

El Paso Independent School District
Minutes of Board Investigative Services Committee Meeting
August 6, 2002
4:00 p.m.
Education Center-Boeing

Present: Dr. Gene Finke, Board Vice President, Board Investigative Services Committee Chairperson
Mr. Dan Wever, Board President¹
Mr. Joe Rosales, Board Member

Administration: Dr. Gilberto Anzaldúa, Superintendent
Mr. William Goodman, Associate Superintendent, Finance
Dr. Linda Holman, Associate Superintendent, Curriculum and Instruction
Mr. Luis Villalobos, Executive Director, Communications and Business Partnerships
Mr. Terry Freiburg, Director, Purchasing
Mr. Richard Romero, Director, Budget
Mr. Joe Yañez, Internal Auditor, Auditing
Ms. Lily Ortiz, Travel Coordinator, Finance

Guests: Miss Leonor Garcia, Board Secretary
Mr. Sal Mena, Jr., Board Member
Mr. Richard Telles, Board Member
Mr. David Marcus, Marcus, Fairall, Bristol & Co., LLP
Ms. Jerry Boyer

The meeting was called to order at 4:19 p.m. by Dr. Finke.

The topics discussed were as follows:

1. Report from Representatives of Marcus, Fairall, Bristol & Co., LLP and Edge, McLagan, Nugent & Co., P.C. on EPISD Travel (Item #1, A.)
 - a. Audit on airline costs for two months in spring 2002
 - (1) random selection of travel requests
 - (2) reviewed travel requests, policy manual
 - b. Savings that could be found by timing of trip and timely submission of travel requests to Travel Office
 - c. No errors by Travel Office in following travel guidelines
 - d. Recommendations:
 - (1) implementing managed travel – travel industry installs equipment that is connected to the travel agency to monitor air travel and costs (with travel arrangements being made by Travel Office)

¹ Mr. Wever arrived at 4:38 p.m.

- (2) redesigning travel request form, including place for senior discount and special needs of traveler
- (3) determining necessity of approvals for trip requests/streamline process (delays caused through bureaucracy)
- (4) forming committee – opening travel agencies to Travel Office to make recommendations on improving process
- (5) reviewing reports
- (6) preparing new RFP (request for proposals) – continuing with current process and specifications in RFP not recommended.

Meeting Adjourned

The meeting was adjourned 5:04 p.m.

Date Approved: December 10, 2002