



### *Mission*

*“Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical, and cultural educational opportunities for the diverse communities it serves.”*

### *Vision*

*“As a premier college that provides high-quality academic, technical, and cultural programs, Alvin Community College’s focus will be to promote student success, enhance quality of life, and support economic development.”*

**Agenda**  
**Board of Regents**

**Special Meeting**

**January 27, 2020**  
**12:00 PM**

**BOARD OF REGENTS  
ALVIN COMMUNITY COLLEGE  
3110 Mustang Road  
Alvin, Texas 77511**

**OFFICIAL AGENDA OF SPECIAL MEETING  
January 27, 2020 at 12:00 PM  
NOLAN RYAN CENTER**

**TABLE OF CONTENTS**

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1. Call to Order	
2. <b><u>Certification of Posting of Notice</u></b>	3
3. <b><u>Citizens Inquiries</u></b>	
<p>In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes.</p> <p>Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.</p> <p>A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.</p>	
4. <b><u>Consider Approval of The Order to Call the General Election</u></b>	4
5. <b><u>Consider Approval of Personnel (Replacement): Director of Learning Commons</u></b>	9
6. <b><u>Consider Approval of Personnel (Replacement): Academic Advisor</u></b>	13
7. <b><u>Consider Approval of Procurement Method</u></b>	17
8. Adjournment	

**CERTIFICATION OF POSTING OF NOTICE TO THE  
CALLED MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
JANUARY 27, 2020**

It is hereby certified that a notice of this meeting was posted on the 21<sup>st</sup> day of January, 2020, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code* including notice of the meeting provided to the news media as required by Section 551.001, *Texas Government Code*.

Signed this 21<sup>st</sup> day of January, 2020.


  
\_\_\_\_\_  
Dr. Christal M. Albright  
President



ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

Dr. Christal M. Albrecht  
*President*  
Office 281 756 3598  
Fax 281 756 3858

**MEMORANDUM NO: 22-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** January 13, 2020  
**SUBJECT:** Order of General Election

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The general election will be held on May 2, 2020. The following documents in English and Spanish represent the Order of the general election. Positions open for election are 4 (Droege), 5 (Pyburn) and 6 (Knape).

It is recommended that the Board of Regents approve the Order to call the General Elections on May 2, 2020.

CMA:tg

**ORDER OF GENERAL ELECTION  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS GENERAL ELECTION**

A general election is hereby ordered to be held on May 2, 2020 for the purpose of:

**General Election:** Electing three (3) members to the Board of Regents for Alvin Community College District Positions 4, 5, and for six (6) year term) (Filing deadline: February 14, 2020)

\*\* Should a run-off election be necessary, said run-off election is hereby ordered Per Brazoria County.

Early voting by personal appearance will be conducted each weekday at

Angleton Main Location	Brazoria County Courthouse East Annex (Old Wal-Mart Building) 1524 E. Mulberry, Room 144 Angleton, Texas
Alvin Branch Location	Alvin Library 105 South Gordon Street, Alvin,
Brazoria Branch Location	Brazoria Library 620 S. Brooks, Brazoria
Freeport Branch Location	Freeport Library 410 Brazosport Blvd, Freeport
Lake Jackson Library	Lake Jackson Library 250 Circle Way, Lake Jackson
Manuel Branch Location	Courthouse North Annex 7313 Corporate Dr., Manvel
Pearland East Branch	Tom Reid (Pearland) Library 3522 Liberty Dr. Pearland
Pearland Westside Event Center	Westside Event Center 2150 Countryplace Pkwy, Pearland
Shadow Creek Branch Location	Pearland Westside Library 2803 Business Center Dr. #101, Pearland
Sweeny Branch Location	Sweeny Community Center 205 W Ashley Wilson Rd, Sweeny
West Columbia (Amended Added Precinct)	New Precinct 4 Building, 121 N 10 <sup>th</sup> St.

Early Voting and Election Day Voting by Personal appearance times and dates for above locations:

April 20th through 24th .....	8:00 a.m. – 5:00 p.m.
April 25th.....	7:00 a.m. – 7:00 p.m.
April 27th through 28th .....	7:00 a.m. – 7:00 p.m.

Last Day to Apply for Ballot by Mail (**Received, not** Postmarked by close of business (5:00 p.m.) on April 20, 2020.

Applications for ballot by mail shall be mailed to:

Joyce Hudman, County Clerk  
(Name of Early Voting Clerk)

111 E. Locust, Suite 200  
(Address)

Angleton, TX                      77515-4654  
(City)                                      (Zip Code)

Issued this the 27 day of January, 2020.

\_\_\_\_\_  
Member

\_\_\_\_\_  
Signature of Presiding Officer

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Member

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Member

**ORDEN DE ELECCION DE GENERAL  
DISTRITO DE LA COMUNIDAD UNIVERSITARIA DE ALVIN  
ELECCIÓN DE GENERAL DE REGENTES**

Por lo presente se ordena que se llevara a cabo una elección general el 2 de mayo del 2020  
con el propósito de:

Elegir a 3 miembros al consejo de regentes de Distrito de la Comunidad Universitaria de Alvin  
Posiciones 4, 5, y 6 por seis (6) años (Fecha de entrega: 14 de febrero del 2020)

\*\* Si ocurre un empate en la elección, dicho empate se resolverá con otra elección, que aquí se ordena,  
a petición del Condado de Brazoria.

La votación adelantada en persona se llevará a cabo de lunes a viernes en

**LOCALIDADES PARA LA VOTACIÓN ADELANTADA EN PERSONA:**

Localidad Principal - Angleton:	East Annex (Old Walmart Building) 1524 E. Mulberry, Cuarto #144, Angleton
Sucursal de Alvin:	Alvin Library 105 S. Gordon, Alvin
Sucursal de Brazoria:	Brazoria Library 620 S. Brooks, Brazoria
Sucursal de Lake Jackson:	Lake Jackson Library 250 Circle Way, Lake Jackson
Sucursal de Freeport:	Freeport Library 410 Brazosport Blvd., Freeport
Sucursal de Manvel:	Courthouse North Annex 7313 Corporate Dr., Manvel
Sucursal de Pearland Este	Tom Reid (Pearland Library) 3522 Liberty Dr., Pearland
Sucursal de Pearland Oeste:	Westside Event Center 2150 Countryplace Pkwy., Pearland
Sucursal de Shadow Creek Branch	Pearland Westside Library 2803 Business Center Dr., #101, Pearland
Sucursal de Sweeny:	Sweeny Community Center 205 W. Ashley Wilson Rd., Sweeny
Oeste Columbia ( Cuartel agregado modificado)	Nuevo precinto 4 edificio, 121 N 10 <sup>th</sup> St.

Fechas y horas de la votación adelantada en persona

(20 – 24 de abril)..... 8:00 a.m. – 5:00 p.m.

(25 de abril)..... 7:00 a.m. – 7:00 p.m.

(27-28 de abril)..... 7:00 a.m. – 7:00 p.m.

Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse para el fin de las horas de negocio (5:00 p.m.) el 20 de abril de 2020.

Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:

Joyce Hudman, County Clerk  
(Nombre del Secretario(a) de Votación Adelantada)

111 E. Locust, Suite 200  
(Dirección)

Angleton, TX                      77515-4654  
(Ciudad)                                      (Zone Postal)

Emitida este día 27 de enero, 2020.

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Miembro

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Firma del Oficial que Preside

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**MEMORANDUM NO: 23-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** January 17, 2020  
**SUBJECT:** Consider Approval of Personnel Action (Replacement):  
Director, Learning Commons

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The individual listed below has been recommended to fill the full time position of Director, Learning Commons.

**Candidate**

**Recommended:** Natalie Freese

**Education:** **University of Wisconsin Milwaukee**  
Masters of Science, Educational Administration & Supervision May 2011  
**University of Wisconsin Oshkosh**  
Bachelor of Arts June 2000

**Experience:** **Alvin Community College**  
*Corequisite Program Specialist* September 2018 – Present  
**Alvin Community College**  
*Academic Coach (Part time)* May 2018 – August 2018  
**Barber Middle School**  
*Public School Teacher* August 2017 – January 2018  
**Sinclair Elementary -HISD**  
*Teacher, Grade 4* August 2012 – July 2017  
**Interface EAP**  
*Program Development Coordinator* July 2011 – July 2012



ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

Dr. Christal M. Albrecht

*President*

Office 281 756 3598

Fax 281 756 3858

**Milwaukee Public Schools**

*Public School Teacher Grades 4-8*

August 2001 – June 2010

**Fred Boutique, LLC**

*Manager*

February 2005 – August 2009

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**Salary:** \$67,611  
Grade 7 / Step 1  
2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Director, Learning Commons	
<b>Department:</b>	Academic Support	<b>Reports to:</b> Dean, General Education and Academic Support
<b>Grade Level:</b>	7	<b>Job Category:</b> Full-Time
<b>Salary Range:</b>	Professional Salary Schedule	<b>FLSA Status:</b> Exempt
<b>HR Approved:</b>	Karen Edwards	<b>Date:</b> 10/11/2019
<b>Last Updated by:</b>	Nadia Nazarenko	<b>Date:</b> 10/11/2019

**SUMMARY**

The Director of Learning Commons is an experienced, forward thinking professional with in-depth knowledge in customer service, academic support programs, research, information literacy development, activities and functions associated with the areas reporting to this department, including but not limited to tutoring center, academic interventions and library services. The Director will provide leadership for operational aspects of the college library and learning center/learning lab, including tutoring and other academic support programs. This position is responsible for maintaining up to date trend awareness regarding innovative best practices for academic program support services; assessing learning and non-learning outcomes using evidence-based decision making for continued improvement. Provides input to and administers departmental budget development and management processes. The Director is responsible for planning, implementing, supervising, and assessing the resources and services of the Learning Commons and oversees a technologically enhanced learning spaces that support innovative learning and will allow students to take advantage of integrated spaces.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides leadership for planning, implementation, and monitoring of the mission and vision of the College's Learning Commons.
- Creates and implements Learning Commons procedures.
- Provides oversight of the arrangement and maintenance of the Learning Commons' physical facilities and equipment.
- Administers, supervises, and evaluates staff;
- Collaborates and leads the initiatives and activities pertaining to academic support services;
- Meets/plans with other college departments and provides outreach to external partners (ISD's);
- Reviews and assesses data regarding student success and coordinates available interventions;
- Develops an effective schedule for staff and services at multiple locations and ensures their accurate pay/hours;
- Collects and evaluates data regarding services and reports to dean;
- Plans, prepares, and provides oversight of the departmental budget;
- Coordinates and provides oversight of strategic planning goals and assessment pertaining to Learning Commons;
- Provides all required operational, financial, program, and external reports;
- Supervises an annual inventory of all Library and Learning Center holdings;
- Plans for and encourages the professional development of all Learning Commons employees;
- Serves on appropriate standing committees;
- Evening and weekend work may be required.
- Other duties may be assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

**EDUCATION**

- Requires: Master's degree in Education, Curriculum and Instruction, Student Services, Library Services or relevant academic discipline.
- Prefer: Doctorate in relevant discipline

**EXPERIENCE**

- Prior supervisory experience.
- Substantial professional experience, including at 3-5 years of Academic Support services with at least one year in an administrative position.
- Demonstrated experience in developing and managing multiple budget accounts.
- Evidence of interdisciplinary/cross-departmental collaborations with specific focus on collaboration with faculty and tutoring services to support student learning and advance information literacy
- Experience with innovative technologies.
- Commitment to responsive and innovative services and outreach, and can optimize resources.
- Prefer training or experience in building innovative programs, Adult Education and/or Developmental Education; ESL/ESOL; Information Literacy; prior supervisory role at a community college; Spanish bilingual; grants management.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong skills in using instructional technology.
- Excellent collaboration and communication skills.
- A passion for academic excellence and innovation in an Academic Support services.
- Knowledge of current industry trends.
- Ability to value and encourage diversity, inspire and build trust, lead organizational and cultural change, foster innovation and empower staff growth.
- Candidates must exhibit an appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*

*This job description may be revised upon development of other duties and changes in responsibilities.*

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE


X

SUPERVISOR SIGNATURE AND DATE

**Sign and return to HR for placement into employee personnel file.**



**MEMORANDUM NO: 24-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** January 17, 2020

**SUBJECT:** Consider Approval of Personnel Action (Replacement): Academic Advisor  
The individual listed below has been recommended to fill the full time position of Academic Advisor.

**Candidate**  
**Recommended:** Amanda Smithson

**Education:** Sam Houston State University  
Masters of Arts, Higher Education Administration May 2016  
Sam Houston State University  
Bachelor of Science August 2001

**Experience:** University of Texas Health Science Center  
At Houston School of Public Health  
*Academic Advisor* September 2018 – Present  
Galveston College  
*Student Success Advisor* November 2017 – August 2018  
Alvin Community College  
*Part-time Academic Advisor* January 2016 – October 2017  
Alvin Community College  
*Student Activities Coordinator* May 2011 – October 2017



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Dr. Christal M. Albrecht  
*President*

Office 281 756 3598  
Fax 281 756 3858

**Alvin Community College**

*CE Workforce Development Marketing Coordinator* January 2010 – April 2011

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**Salary:** \$54,110  
Grade 3 / Step 3  
2019-20 Administrative/Professional Sal



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Academic Advisor		
<b>Department:</b>	Student Services	<b>Reports To:</b>	Director, Advising Services
<b>Grade Level:</b>	3	<b>Job Category:</b>	Full-Time
<b>Salary Range:</b>	Professional Salary Schedule	<b>FLSA Status:</b>	Exempt
<b>HR Approved:</b>		<b>Date:</b>	
<b>Last Updated by:</b>	J.Borne	<b>Date:</b>	07/9/19

SUMMARY

Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Maintains contact with faculty and staff and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Interprets college programs and policies to students, faculty, and the community
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community
- Serves as a liaison to area high schools and universities
- Coordinates projects and special events as assigned
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration
- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- Offer On line advising for distance education students
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- Completes other duties as assigned

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

### EDUCATION

- Bachelor's degree required

### EXPERIENCE

- At least one year working in student services at community college or university
- At least one year advising or counseling high school level or college students
- Case management experience

### KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to manage a high work volume with attention to detail and accuracy
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to work well with individuals from diverse backgrounds
- Ability to communicate virtually using a variety of available platforms

***This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.***

***This job description may be revised upon development of other duties and changes in responsibilities.***

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

**Sign and return to HR for placement into employee personnel file.**





**MEMORANDUM NO: 21-2020**

**TO:** Board of Regents

**FROM:** Dr. Christal M. Albrecht 

**DATE:** January 15, 2020

**SUBJECT:** Consider Approval of Procurement Method for Construction Projects

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The College is preparing to procure construction-related services and equipment and enter into contracts for maintenance tax notes projects. Texas Government Code §2269.056 requires the Board of Regents to determine the procurement method, if other than competitive bidding, that provides the best value when considering a construction contract.

The “Purchasing Cooperative” procurement method is recommended for the following projects:

1. Parking Lot Renovations –Campus Wide
2. Sidewalk Replacement – Courtyard
3. Landscaping – Courtyard
4. Drainage Issue Remediation – Campus Wide

It is recommended the Board of Regents approve the “Purchasing Cooperative” method of procurement for these maintenance tax notes projects.

CMA:tg