technologies	505.75
SP14-061	Smith	Chalor	TCCC	Sr. Corrections Officer	10003405	Acting I		200.00
SP14-062	Snell	Cherylyn	Adult Probation	Accounting Clerk	10002485	Principles of Accounting II		240.00
SP14-063	Speights	Jami	TCCC	Corrections Officer	10003624	Intro to Criminal Justice		200.00
SP14-064	Stephens	Dena	TCJ	Sr. Corrections Officer	10003736	Budget Public and Non-Profit Orgs	Global Perspectives on Terrorism	1000.00
SP14-065	Swanson	Mary	TCSO	Lead Accountant	10001768	Government and Not-for-Profit Accounting		240.00
SP14-066	Sweet	Shawn	HHS Deaf	Social Worker	10002838	Adv. Direct Practice with Families	Advanced Direct Practice with Groups	1000.00
SP14-067	Tosh	David	TCSO	Detective	10005139	Certified Health Education Specialist Study		816.00
SP14-068	Villanueva	Lisa	CJP OPR	Paralegal	10001321	Business Applications for Finance, Accounting, and IT		1000.00

