



### *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**

**Regular Meeting**

**August 13, 2020**  
**6:00 PM**

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

**OFFICIAL AGENDA OF REGULAR MEETING  
August 13, 2020 at 6:00 PM  
VIRTUAL**

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| <i>Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.</i>  |    |
| A. Executive Session: <i>Private consultation with its attorney, when seeking the advice of its attorney in accordance with Tex. Gov't Code Section 551.071; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee in accordance with Tex. Gov't Code 551.074.</i> |    |
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| In accordance with ACC Board Policy BDB (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.   |    |
| 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.   |    |
| 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.  |    |
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**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
AUGUST 13, 2020**

It is hereby certified that a notice of this meeting was posted on the 6<sup>th</sup> day of August 2020, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 6<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
Dr. Christal M. Albrecht  
President

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF JULY 23, 2020  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a regular session on the 23<sup>rd</sup> day of July at 6:00 p.m., with the following members, administrative personnel, and guests present:

|                      |                                    |
|----------------------|------------------------------------|
| 'Bel Sanchez         | Chairman                           |
| Jody Droege          | Vice-Chair                         |
| Patty Hertenberger   | Secretary                          |
| Jim Crumm            | Regent                             |
| Kam Marvel           | Regent                             |
| Darren Shelton       | Regent                             |
| Jake Starkey         | Regent                             |
| Roger Stuksa         | Regent                             |
| Andy Tacquard        | Regent                             |
| Christal M. Albrecht | President, Alvin Community College |
| Jade Borne           | Alvin Community College            |
| Wendy Del Bello      | Alvin Community College            |
| Karen Edwards        | Alvin Community College            |
| Cindy Griffith       | Alvin Community College            |
| Karl Stager          | Alvin Community College            |

Alan Phillips  
Amos Byington  
Rick Morris

Debbie Kraft  
Kelly Klimpt  
Tammy Giffrow

Matt Graves  
Pam Shefman

**1. Call to Order**

The meeting was called to order by Chair Sanchez at 6:05 p.m.

Chair Sanchez went on to state that on March 16, 2020, Governor Gregg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19). In accordance with those suspended rules, the board certifies the following:

a) Although members of the Board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by video conference.

b) This meeting is being held by video conference because the convening at one location of a quorum of the governmental body is not appropriate during the COVID-19 Public Health Emergency.

c) Based on current guidance from federal, state, and county authorities concerning large gatherings and social distancing during the COVID-19 public health emergency, there is no established location for an audience to observe the meeting, however, the live meeting is accessible through a web link that was timely and appropriately provided to the public and media as part of the meeting posting and via the district's website.

- d) As we would at any in-person meeting, members of the public who have followed the standard instructions for registering to speak during the public comment portion will be allowed 5 minutes to speak.
- e) All other meeting procedures will adhere to board-adopted procedures to the extent practicable.
- f) A video recording of this meeting is being made and will be available to the public on the College's website.

Tammy Giffrow took a roll call for attendance.

## **2. Certification of Posting of Notice**

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, Texas Government Code.

- **Pledge**
- **Invocation**

Invocation by Mr. Marvel.

## **Citizen Inquiries**

There were no citizen inquires.

## **Board Comments**

The Regents thanked the staff and faculty for all their continued hard work and efforts in keeping the college operating and serving the students, Dr. Crumm honored the passing of long time Band Director, Jerry Perkins and what he meant to the college and to him personally and Chair Sanchez commented on representing ACC at a virtual Pearland Chamber meeting.

## **Approval of Minutes**

Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of June 25, 2020 and Board Workshop of July 13, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Dr. Crumm. Seconded by Vice Chair Droege. Motion passed unanimously.

## **President's Report**

Dr. Albrecht presented the student and faculty survey results regarding class format preferences and current concerns.

The majority of the students and the faculty preferred some form of online or hybrid type courses. Students' top concern was safety/health followed by their ability to pay for classes. Instructors had various concerns that included COVID/workplace safety/sanitation, enforcement/making mandatory safety measures, face-to-face/classroom as best instructional method, hands-on/Clinical/Lab content, High school/dual enrollment, issues of academic misconduct (i.e. online cheating), student's access to technology and technology with synchronous instruction. Faculty also preferred that Convocation be held virtually.

This information was used to make the decision on curricular changes to the Fall 2020 semester to account for the preferences and comfort levels of students and faculty.

This report was for information only.

**Consider Approval of Spectra Contract Flooring to Replace Theatre Carpeting**

The motion to approve contract to Spectra Contract Flooring for the removal and replacement of carpeting in the ACC Theatre in the amount of \$49,812.67 was made by Dr. Hertenberger. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Texas Specialty Products for Filter Media Replacement and Cooling Tower Repair**

The motion to approve a contract to Texas Specialty Products for the filter media replacement and repair of the College cooling towers in the amount of \$97,193.00 was made by Mr. Shelton. Seconded by Mr. Starkey. Motion passed unanimously.

**Consider Approval of TSI Single Section Testing Fee Change Proposal**

The motion to approve the proposed fee increase for online TSI testing was made by Mr. Stuksa. Seconded by Mr. Tacquard. Vote For: Chair Sanchez, Vice Chair Droege, Secretary Hertenberger, Dr. Crumm. Mr. Marvel, Mr. Tacquard and Mr. Starkey Vote Against: Mr. Shelton and Mr. Stuksa. Motion passed.

**Consider Approval of TSI Single Section a Contract with Howard Technology for the Addition of Classroom Technology to Four Classrooms in the S Building**

This item was removed from the agenda and no vote was taken.

**Consider Approval of Personnel Action (Replacement): Dean of Continuing Education and Workforce Development**

This item was removed from the agenda and no vote was taken.

**Second Information Presentation of the Fiscal Analysis and Proposed 2020-21 Budget**

Mr. Stager talked about the presentation of the Fiscal Analysis and proposed 2020-21 Budget that was held at the Board Workshop of July 13, 2020. The Regents had no further discussion or questions at this time. The next Board Workshop will be held on August 3, 2020 for any further review of the budget.

This report was for information only.

**Financial Report Ending June 2020**

Mr. Stuksa made the motion to approve the financial and investment report for June 2020. Seconded by Mr. Tacquard. Motion passed unanimously.

**Executive Session**

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.*

Chair Sanchez called the meeting into Executive Session at 7:50 p.m.

Executive Session ended at 9:15 p.m.

The meeting was called back into session by Chair Sanchez at 9:17 p.m.

**Consider Approval of Amendment to President's Contract**

The motion to approve the amendment to the President's contract as discussed in Executive Session was made by Mr. Marvel. Seconded by Vice Chair Droege. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the motion to adjourn was made by Mr. Starkey. Seconded by Dr. Crumm. Meeting was adjourned at 9:22 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**



**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF AUGUST 3, 2020  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a Board Workshop on the 3<sup>rd</sup> day of August, 2020 via video conference, with the following members, administrative personnel, and guests present:

|                      |                                    |
|----------------------|------------------------------------|
| 'Bel Sanchez         | Chair                              |
| Jody Droege          | Vice-Chair                         |
| Kam Marvel           | Regent – 4:55 p.m.                 |
| Darren Shelton       | Regent                             |
| Jake Starkey         | Regent                             |
| Roger Stuksa         | Regent                             |
| Andy Tacquard        | Regent                             |
| Christal M. Albrecht | President, Alvin Community College |
| Jade Borne           | Alvin Community College            |
| Wendy Del Bello      | Alvin Community College            |
| Karen Edwards        | Alvin Community College            |
| Cindy Griffith       | Alvin Community College            |
| Karl Stager          | Alvin Community College            |

Debbie Kraft – 4:00 p.m.  
Tammy Giffrow  
Rick Morris – 4:00 p.m.  
Nicki Harrington

**Call to Order**

Tammy Giffrow took a roll call for attendance.

Chair Sanchez called the meeting to order at 12:03 p.m. and went on to state that on March 16, 2020, Governor Gregg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19). In accordance with those suspended rules, the board certifies the following:

- a) Although members of the Board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by video conference.
- b) This meeting is being held by video conference because the convening at one location of a quorum of the governmental body is not appropriate during the COVID-19 Public Health Emergency.
- c) Based on current guidance from federal, state, and county authorities concerning large gatherings and social distancing during the COVID-19 public health emergency, there is no established location for an audience to observe the meeting, however, the live meeting is accessible through a web link that was timely and appropriately provided to the public and media as part of the meeting posting and via the district's website.

- d) As we would at any in-person meeting, members of the public who have followed the standard instructions for registering to speak during the public comment portion will be allowed 5 minutes to speak.
- e) All other meeting procedures will adhere to board-adopted procedures to the extent practicable.
- f) A video recording of this meeting is being made and will be available to the public on the College's website.

### **Certification of Posting of Notice**

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, *Texas Government Code*.

### **Citizen Inquiries**

There were no citizen inquiries.

### **Discussion with ELT regarding Status of the 2016-2021 Strategic Plan**

Dr. Nicki Harrington led the Strategic Plan's fourth year presentation at which time the Executive Leadership Team talked about the accomplishments within each of the six goals. Dr. Harrington also noted that the time in which the planning for the next Strategic Plan would begin during the fifth year of the plan and that due to the current pandemic situation, she recommended that an interim year for planning be considered and went through the timeline for completion. The Regents agreed with Dr. Harrington's recommendation and the next Strategic Plan will encompass the years of 2022-2027. The RFP to select the consultant to assist with the development of the next plan will go out in the Fall of 2020. The discovery phase will begin in January 2021.

### **President's Goal Setting Session**

Dr. Nicki Harrington conducted the discussion in setting Dr. Albrecht's goals for 2020-21 as related to the 2016-2021 Strategic Plan. The Board discussed eight President goal topics and asked Dr. Harrington to draft language representative of each goal. The President's goals will be brought before the Board for vote at the August 13, 2020 Board meeting.

### **Budget Scenarios and Tax Evaluation Discussion**

Mr. Stager talked about the changes in the proposed budget and the proposed tax rates scenarios for 2020-21. Discussion included Dual Enrollment registration for the Fall semester and the information regarding compensation adjustments/increases from Evergreen. The Regents agreed that the 2020-21 budget should reflect the phasing in of a new compensation plan/structure and Mr. Stager presented the requested worksheet information regarding increases for their review.

Mr. Stager also presented various tax rate scenarios and the Regents asked that the information be sent to them for further review. The Regents will determine tax rate hearing action at the August 13, 2020 Board meeting.

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August 4, 2020

**Adjournment**

Mr. Tacquard made the motion to adjourn. Seconded by Mr. Stuksa. Motion passed unanimously. The meeting was adjourned at 4:59 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**



**MEMORANDUM NO: 108-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht  
**DATE:** August 4, 2020

**SUBJECT:** Personnel Action (TSCM): Campus Police Officer

The individual listed below has been recommended to fill the full-time position for the Campus Police Officer.

**Candidate**

**Recommended:** Joshua Labay

**Education:**

Alvin Community College  
Associates – Criminal Justice May 2020

Texas Commission of Law Enforcement  
TCOLE Police Certification May 2019

American Heart Association  
CPR/ AED Certification January 2019

**Experience:** Entry level Police Officer  
Position does not require experience.

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**Salary:** \$35,679  
Grade F/ Step 1  
2019-20 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

|                         |                               |                      |                        |
|-------------------------|-------------------------------|----------------------|------------------------|
| <b>Job Title:</b>       | Patrol Officer, Campus Police |                      |                        |
| <b>Department:</b>      | Campus Police                 | <b>Reports to:</b>   | Chief of Campus Police |
| <b>Grade Level:</b>     | F                             | <b>Job Category:</b> | Full-Time              |
| <b>Salary Range:</b>    | TSCM Salary Schedule          | <b>FLSA Status:</b>  | Non-Exempt             |
| <b>HR Approved:</b>     |                               | <b>Date:</b>         |                        |
| <b>Last Updated by:</b> |                               | <b>Date:</b>         |                        |

**SUMMARY**

The Patrol Officer will perform all duties required for all police officers of any other jurisdiction, including enforcing all state and federal laws, as well as, College rules and regulations. Incumbent is responsible for community policing, patrol, law enforcement, investigations, parking enforcement, building security, motorist assistance, special events coverage and communications. Maintains an active patrol presence on Alvin Community College campus and maintain a safe environment for the faculty, staff, students, and community members.

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

- Enforcing all State and Federal laws, including College rules and regulations
- Responsible for an active patrol presence on the Alvin Community College campus in an attempt to maintain a safe environment for the faculty, staff, students, and community members
- Conduct criminal investigations, motor assists, key assists, building checks and 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**

- High School diploma or the equivalent
- Must possess a TCOLE license or have completed an approved police training academy
- Associate’s degree in Criminal Justice or related field preferred

**EXPERIENCE**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Have a working knowledge of computers
- Must have a current valid driver’s license with no more than three (3) moving violations in the last three (3) years

- Must be able to work a rotating schedule and weekends in an educational environment
- Extensive knowledge and understanding of criminal law, traffic and civil law, as it relates to a police officer
- Good communication skills and ability to resolve situations between subjects
- Must be able to work with other agencies in a professional manner
- Must be ready, at any time, to act should an emergency arise

***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.**

|   | <b>Budgeted<br/>2019-20</b> | <b>AUGUST<br/>2020</b> | <b>Funded<br/>Vacancies</b> |
|---|-----------------------------|------------------------|-----------------------------|
| <b>Administrative</b>   | 11                          | 10                     | 1                           |
| <b>Professional</b>   | 74                          | 69                     | 5                           |
| <b>Faculty</b>  | 113                         | 104                    | 9                           |
| <b>Technical Support, Clerical &amp;<br/>Maintenance (TSCM)</b> | 116                         | 108                    | 8                           |
| <b>Total Full-Time (FT) Employees</b>                           | <b>314</b>                  | <b>291</b>             | <b>23</b>                   |

**Resignation/Termination Report**

|   | <b>Name</b>        | <b>Department</b>  | <b>Last Day Worked</b> | <b>Reason</b> |
|---|--------------------|--|------------------------|---------------|
| 1 | Karen Barnett      | Instruction - Paralegal                                  | 8/14/2020              | Retirement    |
| 2 | Kristina Etheridge | Instruction - Diagnostic Cardiovascular Sonography (DCV) | 8/14/2020              | Resignation   |
| 3 | Joel Garcia        | Instruction - HSI STEM Math Success Center               | 8/14/2020              | Resignation   |
| 4 | Robin Harbour      | Instruction - Mathematics                                | 8/16/2020              | Retirement    |
| 5 | Richard Melvin     | Instruction - Computer Science                           | 8/16/2020              | Retirement    |
| 6 | Diana Stiles       | Student Services - Counselor                             | 8/31/2020              | Retirement    |
| 7 | Karen Schisler     | Instruction - Nursing                                    | 7/31/2020              | Retirement    |





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: 109-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht *CMA*  
**DATE:** August 5, 2020  
**SUBJECT:** Faculty Tenure Contract

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Dr. Jeanne Raniseski's name was omitted from the May 12 Contract list.


It is recommended that the Board approve a tenure contract for Dr. Raniseski for 2020-2021.

CMA:tg



**MEMORANDUM NO: 106-2020**

**TO:** Board of Regents

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

**DATE:** August 6, 2020

**SUBJECT:** President's Goals for 2020-2021

---

The Board of Regents met on Monday August 3, 2020 in a video conference workshop led by Dr. Nicki Harrington to review the strategic plan and discuss presidential goal setting for the 2020-2021 year. Goals were identified that directly relate to the strategic plan and have measurable outcomes.

It is recommended that the Board approve the eight goals established for the president for the 2020-2021 year.


CMA:tg

ALVIN COMMUNITY COLLEGE  
 President Albrecht's Goals  
 2020-2021

| Goal # | President's Goal  | Strategic Plan Goal |
|--------|---|---------------------|
| 1      | Work with Executive Leadership Team to prepare the timely submission of the QEP and required Focused Report documents to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and direct logistical arrangements for the October 12-15, 2020 decennial site visit. <i>[By October 2020]</i>                            | One                 |
| 2      | Work with Consultant to compile documents, complete research, and schedule interviews with faculty, staff, students, ISD partners, University partners, local businesses, community members and other stakeholders to produce the <i>Discovery Report</i> , in preparation for the creation of the next 5-year strategic plan. <i>[By May 2021]</i> | One                 |
| 3      | Work with engineers and AGCM construction managers, and members of the campus facilities teams, to continue the implementation of the maintenance tax note plan for renovation and repair of campus facilities and present report to the Board. <i>[By March 2021]</i>  | Two                 |
| 4      | Working with the Communications Department, develop a Crisis Communications Plan to ensure consistent and thorough communications to the campus, community and stakeholders. <i>[By November 2020]</i>  | Three               |
| 5      | Develop an Engineering A.S. Program in alignment with the Engineering Program offered at UHCL and present to the Board of Regents. <i>[By April 2021]</i>   | Four                |
| 6      | Provide a report to the Board on three Continuing Education Workforce Development (CEWD) programs of the Board's choice from those that were reviewed in the previous academic year. <i>[by February, 2021]</i>   | Four                |
| 7      | Work with the CFO and Business Office to create and compile all documents related to the budget process into an ACC Budget Procedure Manual. <i>[By November 2020]</i>  | Five                |
| 8      | Provide diversity and inclusion training and workshops during the College Convocation week. <i>[By September 2020]</i>  | Six                 |



**MEMORANDUM NO: 111-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** August 6, 2020  
**SUBJECT:** Compensation Plan

---

A request for proposals (RFP), project number 19-08, was issued to procure compensation study services to include job description analysis, compensation surveying, and salary structure revision.

Six firms submitted proposals which were evaluated by a team consisting of faculty and staff members belonging to the College's various job groups. Factors evaluated include the firm's qualifications and experience, their project approach and services, and price. Evergreen Solutions, LLC was the top-ranked firm from the proposal review process and the Board of Regents approved contracting with Evergreen Solutions, LLC to provide compensation study services.

Evergreen Solutions, LLC subsequently made presentations to the Board during the November 2019 meeting and again at the July 2020 meeting. Evergreen Solutions, LLC, outlined a new compensation plan for all employees, made recommendations for several employee salaries to be raised to a minimum level at an expense of \$39,395.55, recommended title and contractual level changes, and provided options for salary increases for consideration by the Board. It should be noted that the Board may vote to transition to the compensation plan at a cost of \$39,395.55, without granting a salary increase. In addition, adopting the plan does not commit the College to providing a percentage raise to employees in future years (see Recommendations for Alvin Community College in BoardBook).

It is recommended that the Board of Regents adopt the recommendations as set forth in the Evergreen Solutions, LLC Compensation Plan to include a cost of approximately \$39,395.55 to move employees to the minimum salary. It is further recommended that the Board consider adopting an across the board salary increase of their choosing for all employees who were hired on or before March 1, 2020 with satisfactory performance. Board members have been provided salary increase considerations for 1%, 1.5%, 2%, and 2.5%.

CMA:tg

# Recommendations for Alvin Community College

## RECOMMENDATIONS

At the conclusion of the compensation study, Evergreen has developed recommendations to improve the College’s current classification and compensation system. The recommendations, as well as the findings that led to each recommendation, are discussed at a high level in this brief recommendation summary. A more detailed discussion of each recommendation can be found in Evergreen’s Final Report for Alvin Community College.

### COMPENSATION AND CLASSIFICATION RECOMMENDATIONS

#### FINDING

The classification system being utilized by the College was generally accurate; however, multiple positions at the College appear to be incorrectly classified.

**RECOMMENDATION 1: Reclassify the identified employees so that their titles reflect the work performed and their true level of responsibility.**

Exhibit 5-1 displays the recommended title changes for the institution. Evergreen recommends adopting these title changes simultaneously with the other recommendations included in this report.

#### EXHIBIT 5-1 RECOMMENDED RECLASSIFICATIONS

| Current Classification Title                                 | Recommended Classification Titles                         |
|--|---|
| Assistant to the President/Executive Director of Development | Vice President of Development and Outreach                |
| Director, Information Technology                             | Executive Director, Information Technology                |
| Executive Director, Human Resources                          | Vice President of Human Resources                         |
| Senior Executive Administrative Assistant, President         | Senior Executive Assistant to the President/Board Manager |

#### FINDING

While the College currently maintains an organized and defined overall pay plan, Evergreen found that the staff pay plan is significantly different than the prevailing peer practices of today. While the staff are on a 15-step pay plan, the majority of institutions (both included in this study and across the country) use an open-range pay plan for staff positions. Furthermore, the range spreads in the faculty and staff pay plans were not competitive with the surveyed peer market.



**RECOMMENDATION 2: Adopt a new, market responsive compensation structure and assign all positions to it equitably.**

Evergreen has developed several new pay plans for the College's consideration. TSCM, Professional/Administrative, Police, and each faculty contract length received their own pay plan. The new structure increases the range spreads for all plans – up to 67 percent for TSCM, Administrative/Professional, and Police and 77 percent for faculty. The details of the proposed plan are located in **Exhibit 5-2**.

**EXHIBIT 5-2  
PROPOSED TSCM PAY PLAN**

| Grade | Minimum      | First Quartile | Midpoint     | Third Quartile | Maximum      | Range Spread | Midpoint Progression |
|-------|--------------|----------------|--------------|----------------|--------------|--------------|----------------------|
| 101   | \$ 21,705.19 | \$ 25,340.81   | \$ 28,976.43 | \$ 32,612.05   | \$ 36,247.67 | 67.0%        | -                    |
| 102   | \$ 22,790.45 | \$ 26,607.85   | \$ 30,425.25 | \$ 34,242.65   | \$ 38,060.05 | 67.0%        | 5.0%                 |
| 103   | \$ 23,929.97 | \$ 27,938.24   | \$ 31,946.51 | \$ 35,954.78   | \$ 39,963.05 | 67.0%        | 5.0%                 |
| 104   | \$ 25,126.47 | \$ 29,335.15   | \$ 33,543.84 | \$ 37,752.52   | \$ 41,961.21 | 67.0%        | 5.0%                 |
| 105   | \$ 26,382.79 | \$ 30,801.91   | \$ 35,221.03 | \$ 39,640.15   | \$ 44,059.27 | 67.0%        | 5.0%                 |
| 106   | \$ 27,701.93 | \$ 32,342.01   | \$ 36,982.08 | \$ 41,622.16   | \$ 46,262.23 | 67.0%        | 5.0%                 |
| 107   | \$ 29,087.03 | \$ 33,959.11   | \$ 38,831.19 | \$ 43,703.26   | \$ 48,575.34 | 67.0%        | 5.0%                 |
| 108   | \$ 30,541.38 | \$ 35,657.06   | \$ 40,772.75 | \$ 45,888.43   | \$ 51,004.11 | 67.0%        | 5.0%                 |
| 109   | \$ 32,068.45 | \$ 37,439.92   | \$ 42,811.38 | \$ 48,182.85   | \$ 53,554.31 | 67.0%        | 5.0%                 |
| 110   | \$ 33,671.87 | \$ 39,311.91   | \$ 44,951.95 | \$ 50,591.99   | \$ 56,232.03 | 67.0%        | 5.0%                 |
| 111   | \$ 35,355.47 | \$ 41,277.51   | \$ 47,199.55 | \$ 53,121.59   | \$ 59,043.63 | 67.0%        | 5.0%                 |
| 112   | \$ 37,123.24 | \$ 43,341.38   | \$ 49,559.53 | \$ 55,777.67   | \$ 61,995.81 | 67.0%        | 5.0%                 |
| 113   | \$ 38,979.40 | \$ 45,508.45   | \$ 52,037.50 | \$ 58,566.55   | \$ 65,095.60 | 67.0%        | 5.0%                 |
| 114   | \$ 40,928.37 | \$ 47,783.88   | \$ 54,639.38 | \$ 61,494.88   | \$ 68,350.38 | 67.0%        | 5.0%                 |
| 115   | \$ 42,974.79 | \$ 50,173.07   | \$ 57,371.35 | \$ 64,569.62   | \$ 71,767.90 | 67.0%        | 5.0%                 |
| UNG   | -            | -              | -            | -              | -            | -            | -                    |



**EXHIBIT 5-2 (CONTINUED)**  
**PROPOSED ADMINISTRATIVE/PROFESSIONAL PAY PLAN**

| Grade | Minimum       | First Quartile | Midpoint      | Third Quartile | Maximum       | Range Spread | Midpoint Progression |
|-------|---------------|----------------|---------------|----------------|---------------|--------------|----------------------|
| 201   | \$ 45,123.53  | \$ 52,681.72   | \$ 60,239.91  | \$ 67,798.11   | \$ 75,356.30  | 67.0%        | 5.0%                 |
| 202   | \$ 47,379.71  | \$ 55,315.81   | \$ 63,251.91  | \$ 71,188.01   | \$ 79,124.11  | 67.0%        | 5.0%                 |
| 203   | \$ 49,748.69  | \$ 58,081.60   | \$ 66,414.51  | \$ 74,747.41   | \$ 83,080.32  | 67.0%        | 5.0%                 |
| 204   | \$ 52,236.13  | \$ 60,985.68   | \$ 69,735.23  | \$ 78,484.78   | \$ 87,234.33  | 67.0%        | 5.0%                 |
| 205   | \$ 54,847.93  | \$ 64,034.96   | \$ 73,221.99  | \$ 82,409.02   | \$ 91,596.05  | 67.0%        | 5.0%                 |
| 206   | \$ 57,590.33  | \$ 67,236.71   | \$ 76,883.09  | \$ 86,529.47   | \$ 96,175.85  | 67.0%        | 5.0%                 |
| 207   | \$ 60,469.85  | \$ 70,598.55   | \$ 80,727.25  | \$ 90,855.95   | \$ 100,984.65 | 67.0%        | 5.0%                 |
| 208   | \$ 63,493.34  | \$ 74,128.47   | \$ 84,763.61  | \$ 95,398.74   | \$ 106,033.88 | 67.0%        | 5.0%                 |
| 209   | \$ 66,668.01  | \$ 77,834.90   | \$ 89,001.79  | \$ 100,168.68  | \$ 111,335.57 | 67.0%        | 5.0%                 |
| 210   | \$ 70,001.41  | \$ 81,726.64   | \$ 93,451.88  | \$ 105,177.11  | \$ 116,902.35 | 67.0%        | 5.0%                 |
| 211   | \$ 73,501.48  | \$ 85,812.97   | \$ 98,124.47  | \$ 110,435.97  | \$ 122,747.47 | 67.0%        | 5.0%                 |
| 212   | \$ 77,176.55  | \$ 90,103.62   | \$ 103,030.70 | \$ 115,957.77  | \$ 128,884.84 | 67.0%        | 5.0%                 |
| 213   | \$ 81,035.38  | \$ 94,608.80   | \$ 108,182.23 | \$ 121,755.66  | \$ 135,329.08 | 67.0%        | 5.0%                 |
| 214   | \$ 85,087.15  | \$ 99,339.25   | \$ 113,591.34 | \$ 127,843.44  | \$ 142,095.54 | 67.0%        | 5.0%                 |
| 215   | \$ 89,341.51  | \$ 104,306.21  | \$ 119,270.91 | \$ 134,235.61  | \$ 149,200.31 | 67.0%        | 5.0%                 |
| 216   | \$ 93,808.58  | \$ 109,521.52  | \$ 125,234.45 | \$ 140,947.39  | \$ 156,660.33 | 67.0%        | 5.0%                 |
| 217   | \$ 98,499.01  | \$ 114,997.59  | \$ 131,496.18 | \$ 147,994.76  | \$ 164,493.35 | 67.0%        | 5.0%                 |
| 218   | \$ 103,423.96 | \$ 120,747.47  | \$ 138,070.99 | \$ 155,394.50  | \$ 172,718.01 | 67.0%        | 5.0%                 |
| 219   | \$ 108,595.16 | \$ 126,784.85  | \$ 144,974.54 | \$ 163,164.22  | \$ 181,353.91 | 67.0%        | 5.0%                 |
| 220   | \$ 114,024.92 | \$ 133,124.09  | \$ 152,223.26 | \$ 171,322.44  | \$ 190,421.61 | 67.0%        | 5.0%                 |
| UNG   | -             | -              | -             | -              | -             | -            | -                    |

**EXHIBIT 5-2 (CONTINUED)**  
**PROPOSED POLICE PAY PLAN**

| Grade | Minimum      | First Quartile | Midpoint     | Third Quartile | Maximum       | Range Spread | Midpoint Progression |
|-------|--------------|----------------|--------------|----------------|---------------|--------------|----------------------|
| P1    | \$ 40,928.37 | \$ 47,783.88   | \$ 54,639.38 | \$ 61,494.88   | \$ 68,350.38  | 67.0%        | -                    |
| P2    | \$ 49,748.69 | \$ 58,081.60   | \$ 66,414.51 | \$ 74,747.41   | \$ 83,080.32  | 67.0%        | 21.6%                |
| P3    | \$ 70,001.41 | \$ 81,726.64   | \$ 93,451.88 | \$ 105,177.11  | \$ 116,902.35 | 67.0%        | 40.7%                |



**EXHIBIT 5-2 (CONTINUED)**  
**PROPOSED 9-MONTH FACULTY PAY PLAN**

| <b>Alvin Community College</b> |                   |                           |                 |                         |                         |                  |                  |
|--------------------------------|-------------------|---------------------------|-----------------|-------------------------|-------------------------|------------------|------------------|
| <b>FY 2020- 2021</b>           |                   |                           |                 |                         |                         |                  |                  |
| <b>9-MONTH FACULTY</b>         |                   |                           |                 |                         |                         |                  |                  |
|                                | <b>BACHELOR'S</b> | <b>BACHELOR'S<br/>+18</b> | <b>MASTER'S</b> | <b>MASTER'S<br/>+18</b> | <b>MASTER'S<br/>+36</b> | <b>DOCTORATE</b> | <b>TECHNICAL</b> |
|                                | <b>BA</b>         | <b>BA18</b>               | <b>MA</b>       | <b>MA18</b>             | <b>MA36</b>             | <b>PHD</b>       | <b>TP</b>        |
| <b>STEP1</b>                   | \$ 39,884         | \$ 42,071                 | \$ 44,378       | \$ 46,821               | \$ 49,396               | \$ 52,113        | \$ 44,378        |
| <b>STEP2</b>                   | \$ 41,081         | \$ 43,335                 | \$ 45,711       | \$ 48,225               | \$ 50,878               | \$ 53,676        | \$ 45,711        |
| <b>STEP3</b>                   | \$ 42,314         | \$ 44,634                 | \$ 47,082       | \$ 49,672               | \$ 52,404               | \$ 55,286        | \$ 47,082        |
| <b>STEP4</b>                   | \$ 43,582         | \$ 45,973                 | \$ 48,495       | \$ 51,162               | \$ 53,977               | \$ 56,945        | \$ 48,495        |
| <b>STEP5</b>                   | \$ 44,889         | \$ 47,352                 | \$ 49,948       | \$ 52,696               | \$ 55,595               | \$ 58,653        | \$ 49,948        |
| <b>STEP6</b>                   | \$ 46,236         | \$ 48,772                 | \$ 51,449       | \$ 54,277               | \$ 57,264               | \$ 60,412        | \$ 51,449        |
| <b>STEP7</b>                   | \$ 47,623         | \$ 50,235                 | \$ 52,991       | \$ 55,906               | \$ 58,982               | \$ 62,224        | \$ 52,991        |
| <b>STEP8</b>                   | \$ 49,052         | \$ 51,744                 | \$ 54,579       | \$ 57,584               | \$ 60,751               | \$ 64,092        | \$ 54,579        |
| <b>STEP9</b>                   | \$ 50,524         | \$ 53,295                 | \$ 56,219       | \$ 59,310               | \$ 62,572               | \$ 66,013        | \$ 56,219        |
| <b>STEP10</b>                  | \$ 52,038         | \$ 54,893                 | \$ 57,905       | \$ 61,089               | \$ 64,450               | \$ 67,995        | \$ 57,905        |
| <b>STEP11</b>                  | \$ 53,600         | \$ 56,540                 | \$ 59,643       | \$ 62,924               | \$ 66,384               | \$ 70,033        | \$ 59,643        |
| <b>STEP12</b>                  | \$ 54,672         | \$ 57,672                 | \$ 60,835       | \$ 64,181               | \$ 67,711               | \$ 71,435        | \$ 60,835        |
| <b>STEP13</b>                  | \$ 55,765         | \$ 58,826                 | \$ 62,052       | \$ 65,465               | \$ 69,066               | \$ 72,864        | \$ 62,052        |
| <b>STEP14</b>                  | \$ 56,880         | \$ 60,003                 | \$ 63,293       | \$ 66,774               | \$ 70,446               | \$ 74,321        | \$ 63,293        |
| <b>STEP15</b>                  | \$ 58,019         | \$ 61,200                 | \$ 64,559       | \$ 68,109               | \$ 71,856               | \$ 75,806        | \$ 64,559        |
| <b>STEP16</b>                  | \$ 59,179         | \$ 62,424                 | \$ 65,850       | \$ 69,472               | \$ 73,293               | \$ 77,323        | \$ 65,850        |
| <b>STEP17</b>                  | \$ 60,363         | \$ 63,672                 | \$ 67,167       | \$ 70,861               | \$ 74,759               | \$ 78,869        | \$ 67,167        |
| <b>STEP18</b>                  | \$ 61,570         | \$ 64,946                 | \$ 68,510       | \$ 72,278               | \$ 76,254               | \$ 80,446        | \$ 68,510        |
| <b>STEP19</b>                  | \$ 62,801         | \$ 66,245                 | \$ 69,881       | \$ 73,724               | \$ 77,779               | \$ 82,055        | \$ 69,881        |
| <b>STEP20</b>                  | \$ 64,057         | \$ 67,570                 | \$ 71,278       | \$ 75,198               | \$ 79,335               | \$ 83,696        | \$ 71,278        |
| <b>STEP21</b>                  | \$ 65,338         | \$ 68,921                 | \$ 72,704       | \$ 76,702               | \$ 80,921               | \$ 85,370        | \$ 72,704        |
| <b>STEP22</b>                  | \$ 66,645         | \$ 70,300                 | \$ 74,158       | \$ 78,236               | \$ 82,540               | \$ 87,078        | \$ 74,158        |
| <b>STEP23</b>                  | \$ 67,978         | \$ 71,706                 | \$ 75,641       | \$ 79,801               | \$ 84,191               | \$ 88,819        | \$ 75,641        |
| <b>STEP24</b>                  | \$ 69,338         | \$ 73,140                 | \$ 77,154       | \$ 81,397               | \$ 85,874               | \$ 90,596        | \$ 77,154        |
| <b>STEP25</b>                  | \$ 70,724         | \$ 74,602                 | \$ 78,697       | \$ 83,025               | \$ 87,592               | \$ 92,408        | \$ 78,697        |





**EXHIBIT 5-2 (CONTINUED)**  
**PROPOSED 10.5-MONTH FACULTY PAY PLAN**

| <b>Alvin Community College</b> |                   |                           |                 |                         |                         |                  |                  |
|--------------------------------|-------------------|---------------------------|-----------------|-------------------------|-------------------------|------------------|------------------|
| <b>FY 2020- 2021</b>           |                   |                           |                 |                         |                         |                  |                  |
| <b>10.5-MONTH FACULTY</b>      |                   |                           |                 |                         |                         |                  |                  |
|                                | <b>BACHELOR'S</b> | <b>BACHELOR'S<br/>+18</b> | <b>MASTER'S</b> | <b>MASTER'S<br/>+18</b> | <b>MASTER'S<br/>+36</b> | <b>DOCTORATE</b> | <b>TECHNICAL</b> |
|                                | <b>BA</b>         | <b>BA18</b>               | <b>MA</b>       | <b>MA18</b>             | <b>MA36</b>             | <b>PHD</b>       | <b>TP</b>        |
| <b>STEP1</b>                   | \$ 46,529         | \$ 49,084                 | \$ 51,776       | \$ 54,623               | \$ 57,628               | \$ 60,798        | \$ 51,776        |
| <b>STEP2</b>                   | \$ 47,925         | \$ 52,073                 | \$ 53,330       | \$ 56,262               | \$ 59,357               | \$ 62,622        | \$ 53,330        |
| <b>STEP3</b>                   | \$ 49,365         | \$ 53,634                 | \$ 54,931       | \$ 57,949               | \$ 61,137               | \$ 64,502        | \$ 54,931        |
| <b>STEP4</b>                   | \$ 50,845         | \$ 55,243                 | \$ 56,577       | \$ 59,687               | \$ 62,972               | \$ 66,435        | \$ 56,577        |
| <b>STEP5</b>                   | \$ 52,370         | \$ 56,903                 | \$ 58,275       | \$ 61,481               | \$ 64,862               | \$ 68,427        | \$ 58,275        |
| <b>STEP6</b>                   | \$ 53,942         | \$ 58,609                 | \$ 60,023       | \$ 63,324               | \$ 66,807               | \$ 70,481        | \$ 60,023        |
| <b>STEP7</b>                   | \$ 55,561         | \$ 60,365                 | \$ 61,822       | \$ 65,224               | \$ 68,811               | \$ 72,596        | \$ 61,822        |
| <b>STEP8</b>                   | \$ 57,227         | \$ 62,177                 | \$ 63,677       | \$ 67,180               | \$ 70,878               | \$ 74,773        | \$ 63,677        |
| <b>STEP9</b>                   | \$ 58,945         | \$ 64,042                 | \$ 65,588       | \$ 69,194               | \$ 73,001               | \$ 77,017        | \$ 65,588        |
| <b>STEP10</b>                  | \$ 60,712         | \$ 65,965                 | \$ 67,557       | \$ 71,271               | \$ 75,192               | \$ 79,327        | \$ 67,557        |
| <b>STEP11</b>                  | \$ 62,533         | \$ 67,283                 | \$ 69,583       | \$ 73,410               | \$ 77,448               | \$ 81,707        | \$ 69,583        |
| <b>STEP12</b>                  | \$ 63,784         | \$ 68,630                 | \$ 70,974       | \$ 74,877               | \$ 78,997               | \$ 83,340        | \$ 70,974        |
| <b>STEP13</b>                  | \$ 65,061         | \$ 70,002                 | \$ 72,393       | \$ 76,375               | \$ 80,577               | \$ 85,007        | \$ 72,393        |
| <b>STEP14</b>                  | \$ 66,362         | \$ 71,400                 | \$ 73,843       | \$ 77,904               | \$ 82,189               | \$ 86,708        | \$ 73,843        |
| <b>STEP15</b>                  | \$ 67,687         | \$ 72,829                 | \$ 75,319       | \$ 79,461               | \$ 83,832               | \$ 88,442        | \$ 75,319        |
| <b>STEP16</b>                  | \$ 69,041         | \$ 74,286                 | \$ 76,825       | \$ 81,050               | \$ 85,508               | \$ 90,211        | \$ 76,825        |
| <b>STEP17</b>                  | \$ 70,422         | \$ 75,771                 | \$ 78,362       | \$ 82,671               | \$ 87,219               | \$ 92,015        | \$ 78,362        |
| <b>STEP18</b>                  | \$ 71,830         | \$ 77,287                 | \$ 79,929       | \$ 84,325               | \$ 88,963               | \$ 93,856        | \$ 79,929        |
| <b>STEP19</b>                  | \$ 73,267         | \$ 78,832                 | \$ 81,528       | \$ 86,011               | \$ 90,742               | \$ 95,733        | \$ 81,528        |
| <b>STEP20</b>                  | \$ 74,732         | \$ 80,409                 | \$ 83,158       | \$ 87,731               | \$ 92,557               | \$ 97,647        | \$ 83,158        |
| <b>STEP21</b>                  | \$ 76,227         | \$ 82,017                 | \$ 84,821       | \$ 89,486               | \$ 94,408               | \$ 99,600        | \$ 84,821        |
| <b>STEP22</b>                  | \$ 77,751         | \$ 83,658                 | \$ 86,518       | \$ 91,276               | \$ 96,296               | \$ 101,592       | \$ 86,518        |
| <b>STEP23</b>                  | \$ 79,306         | \$ 85,331                 | \$ 88,248       | \$ 93,101               | \$ 98,222               | \$ 103,624       | \$ 88,248        |
| <b>STEP24</b>                  | \$ 80,892         | \$ 87,037                 | \$ 90,013       | \$ 94,963               | \$ 100,187              | \$ 105,697       | \$ 90,013        |
| <b>STEP25</b>                  | \$ 82,510         | \$ 88,778                 | \$ 91,813       | \$ 96,863               | \$ 102,190              | \$ 107,810       | \$ 91,813        |

**EXHIBIT 5-2 (CONTINUED)**  
**PROPOSED 12-MONTH FACULTY PAY PLAN**

| <b>Alvin Community College</b> |                   |                           |                 |                         |                         |                  |                  |
|--------------------------------|-------------------|---------------------------|-----------------|-------------------------|-------------------------|------------------|------------------|
| <b>FY 2020- 2021</b>           |                   |                           |                 |                         |                         |                  |                  |
| <b>12-MONTH FACULTY</b>        |                   |                           |                 |                         |                         |                  |                  |
|                                | <b>BACHELOR'S</b> | <b>BACHELOR'S<br/>+18</b> | <b>MASTER'S</b> | <b>MASTER'S<br/>+18</b> | <b>MASTER'S<br/>+36</b> | <b>DOCTORATE</b> | <b>TECHNICAL</b> |
|                                | <b>BA</b>         | <b>BA18</b>               | <b>MA</b>       | <b>MA18</b>             | <b>MA36</b>             | <b>PHD</b>       | <b>TP</b>        |
| <b>STEP1</b>                   | \$ 53,178         | \$ 56,095                 | \$ 59,173       | \$ 62,427               | \$ 65,861               | \$ 69,483        | \$ 59,173        |
| <b>STEP2</b>                   | \$ 54,773         | \$ 57,778                 | \$ 60,948       | \$ 64,300               | \$ 67,837               | \$ 71,567        | \$ 60,948        |
| <b>STEP3</b>                   | \$ 56,417         | \$ 59,511                 | \$ 62,776       | \$ 66,229               | \$ 69,872               | \$ 73,712        | \$ 62,776        |
| <b>STEP4</b>                   | \$ 58,108         | \$ 61,297                 | \$ 64,659       | \$ 68,216               | \$ 71,967               | \$ 75,927        | \$ 64,659        |
| <b>STEP5</b>                   | \$ 59,853         | \$ 63,136                 | \$ 66,600       | \$ 70,263               | \$ 74,126               | \$ 78,202        | \$ 66,600        |
| <b>STEP6</b>                   | \$ 61,648         | \$ 65,029                 | \$ 68,597       | \$ 72,370               | \$ 76,352               | \$ 80,550        | \$ 68,597        |
| <b>STEP7</b>                   | \$ 63,498         | \$ 66,981                 | \$ 70,654       | \$ 74,542               | \$ 78,641               | \$ 82,968        | \$ 70,654        |
| <b>STEP8</b>                   | \$ 65,401         | \$ 68,990                 | \$ 72,776       | \$ 76,778               | \$ 81,000               | \$ 85,456        | \$ 72,776        |
| <b>STEP9</b>                   | \$ 67,364         | \$ 71,059                 | \$ 74,958       | \$ 79,082               | \$ 83,431               | \$ 88,019        | \$ 74,958        |
| <b>STEP10</b>                  | \$ 69,386         | \$ 73,193                 | \$ 77,207       | \$ 81,453               | \$ 85,934               | \$ 90,661        | \$ 77,207        |
| <b>STEP11</b>                  | \$ 71,467         | \$ 75,388                 | \$ 79,523       | \$ 83,897               | \$ 88,511               | \$ 93,380        | \$ 79,523        |
| <b>STEP12</b>                  | \$ 72,896         | \$ 76,896                 | \$ 81,113       | \$ 85,574               | \$ 90,282               | \$ 95,246        | \$ 81,113        |
| <b>STEP13</b>                  | \$ 74,355         | \$ 78,433                 | \$ 82,734       | \$ 87,287               | \$ 92,087               | \$ 97,153        | \$ 82,734        |
| <b>STEP14</b>                  | \$ 75,841         | \$ 80,002                 | \$ 84,390       | \$ 89,030               | \$ 93,929               | \$ 99,095        | \$ 84,390        |
| <b>STEP15</b>                  | \$ 77,357         | \$ 81,602                 | \$ 86,078       | \$ 90,814               | \$ 95,810               | \$ 101,077       | \$ 86,078        |
| <b>STEP16</b>                  | \$ 78,904         | \$ 83,234                 | \$ 87,799       | \$ 92,630               | \$ 97,726               | \$ 103,098       | \$ 87,799        |
| <b>STEP17</b>                  | \$ 80,482         | \$ 84,899                 | \$ 89,555       | \$ 94,483               | \$ 99,680               | \$ 105,160       | \$ 89,555        |
| <b>STEP18</b>                  | \$ 82,092         | \$ 86,597                 | \$ 91,346       | \$ 96,372               | \$ 101,674              | \$ 107,264       | \$ 91,346        |
| <b>STEP19</b>                  | \$ 83,733         | \$ 88,329                 | \$ 93,173       | \$ 98,300               | \$ 103,707              | \$ 109,409       | \$ 93,173        |
| <b>STEP20</b>                  | \$ 85,408         | \$ 90,095                 | \$ 95,037       | \$ 100,266              | \$ 105,782              | \$ 111,597       | \$ 95,037        |
| <b>STEP21</b>                  | \$ 87,116         | \$ 91,897                 | \$ 96,938       | \$ 102,271              | \$ 107,897              | \$ 113,829       | \$ 96,938        |
| <b>STEP22</b>                  | \$ 88,859         | \$ 93,735                 | \$ 98,876       | \$ 104,316              | \$ 110,055              | \$ 116,106       | \$ 98,876        |
| <b>STEP23</b>                  | \$ 90,636         | \$ 95,610                 | \$ 100,854      | \$ 106,403              | \$ 112,256              | \$ 118,428       | \$ 100,854       |
| <b>STEP24</b>                  | \$ 92,449         | \$ 97,522                 | \$ 102,871      | \$ 108,531              | \$ 114,501              | \$ 120,796       | \$ 102,871       |
| <b>STEP25</b>                  | \$ 94,298         | \$ 99,472                 | \$ 104,928      | \$ 110,701              | \$ 116,791              | \$ 123,212       | \$ 104,928       |



Implementation of the new compensation structure requires two steps. First, all positions were assigned to an appropriate pay grade within the overall plan. To determine what pay grade each position was assigned, Evergreen used the results of the market study and consideration for both existing and newly created internal relationships between classifications. Assigning pay grades to classifications requires a balance of internal equity and desired market position, and recruitment and retention concerns also played a role in the process. Thus, the market results discussed in **section 4** were not the sole criteria for the proposed pay ranges.

**RECOMMENDATION 3: Evergreen recommends the College adopt a methodology to transition employee salaries into the proposed pay plan that aligns with its established compensation philosophy and meets the available financial resources of the institution.**

The second step of implementing the proposed structure is then to transition employee salaries into their new recommended pay ranges. This step can be done via a variety of methods, each with their own strengths and drawbacks, however, after discussion with College leadership, Evergreen recommends that the institution pursue implementing one of the following options. The Board of Regents have sole authority to consider and approve a compensation option for employees at the College during the during the budgeting process.

**Option 1:** The Board of Regents may consider and approve the newly recommended pay ranges. If an employee's actual salary is below the minimum of their new pay grade, the employee would be raised up to that new minimum to start. The cost associated with this option is approximately **\$ \$39,395**. This amount is based on the current faculty and staff employed.

#### Bring to Minimum

| 2020/2021    | Cost         | Marginal Cost |
|--------------|--------------|---------------|
| Bring to Min | \$ 39,395.55 | -             |

**Option 2:** The Board of Regents may consider and approve the newly recommended pay ranges and a (X%) percentage increase that is supported by the financial status of the College. If an employee's actual salary is below the minimum of their new pay grade, the employee would be raised up to that new minimum to start. All other employees hired on or before March 1<sup>st</sup>, with satisfactory performance, will receive the Board approved percentage increase, based on the matrix listed below. If an employee's salary is above the minimum to start, that employee would receive the increase that is approved by the Board during budgeting. The costs associated with each percentage will vary based on the faculty and staff employed during the implementation.

#### Bring to Minimum plus an across the board increase determined by available resources

| Total Cost | 1.0%          | 1.5%          | 2.0%          | 2.5%          |
|------------|---------------|---------------|---------------|---------------|
| 2020       | \$ 289,683.08 | \$ 330,949.30 | \$ 372,361.88 | \$ 413,986.64 |
| 2021       | \$ 306,797.00 | \$ 351,730.57 | \$ 397,079.73 | \$ 442,848.32 |
| 2022       | \$ 240,705.22 | \$ 286,755.94 | \$ 333,679.90 | \$ 381,487.26 |



Due to standard organizational turnover and the retirement of several long-tenured employees, **overall institutional payroll is projected to decrease by about 2.5 percent** – even after these recommended increases.

## FINDING

The College is offering contracts to employee groups that would typically not be under employment contracts.

**RECOMMENDATION 4: Change the College’s policy to offer employment contracts to professional employees at the Director level and above.**

The College is currently offering employment contracts to employees below the director level, which is not the common practice among other institutions similar to the College. This is causing strife among employees and is also a hardship on the Human Resources department in administering these contracts. Only offering employment contracts to employees at the Director level and above should solve both of these issues.

## COMPENSATION AND CLASSIFICATION SYSTEM ADMINISTRATION

Any organization’s compensation and classification system will need periodic maintenance. The recommendations provided in this chapter were developed based on conditions at the time the study was conducted. Without proper upkeep of the system, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and less competitive.

**RECOMMENDATION 5: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make adjustments to pay grade assignments if necessary.**

While it is unlikely that the pay plan as a whole will need to be adjusted for several years, a small number of classifications’ pay grades may need to be reassigned more frequently. If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, the College should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s).

**RECOMMENDATION 6: Conduct a comprehensive classification and compensation study every five years using either internal or external resources.**

While small-scale salary surveys can improve the market position of specific classifications, it is recommended that a full classification and compensation study be conducted every five years to preserve both internal and external equity for the College. This study could be done internally at the College if adequate resources are able to be devoted to the process, or assistance from outside the College can be brought in. Either way, it is important to ensure all classifications at the College are evaluated regularly because changes to classification and compensation do occur, and while the increments of change may seem minor, they can

compound over time. A failure to react to these changes quickly has the potential to place the College in a poor position for recruiting and retaining quality employees.

**RECOMMENDATION 7: Revise policies and practices for moving employees' salaries through the new pay plan, including procedures for determining salaries of newly hired employees and employees who have been promoted, demoted, or transferred to a different classification.**

### Salary Progression

As outlined above, Evergreen recommends College enact the second phase of implementing the new pay plan which would involve a one-time salary adjustment for employees to transition them into their new salary ranges. While this major adjustment should be performed when the College has the financial resources to do so, the College should continue to adjust salaries annually when financially feasible. Evergreen recommends that the basis of salary adjustment for the open range pay plans be done in the future at three distinct levels.

- **Structural:** Adjustment to the ranges should be done annually and with the aim of adjusting for the changes in cost of living. Evergreen recommends the College tie the annual compensation structure movement to the local change in the Consumer-Price-Index (CPI). This annual adjustment will ensure the College's pay ranges do not rapidly fall out of line with that of its peers; however, when conducting the small-scale surveys referenced above, the College should also collect pay plan movement and anticipated movement from its peers to gauge if market movement is keeping pace with CPI movement.
- **Classification:** As a result of the market surveys, the College may identify classifications or job families that are experiencing considerable market movement and as a result, reassignment of the pay grades should be considered when this occurs. Alternatively, if the College identifies classifications that have become hard to recruit and retain, pay grade reassignment should also be considered to ensure the College is competitive for both recruiting new talent and retaining existing employees.
- **Individual:** To tie into the adjustment of the structure, Evergreen recommends the College adjust employee salaries annually for Cost-of-living adjustment (COLA). This adjustment would be done for all employees who receive a satisfactory performance evaluation, and the percentage adjustment would need to be roughly 1.0 percent more than the movement of the compensation structure in any given years, in order to allow for employee progression into the range. Moreover, based on the feedback from employees and College's desire to recruit and retain a high-quality workforce, Evergreen recommends the college grant additional adjustment to employees who receive above average performance evaluations. The College should exercise a differentiated percentage for high performers that met the financial constraints of the budget but while still providing a meaningful incentive for high performance.





**MEMORANDUM NO: 113-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht *CMA*  
**DATE:** August 6, 2020

**SUBJECT:** Consider Adoption of Budget for 2020-2021 Fiscal Year

Based on the discussions from the Board workshops on June 15, July 13, and August 3, 2020, and the Board meetings on June 25 and July 23, 2020, the proposed Maintenance and Operations Budget for 2020-2021 totals \$36,685,421 (see attachment of budget and tax rate options).

This budget includes no net new positions and includes the four positions approved by the Board in February to accommodate a reorganization of the Student Services Division and the implementation of the Quality Enhancement Plan (QEP). The budget reflects the conversion to a new Compensation Plan proposed by Evergreen Solutions, LLC, at a cost of \$39,395 to bring employees who are currently below the minimum of their salary grade up to the minimum. The budget also supports a salary increase, should the board decide to include one in the budget. The semi-annual payments for the Maintenance Tax Note are included.

This budget would be attainable by the board adopting the Voter Approval Rate, which does not require an election but does require one tax hearing. The resulting tax rate, if approved, will be lower than our current 2019-2020 tax rate. The estimated net taxable value from Brazoria County Appraisal District is preliminarily projected to be 12% higher than last year. The appropriations from the state for the 2020-2021 year, the second year of the biennium, remain the same at \$7,772,636 (see Revenue worksheet).

It is recommended that the Board of Regents approve the budget of \$36,685,421 as presented, with approximately \$1,435,405 allocated to the Institutional Reserve for future projects, to cover possible revenue losses or to cover unexpected expenses related to the pandemic. With the approval of the compensation plan and any salary adjustments, this figure may be slightly increased. On September 1, 2020, the Business Office will input the budget including full-time employee budget line items based upon the adoption of the compensation plan and Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

CMA:tg

| Current Tax Rate for FY19/20 |  |                       |                                |                                  | Debt      | M&O      | Total      | Net Taxable Values for FY20/21        |  |              |                                  |  |                           |   |  |
|------------------------------|--|-----------------------|--------------------------------|----------------------------------|-----------|----------|------------|---------------------------------------|--|--------------|----------------------------------|--|---------------------------|---|--|
|                              |  |                       |                                |                                  | 0.014424  | 0.171438 | 0.185862   | 12,659,483,327                        |  |              |                                  |  |                           |   |  |
| OPTION                       | DESCRIPTION  | TAX REVENUE GENERATED | INCREASE OVER "NO NEW REVENUE" | % INCREASE OVER "NO NEW REVENUE" | DEBT RATE | M&O RATE | TOTAL RATE | DECREASE FROM CURRENT RATE OF .185862 | FUNDS AVAILABLE FOR OTHER PROJECTS, WAGE ADJUSTMENTS, POSSIBLE LOSS OF OTHER REVENUES AND/OR INSTITUTIONAL RESERVE | BUDGET TOTAL | Increase in Budget Over Option A | Money Left After Walking Track Most Expensive Option | Other Projects Not Funded | Money Left Over After Walking Track and Unfunded Projects |  |
| A                            | No New Revenue (formerly effective tax rate)   | 19,937,927            | (221,088)                      |                                  | 0.012864  | 0.157494 | 0.170358   | -8.34%                                | \$168,090  | 35,028,928   |                                  |  |                           |   |  |
| B                            | Increase over "No New Revenue" (Budget as Presented) Rate as shown produces \$73 more than original budget | 20,159,015            | 221,088                        | 1.11%                            | 0.012864  | 0.159241 | 0.172105   | -7.40%                                | \$389,178  | 35,250,016   | 221,088                          |  |                           |   |  |
| C                            | Increase over "No New Revenue"   | 20,287,927            | 350,000                        | 1.76%                            | 0.012864  | 0.160259 | 0.173123   | -6.85%                                | \$518,090  | 35,378,928   | 350,000                          | \$ (331,493.00)                                      |                           |   |  |
| D                            | Increase over "No New Revenue"   | 20,637,927            | 700,000                        | 3.51%                            | 0.012864  | 0.163023 | 0.175887   | -5.37%                                | \$868,090  | 35,728,928   | 700,000                          | 18,507.00  |                           |   |  |
| E                            | Voter Approval Tax Rate (no election required)   | 21,594,420            | 1,656,493                      | 8.31%                            | 0.012864  | 0.170579 | 0.183443   | -1.30%                                | \$1,824,583  | 36,685,421   | 1,656,493                        | 975,000.00   | 687,000.00                | 288,000.00  |  |

UNFUNDED PROJECTS

|  |   |                  |
|--|---|------------------|
| Walking Track                            | Options range from \$203,929 to \$460,405   | \$ 460,405.00    |
| Increase size of T building concrete pad | Add on to current concrete pad, add perimeter fence around new pad, replace & add new metal awning, build storage area under awning for Mobile Go Trailer, College vehicles and equipment | \$ 60,000        |
| Berm                                     | Berm Mowstrips & French drain, D building, B building and A building  | \$ 80,000        |
| R Building (Nolan Ryan Center)           | Trash enclosures  | \$ 40,000        |
| Nolan Ryan Center                        | Buy all new kitchen equipment instead of some used  | \$ 91,000        |
| S Building                               | LED Lighting retrofit   | \$ 176,000       |
| S Building                               | HVAC controls   | \$ 200,000       |
| Astronomy Building Storage               | Remove old building, build new larger building with foundation and air conditioning   | \$ 40,000        |
|  |   | <u>1,147,405</u> |

ALVIN COMMUNITY COLLEGE

Projected Revenues  
For Fiscal Year 2020-21

OPTION E

|   | 2020-21      |              | 2019-20      |              |             | 2018-19    |              |
|---|--------------|--------------|--------------|--------------|-------------|------------|--------------|
|   | AMOUNT       | TOTAL        | AMOUNT       | TOTAL        | DIFFERENCE  | % Increase | Total        |
| <b>State Appropriations</b>                 |              |              |              |              |             |            |              |
| Coordinating Board (SB1)                    |              | \$ 7,772,636 |              | \$ 7,772,636 | \$ -        | 0.00%      | \$ 7,930,935 |
| <b>Local - Tuition and Fees</b>             |              |              |              |              |             |            |              |
| In-District                                 | \$ 2,195,000 |              | \$ 2,293,179 |              | (98,179)    | -4.28%     |              |
| Out-of-District                             | 4,067,825    |              | 4,712,585    |              | (644,760)   | -13.68%    |              |
| Out of State/Foreign                        | 340,281      |              | 412,439      |              | (72,158)    | -17.50%    |              |
| Fees  | 1,016,150    |              | 1,259,342    |              | (243,192)   | -19.31%    |              |
| <b>Total Tuition and Fees</b>               | 7,619,256    |              | 8,677,545    |              |             |            |              |
| <b>Exemptions</b>                           | (1,567,140)  |              | (1,481,847)  |              | (85,293)    | 5.76%      |              |
| <b>All Tuition and Fees Less Exemptions</b> |              | 6,052,116    |              | 7,195,698    | (1,143,582) | -15.89%    | 7,546,142    |
| <b>Miscellaneous Income</b>                 |              |              |              |              |             |            |              |
| Interest on CDs                             | 75,000       |              | 150,000      |              | (75,000)    | -50.00%    |              |
| Testing Fees                                | 52,500       |              | 105,000      |              | (52,500)    | -50.00%    |              |
| <b>Total Miscellaneous Income</b>           |              | 127,500      |              | 255,000      | (127,500)   |            | 230,000      |
| <b>CARES Funds</b>                          |              | 1,138,749    |              |              |             |            |              |
| <b>M&amp;O Taxes</b>                        |              | 21,594,420   |              | 19,310,234   | 2,284,186   | 11.83%     | 17,215,129   |
| <b>Total Revenues</b>                       |              | 36,685,421   |              | 34,533,568   |             | 0.00%      | 32,922,206   |
| <b>M &amp; O Budget</b>                     |              | 36,685,421   |              | 34,533,568   | 2,151,853   | 6.23%      | 32,922,206   |
| <b>Difference</b>                           |              | -            |              | -            |             |            | -            |

Summary of Tax Rates

|              | 2014-15         | 2015-16         | 2016-17         | 2017-18         | 2018-19         | 2019-20         | 2020-21         |
|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Maintenance  | 0.181907        | 0.182979        | 0.172848        | 0.163608        | 0.171802        | 0.171438        | 0.170579        |
| Debt Service | 0.022102        | 0.021030        | 0.018896        | 0.017142        | 0.015973        | 0.014424        | 0.012864        |
| <b>Total</b> | <b>0.204009</b> | <b>0.204009</b> | <b>0.191744</b> | <b>0.180750</b> | <b>0.187775</b> | <b>0.185862</b> | <b>0.183443</b> |





**MEMORANDUM NO: 112-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht *CMA*  
**DATE:** August 6, 2020

**SUBJECT:** Consideration and Approval of Proposed Tax Rate for Fiscal Year 2020-2021

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The Board of Regents approved the Maintenance and Operations Budget for Fiscal Year 2020-2021 on August 13, 2020, after having multiple discussions in meetings and workshops. Included in the budget discussions was a proposal to adopt a Tax Rate of \$.183443 for the 2020-2021 fiscal year. This tax rate supports a revenue of \$21,594,420. The breakdown of the tax rate is as follows:

Debt Rate: \$.012864 (must adopt)  
M & O Rate: \$.170579  
TOTAL RATE \$.183443

The proposed tax rate would require one tax hearing which is scheduled for Thursday, September 17, 2020 at 5:30 p.m. The tax hearing will be held by videoconference with a link and a toll free phone number provided for public access to the meeting.

**Recommendation**

It is recommended that the Board take a record vote to propose a tax increase of 7.68% above the No New Revenue Rate with a stated proposed tax rate of \$.183443, which is equal to the Voter Approval Rate, to be adopted at a future meeting.

CMA:tg

# 2020 Planning Calendar

## ALVIN COMMUNITY COLLEGE DISTRICT

| Date  | Activity  |
|---|---|
| <b>July 20</b>  | Deadline for ARB to approve appraisal records.  |
| <b>July 25</b>  | Deadline for chief appraiser to certify rolls to taxing units. May be Certified Estimate of Values for TNT calculation purposes   |
| <b>Emailed</b>  | Certification of anticipated collection rate by collector.  |
| <b>July 25-Aug 7</b>  | Calculation of effective and rollback tax rates and submission to taxing unit governing bodies  |
| <b>August 6</b>   | 72-hour notice for Virtual meeting ( <i>Open Meetings Notice</i> ).   |
| <b>August 13</b>  | <p>Virtual meeting of governing body to discuss tax rate; Take a record vote to propose a tax rate. Follow a, b, or c, whichever is applicable:</p> <ol style="list-style-type: none"> <li>a. If proposed rate does <u>not</u> exceed the lower of the voter approval rate or the no new revenue rate schedule and announce date, time, and location tax rate will be adopted.</li> <li>b. If the proposed rate exceeds the lower of the voter approval rate or the no new revenue rate schedule and announce date, time and location of public hearing on tax increase. Tax rate may be adopted following public hearing.</li> <li>c. If proposed rate exceeds the greater of the voter approval rate or the De Minimis Rate, as applicable, set date, time and location of public hearing. Tax rate may be adopted following public hearing. <b>CALL FOR AN ELECTION ON THE NOVEMBER 3, 2020 GENERAL ELECTION BALLOT FOR APPROVAL OF TAX RATE BY THE ELECTORATE.</b></li> </ol> |
| <b>September 6<br/>Alvin Sun<br/>Ro'vin Garrett handles</b> | <p><u>Publish Notice of meeting to adopt Property Tax Rates or Notice of Public Hearing on Tax Increase.</u> The notice must appear at least five days before the meeting or public hearing. In addition, the governing body of a taxing unit may not hold a public hearing on a tax rate or hold a meeting to adopt a tax rate until the 5<sup>th</sup> day after the Appraisal District has complied with Texas Property Tax Code Section 26.05(d-1).</p>   |
| <b>September 11</b>   | 72-hour notice for Virtual public hearing ( <i>Open Meetings Notice</i> )   |
| <b>September 17</b>   | Hold Public meeting to adopt tax rate or public hearing on tax increase. Tax Rate may be adopted following public hearing.  |


| Current Tax Rate for FY19/20 |  |                       |                                |                                  | Debt      | M&O      | Total      | Net Taxable Values for FY20/21        |  |              |                                  |  |                           |   |  |
|------------------------------|--|-----------------------|--------------------------------|----------------------------------|-----------|----------|------------|---------------------------------------|--|--------------|----------------------------------|--|---------------------------|---|--|
|                              |  |                       |                                |                                  | 0.014424  | 0.171438 | 0.185862   | 12,659,483,327                        |  |              |                                  |  |                           |   |  |
| OPTION                       | DESCRIPTION  | TAX REVENUE GENERATED | INCREASE OVER "NO NEW REVENUE" | % INCREASE OVER "NO NEW REVENUE" | DEBT RATE | M&O RATE | TOTAL RATE | DECREASE FROM CURRENT RATE OF .185862 | FUNDS AVAILABLE FOR OTHER PROJECTS, WAGE ADJUSTMENTS, POSSIBLE LOSS OF OTHER REVENUES AND/OR INSTITUTIONAL RESERVE | BUDGET TOTAL | Increase in Budget Over Option A | Money Left After Walking Track Most Expensive Option | Other Projects Not Funded | Money Left Over After Walking Track and Unfunded Projects |  |
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| C                            | Increase over "No New Revenue"   | 20,287,927            | 350,000                        | 1.76%                            | 0.012864  | 0.160259 | 0.173123   | -6.85%                                | \$518,090  | 35,378,928   | 350,000                          | \$ (331,493.00)                                      |                           |   |  |
| D                            | Increase over "No New Revenue"   | 20,637,927            | 700,000                        | 3.51%                            | 0.012864  | 0.163023 | 0.175887   | -5.37%                                | \$868,090  | 35,728,928   | 700,000                          | 18,507.00  |                           |   |  |
| E                            | Voter Approval Tax Rate (no election required)   | 21,594,420            | 1,656,493                      | 8.31%                            | 0.012864  | 0.170579 | 0.183443   | -1.30%                                | \$1,824,583  | 36,685,421   | 1,656,493                        | 975,000.00   | 687,000.00                | 288,000.00  |  |

UNFUNDED PROJECTS

|  |   |                  |
|--|---|------------------|
| Walking Track                            | Options range from \$203,929 to \$460,405   | \$ 460,405.00    |
| Increase size of T building concrete pad | Add on to current concrete pad, add perimeter fence around new pad, replace & add new metal awning, build storage area under awning for Mobile Go Trailer, College vehicles and equipment | \$ 60,000        |
| Berm                                     | Berm Mowstrips & French drain, D building, B building and A building  | \$ 80,000        |
| R Building (Nolan Ryan Center)           | Trash enclosures  | \$ 40,000        |
| Nolan Ryan Center                        | Buy all new kitchen equipment instead of some used  | \$ 91,000        |
| S Building                               | LED Lighting retrofit   | \$ 176,000       |
| S Building                               | HVAC controls   | \$ 200,000       |
| Astronomy Building Storage               | Remove old building, build new larger building with foundation and air conditioning   | \$ 40,000        |
|  |   | <u>1,147,405</u> |



MEMORANDUM NO: 99-2020

TO: Board of Regents  
FROM: Dr. Christal M. Albrecht   
DATE: July 23, 2020

SUBJECT: Board Policy Update 39, affecting Local Polices (See Attached List)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board’s (TASB) Policy Service. As a part of this service, as laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges.

The proposed policy changes are from TASB Update 39, relating to recent changes in Title IX law. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website. These changes are not adopted by the Board.

As a reminder to the Board, the annotations are as follows:

- *Deletions* are shown in red strike-through font: ~~deleted text~~
- *Additions* are shown in a blue, bold font: **new text**
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text’s designation from its origin: ~~moved text~~ becomes moved text
- TASB’s recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.
- 

It is recommended that the Board approve and adopt the revisions to the TASB Local Policies as provided in TASB Update 39.

CMA:tg

**Instruction Sheet**  
**Community College Localized Policy Manual Update 39**

**Alvin Community College**

| <b>Code</b> | <b>Type</b> | <b>Action To Be Taken</b> | <b>Note</b>          |
|-------------|-------------|---------------------------|----------------------|
| ATTN        | (NOTE)      | No policy enclosed        | See explanatory note |
| CIA         | (LEGAL)     | Replace policy            | Revised policy       |
| CRA         | (LEGAL)     | Replace policy            | Revised policy       |
| DIAA        | (LEGAL)     | Replace policy            | Revised policy       |
| DIAA        | (LOCAL)     | Replace policy            | Revised policy       |
| FA          | (LEGAL)     | Replace policy            | Revised policy       |
| FFDA        | (LEGAL)     | Replace policy            | Revised policy       |
| FFDA        | (LOCAL)     | Replace policy            | Revised policy       |
| FMA         | (LOCAL)     | Replace policy            | Revised policy       |

# Explanatory Notes

## Community College Localized Policy Manual Update 39

### Alvin Community College

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 39 are based on the [regulations](#) recently issued under Title IX of the Education Amendments of 1972 and effective on August 14, 2020. The update also addresses a recent U.S. Supreme Court case interpreting the scope of the sex discrimination prohibitions under Title VII of the Civil Rights Act of 1964, [Bostock v. Clayton County](#), No. 17-1618, 2020 WL 3146686 (June 15, 2020).

Visit [TASB College eLaw](#) for resources to help further understand the new Title IX regulations and to assist with policy development.

#### CIA(LLEGAL)

#### EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

This legally referenced policy has been revised to add to the Note that records retention related to Title IX is addressed at DIAA and FFDA.

#### CRA(LLEGAL)

#### TECHNOLOGY RESOURCES: WEBSITE POSTINGS

This legally referenced policy has been revised to add Required Internet Postings regarding the Title IX coordinator, notice of nondiscrimination, and certain Title IX training materials.

#### DIAA(LLEGAL)

#### FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

This legally referenced policy has been revised to reflect the new Title IX regulations.

#### DIAA(LOCAL)

#### FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

This policy was revised at Discrimination to reflect U.S. Supreme Court's holding in [Bostock v. Clayton County](#) that the Title VII prohibition on discrimination on the basis of sex applies to discrimination on the basis of gender identity and sexual orientation.

In response to the new Title IX regulations, the overall structure of the policy has been expanded to encompass not only the investigation procedures but also initial disciplinary steps. Recommended revisions include the following:

- To comply with the new definition of *sexual harassment*, Domestic Violence was added to the policy under Sexual Harassment. In addition, Sexual Violence, Dating Violence, and Stalking were brought under the Sexual Harassment heading. Examples of the terms were also added.
- At Disclosure at Event, officials and employees with authority to institute corrective measures must report sexual harassment allegations shared at an event.
- The broad definition of college district official was removed to focus on the Title IX coordinator. Additionally, the Title IX coordinator contact information was amended to reflect that the regulations permit the name or position of the coordinator to be listed instead of both and require the coordinator's email to be published. The option to publish the Title IX/Sexual Misconduct webpage link was added.
- The college district may Consolidate Reports arising from the same facts or circumstances.
- All parties are allowed to select an Advisor to assist during proceedings.
- At Conflict of Interest Prohibited, any person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator must not have a conflict of interest in a given case. They must have completed Training as required by law.

# Explanatory Notes

## Community College Localized Policy Manual Update 39

### Alvin Community College

- At Initial Assessment, the Title IX coordinator must offer supportive measures to the victim and consider any request not to investigate before moving forward with the investigation.
- A report shall not be considered a Formal Complaint under Title IX unless signed by the complainant or the Title IX coordinator.
- The college district must provide Notice to Parties.
- Informal Resolution is only available if a formal complaint is filed under Title IX.
- The steps required to conduct a College District Investigation are discussed. The timeline for Concluding the Investigation is now 30 days.
- Investigations are submitted to a designated decision-maker who decides, as a result of a hearing, if Discipline or Corrective Action is warranted.
- At Dismissal of Complaint, the policy describes circumstances for mandatory and permissive dismissal of a complaint and the required notice.
- More specifics have been added under Appeal, organized by the party bringing the appeal and the reasons for the appeal. Since you have a unique DGBA policy, you will need to review the language at Appeal to ensure its accuracy as related to DGBA.
- The list of individuals who must be provided Access to Policy, Procedures, and Related Materials has been expanded.
- Timelines for the various steps have been added throughout the policy.

Additional changes were made for clarity, including the addition of the definitions of *Complainant* and *Respondent*, as well as the definition of *Days* and procedures for the Extension of Timelines. Changes were also made for consistency and policy style.

We also offer a version of this policy that limits the hearing requirements to reports that constitute formal complaints under Title IX. Please contact the college district's policy consultant if the board wishes to review the alternative version.

#### **FA(LLEGAL)                      EQUAL EDUCATIONAL OPPORTUNITY**

This legally referenced policy has been revised to reflect amendments to the Title IX regulations related to Retaliation.

#### **FFDA(LLEGAL)                      FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE**

This legally referenced policy has been revised to reflect the new Title IX regulations.

#### **FFDA(LOCAL)                      FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE**

In response to the new Title IX regulations, the overall structure of the policy has been expanded to encompass not only the investigation procedures but also initial disciplinary steps. Recommended revisions include the following:

- To comply with the new Title IX definition of *sexual harassment*, Domestic Violence was added to the policy under Sexual Harassment. In addition, Sexual Violence, Dating Violence, and Stalking were also brought under the Sexual Harassment heading. Examples of the terms were also added.
- At Disclosure at Event, officials and employees with authority to institute corrective measures must report sexual harassment allegations shared at an event.

# Explanatory Notes

## Community College Localized Policy Manual Update 39

### Alvin Community College

- The broad definition of college district official was removed to focus on the Title IX coordinator. Additionally, the Title IX coordinator contact information was amended to reflect that the regulations permit the name or position of the coordinator to be listed instead of both and require the coordinator's email to be published. The option to publish the Title IX/Sexual Misconduct webpage link was added.
- The college district may Consolidate Reports arising from the same facts or circumstances.
- All parties are allowed to have an Advisor to assist during proceedings.
- At Conflict of Interest Prohibited, any person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator must not have a conflict of interest in a given case. They must have completed Training as required by law.
- At Initial Assessment, the Title IX coordinator must offer supportive measures to the victim and consider any request not to investigate before moving forward with the investigation.
- If a victim makes a Request Not to Investigate a complaint, the report shall not be considered a formal complaint under Title IX unless signed by the Title IX coordinator.
- The college district must provide Notice to Parties.
- Informal Resolution is only available if a formal complaint is filed under Title IX.
- The steps required to conduct a College District Investigation are discussed. The timeline for Concluding the Investigation is now 30 days.
- Investigations are submitted to a designated decision-maker who decides, as a result of a hearing, if Discipline or Corrective Action is warranted.
- At Dismissal of Complaint, the policy describes circumstances for mandatory and permissive dismissal of a complaint and the required notice.
- More specifics have been added under Appeal, organized by the party bringing the appeal and the reasons for the appeal. Since you have a unique DGBA policy, you will need to review the language at Appeal to ensure its accuracy as related to DGBA.
- The list of individuals who must be provided Access to Policy, Procedures, and Related Materials has been expanded.
- Timelines for the various steps have been added throughout the policy.

Additional changes were made for clarity, including the addition of the definitions of *Complainant* and *Respondent* as well as the definition of *Days* and procedures for the Extension of Timelines. Changes were also made for consistency and policy style.

We also offer a version of this policy that limits the hearing requirements to reports that constitute formal complaints under Title IX. Please contact the college district's policy consultant if the board wishes to review the alternative version.

### FMA(LOCAL)

### DISCIPLINE AND PENALTIES: DISCIPLINE PROCEDURE

Reflecting changes made to the organization of policies DIAA and FFDA, described above, an Exception to this policy was added to indicate that reports of sex discrimination and sexual harassment must be submitted in accordance with DIAA and FFDA.



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|                                       | <p><b>Note:</b> This policy addresses <del>employee</del>-complaints of sex and gender discrimination, sexual harassment, sexual violence, dating violence, <u>domestic violence</u>, stalking, and retaliation <u>targeting employees.</u> For <u>additional</u> legally referenced material relating to <u>discrimination, harassment, and retaliation</u><del>this subject matter</del>, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, <u>domestic violence</u>, stalking, and retaliation targeting students, see FFDA.</p>   |
| <b>Statement of Nondiscrimination</b> | The College District prohibits discrimination, including harassment, against any employee on the basis of sex <del>or gender</del> . Retaliation against anyone involved in the complaint process is a violation of College District policy <u>and is prohibited</u> .   |
| <b>Definitions</b>                    |  |
| Employee                              | Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.  |
| Discrimination                        | Discrimination against an employee is defined as conduct directed at an employee on the basis of sex <del>or gender</del> that adversely affects the employee's employment.<br><br><u>In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.</u>  |
| Sexual Harassment                     | Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:<br><br><ol style="list-style-type: none"><li>1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or</li><li>2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.</li></ol> |
| Sexual Violence                       | Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.  |
| Examples                              |  |

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|                          | <p><del>Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.</del></p>   |
| Dating Violence          | <p>"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. <del>For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence [see FA].</del></p>  |
| <u>Domestic Violence</u> | <p><u>"Domestic violence" means violence committed by:</u></p> <ul style="list-style-type: none"><li><u>• A current or former spouse or intimate partner of the victim;</u></li><li><u>• A person with whom the victim shares a child in common;</u></li><li><u>• A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</u></li><li><u>• Any other member of the victim's family as defined by state law;</u></li><li><u>• Any other current or former member of the victim's household as defined by state law;</u></li><li><u>• A person in a dating relationship with the victim as defined by state law; or</u></li><li><u>• Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.</u></li></ul> |
| Stalking                 | <p>"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.</p> <p>For the purposes of this definition:</p> <ol style="list-style-type: none"><li>1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or</li></ol>   |

communicates to or about a person, or interferes with a person's property.

2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of an employee may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the employee, the employee's family members, or members of the employee's household; destroying the employee's property; threatening to commit suicide or homicide if the employee ends the relationship; tracking the employee; attempting to isolate the employee from friends and family; threatening an employee's spouse or partner; or encouraging others to engage in these behaviors.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, sexual harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term "complainant" refers to an employee who is alleged to have experienced prohibited conduct.

Respondent

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential Employee

A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures

Reporting by Alleged Victim

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

An employee who believes that he or she has experienced prohibited conduct may report the alleged acts to his or her immediate supervisor, to the Title IX coordinator, or to the College President or designee~~College President or designee~~. Additionally, the employee may report electronically through the ~~College District's website~~.

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|   | <p><u>Reports</u><del>A report</del> against the Title IX coordinator may be directed to the College President. <u>A report against the College President</u> may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. <u>An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct.</u></p> <p><u>Alternatively, the employee may report electronically through the College District's website.</u></p> <p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p> |
| Reporting by Other Employees              | <p>Any employee who believes that another employee has experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.</p>   |
| Exceptions                                | <p>A report against the <del>College President</del><u>College President</u> must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>  |
| Disclosure at Event                       | <p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct <u>unless the person has authority to institute corrective measures on behalf of the College District.</u></p>  |
| Employee Subject to Confidentiality Rules | <p>Absent the employee's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the employee's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p>   |
| Prior Report                              | <p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or</p>   |

process that the incident has been previously reported, is not required to report the prohibited conduct.

**Definition of College District Officials**

~~For the purposes of this policy, College District officials are the Title IX coordinator and the College President.~~

**Title IX Coordinator**

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Name: Services Jade Borne, PhD

Position: Vice President, Student Services

Address: 3110 Mustang Rd., Alvin, TX 77511

Telephone: (281) 756-3517

~~Other~~ Email: Title IX Coordinator email<sup>i</sup>

Webpage: Title IX/Sexual Misconduct webpage<sup>ii</sup>

**Anti-discrimination Laws**

~~The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.~~

**Responsible Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

**Timely Reporting**

~~A failure to immediately report Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.~~

~~A failure to promptly report~~ may impair the College District's ability to investigate and address the ~~prohibited~~ conduct.

**Consolidate Reports**

When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

**Advisor**

Each party to a complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

**Conflict of Interest Prohibited**

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|   | <p><u>No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.</u></p>   |
| <p><u>Training</u></p>                    | <p><u>A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.</u></p>  |
| <p><u>Days</u></p>                        | <p><u>"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</u></p>   |
| <p><u>Extension of Timelines</u></p>      | <p><u>Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined to be necessary so as not to impede a criminal or regulatory investigation shall constitute good cause for an extension of timelines established by this policy and associated procedures.</u></p>   |
| <p><b>Investigation of the Report</b></p> | <p>The College District may request, but shall not insist upon, a written report. If a report is made orally, the <u>Title IX coordinator or designee</u><del>College District official</del> shall reduce the report to written form.</p>  |
| <p>Initial Assessment</p>                 | <p>Upon receipt or notice of a report, the <u>Title IX coordinator</u><del>College District official</del> shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the <u>Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint. College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</u></p> <p>If the <u>Title IX coordinator</u><del>College District official</del> determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the <u>Title IX coordinator</u><del>College District official</del> shall refer the complaint for consideration under the appropriate policy.</p> |

Request Not to Investigate

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|                            | <p><u>The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.</u></p> <p><u>The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.</u></p>          |
| <u>Formal Complaint</u>    | <p><u>To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.</u></p>  |
| <u>Notice to Parties</u>   | <p><u>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</u></p> <p><u>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</u></p>  |
| <u>Informal Resolution</u> | <p><u>The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</u></p> |
| <u>Formal Resolution</u>   | <p><u>If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.</u></p>  |
| <u>Supportive Measures</u> | <p><u>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive</u></p>   |

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

DIAA  
(LOCAL)

College District  
Investigation

measures include work accommodations, such as leaves of absence or administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.

The investigation may be conducted by the Title IX coordinator~~College District official~~ or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the complainant, the respondent~~person making the report, the person against whom the report is filed~~, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

~~Request Not to  
Investigate~~

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

~~At least ten days~~The alleged victim may request that the College District not investigate the allegations. If the victim requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

~~The College District must promptly notify the alleged victim of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District must take reasonable steps to protect the health and safety of the College District community.~~

Interim Action

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct and protect the victim from retaliation prior to the completion of the investigation report, the College District must send each party. Examples of possible accommodations and the party's advisor evidence subject to inspection supportive measures include work accommodations, counseling, and review. The parties may submit a written response for consideration by the investigator~~health services.~~

**Concluding the  
Investigation**

The Absent extenuating circumstances, the investigation shall~~should~~ be completed within a reasonable time, not to exceed



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|   | <p><del>30ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</del></p> <p>The investigator shall prepare a written report of the investigation. The <u>investigation</u> report shall be filed with the <u>Title IX coordinator within five days following the completion of College District official overseeing the investigation.</u></p>  |
| <p><u>Notification of the Report</u></p>        | <p><u>The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.</u></p>   |
| <p><b>College District Action</b></p>           | <p><u>The Title IX coordinator shall submit the investigation report to the executive director, human resources promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.</u></p>  |
|   | <p><u>The executive director, human resources or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days. The hearing shall be conducted in accordance with law and College District procedures.</u></p>   |
|   | <p><u>After the hearing, the executive director, human resources or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the executive director, human resources or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The executive director, human resources or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.</u></p> |
| <p><u>Disciplinary or Corrective Action</u></p> | <p><u>If the executive director, human resources or designee determines</u><del>If the results of an investigation indicate</del> that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p> <p><u>Examples of disciplinary or corrective action may include:</u></p>  |

- Implementing the disciplinary measures described in DH and the DM series for employees or FM for students;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving employees in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the executive director, human resources or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

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|  | <p><u>A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.</u></p>   |
| <p><u>Notice of Dismissal</u></p>                | <p><u>Upon dismissal of a complaint, the Title IX coordinator or the executive director, human resources or designee shall provide the parties written notice of the dismissal.</u></p>  |
| <p><b>Confidentiality</b></p>                    | <p>To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant <u>or the respondent or a person who makes, persons against whom a report or serves as a witness. is filed, and witnesses.</u> Limited disclosures may be necessary <u>in order to carry out the purposes of this policy and associated regulation</u> <del>conduct a thorough investigation and to</del> comply with applicable law.</p>   |
| <p><b>Retaliation</b></p>                        | <p>The College District prohibits retaliation against <u>any person for the purpose of interfering with a right or privilege under this policy; the complainant; an employee who makes a claim alleging to have experienced prohibited conduct;</u> or a person who, in good faith, makes a report <u>or complaint,</u> serves as a witness, or otherwise participates <u>or refuses to participate</u> in an investigation, <u>proceeding, or hearing under this policy.</u> This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.</p> <p><u>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA, as appropriate.</u></p> |
| <p><b>Examples</b></p>                           | <p>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</p>  |
| <p><b>Failure to Report and False Claims</b></p> | <p>An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers <u>a false statement</u> <del>statements,</del> or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.</p>   |

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| <b>Appeal</b>  |  |
| <u>Discipline or Corrective Action</u>                   |  |
| <u>Employees</u>   | <u>If the executive director, human resources or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the executive director, human resources or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.</u>  |
| <u>Suspension Without Pay or Termination of Contract</u> |  |
| <u>Employees</u>   | <del>A party who is dissatisfied with the outcome of the investigation may appeal</del>  |
| <u>Other Action</u>                                      | <u>If the executive director, human resources or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the executive director, human resources or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA beginning at Level Three.</u>  |
| <u>Students</u>  |  |
| <u>Suspension</u>  | <u>If the executive director, human resources or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.</u> |
| <u>Expulsion</u>   | <u>If the executive director, human resources or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.</u>  |
| <u>Other Action</u>                                      | <u>If the executive director, human resources or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the executive director, human resources or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.</u>   |
| <u>Other Appeals</u>                                     | <u>All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]</u>   |
| <u>Complaints Filed with State or Federal Agencies</u>   | <del>A</del> <u>The party shall be informed of any</u> <del>may have a</del> right to file a complaint with appropriate state or federal agencies.   |

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit ~~and~~ students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

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<sup>1</sup> Title IX Coordinator email: <mailto:JBorne@alvincollege.edu>

<sup>2</sup> Title IX/Sexual Misconduct webpage: <https://www.alvincollege.edu/student-information/Title-IX.html>

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|  | <p><b>Note:</b> This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, <u>domestic violence</u>, stalking, and retaliation targeting students. For <u>additional</u> legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, <u>domestic violence</u>, stalking, and retaliation targeting employees, see DIAA.</p>  |
| <b>Statement of Nondiscrimination</b>      | <p>The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.</p>  |
| <b>Definitions</b>                         |   |
| Discrimination                             | <p>Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.</p>   |
| Sexual Harassment<br><i>By an Employee</i> | <p>Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:</p> <ol style="list-style-type: none"><li>1. A College District employee causes the student to believe that the student must submit to the conduct <del>in order</del> to participate in a <u>collegeschool</u> program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or</li><li>2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program <u>or activities</u>.</li></ol> |
| <i>By Others</i>                           | <p>Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program <u>or activities</u>.</p>  |
| Sexual Violence                            | <p>Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.</p>  |
| Examples                                   |   |

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|                                 | <p><del>Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.</del></p>   |
|                                 | <p><del>Physical contact not reasonably construed as sexual in nature is not sexual harassment.</del></p>   |
| <p>Gender-Based Harassment</p>  | <p><del>Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.</del></p>   |
| <p><i>Examples</i></p>          | <p><del>Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.</del></p>  |
| <p>Dating Violence</p>          | <p><del>"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. <del>For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence.</del></del></p> |
| <p><u>Domestic Violence</u></p> | <p><del>"Domestic violence" means violence committed by:</del></p> <ul style="list-style-type: none"><li><del>• <u>A current or former spouse or intimate partner of the victim;</u></del></li><li><del>• <u>A person with whom the victim shares a child in common;</u></del></li><li><del>• <u>A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</u></del></li><li><del>• <u>Any other member of the victim's family as defined by state law;</u></del></li></ul>   |

Stalking

- Any other current or former member of the victim's household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so



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|                       | <p><u>severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.</u></p> <p><u>Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.</u></p>  |
| <u>Examples</u>       | <p><u>Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.</u></p>  |
| Prohibited Conduct    | <p>In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, <u>domestic violence</u>, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>  |
| <u>Complainant</u>    | <p><u>In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.</u></p>   |
| <u>Respondent</u>     | <p><u>In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.</u></p>   |
| Confidential Employee | <p>A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.</p>  |
| Reporting Procedures  | <p>A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.</p>  |
| Student Report        | <p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, <u>the College President</u>, or another employee. <u>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.</u></p> |

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|   | <p><u>Alternatively, a student may <del>or</del></u> submit the report electronically through the College District's website. The submission of an anonymous electronic report may impair the College District's ability to investigate and address the prohibited conduct.</p> <p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p> |
| <i>Exception</i>                          | <p>Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.</p>   |
| Employee Report                           | <p>Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.</p>  |
|   | <p>A report against the <u>College President</u><del>College President</del> must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>  |
| <i>Exceptions</i>                         |  |
| Disclosure at Event                       | <p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct <u>unless the person has the authority to institute corrective measures on behalf of the College District.</u></p>  |
| Employee Subject to Confidentiality Rules | <p>Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p>   |
| Prior Report                              | <p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or</p>   |

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION  
SEX AND SEXUAL VIOLENCE

FFDA  
(LOCAL)

process that the incident has been previously reported, is not required to report the prohibited conduct.

**Definition of College District Officials**

~~For the purposes of this policy, College District officials are the Title IX coordinator and the College President.~~

**Title IX Coordinator**

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Dr. Jade Borne, Vice President, Student Services  
Name: Jade Borne, PhD

Position: Vice President, Student Services

Address: 3110 Mustang Rd., Alvin, TX 77511

Telephone: (281) 756-3517

Email: Title IX Coordinator email<sup>i</sup>

Webpage: Title IX/Sexual Misconduct webpage<sup>ii</sup>

**Other Anti-discrimination Laws**

~~The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.~~

**Responsible Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

**Alternative Reporting Procedures**

~~A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.~~

~~A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.~~

**Timely Reporting**

~~Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the prohibited conduct.~~

**Consolidate Reports**

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

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| <u>Advisor</u>                         | <u>Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.</u>   |
| <u>Conflict of Interest Prohibited</u> | <u>No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.</u>   |
| <u>Training</u>                        | <u>A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.</u>  |
| <u>Days</u>                            | <u>"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</u>   |
| <u>Extension of Timelines</u>          | <u>Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.</u>   |
| <b>Investigation of the Report</b>     | The College District may request, but shall not require, a written report. If a report is made orally, the <u>Title IX coordinator or designee</u> <del>College District official</del> shall reduce the report to written form.   |
| <b>Initial Assessment</b>              | Upon receipt or notice of a report, the <u>Title IX coordinator</u> <del>College District official</del> shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the <u>Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator official shall immediately provide notice to notify the known parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.</u><br><br>If the <u>Title IX coordinator</u> <del>College District official</del> determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the <u>Title IX coordinator</u> <del>College District official</del> shall refer the complaint for consideration under the appropriate policy. |
| <b>Request Not to Investigate</b>      | The <u>complainant</u> <del>alleged victim</del> may request that the College District not investigate the allegations. If the <u>complainant</u> <del>victim</del> requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the   |

factors described by law and any other factors the College District considers relevant.

The College District ~~shall~~**must** promptly notify the ~~complainant~~~~-~~~~leged-victim~~ of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District ~~shall~~**must** take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator~~College District official~~ shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator~~official~~ determines that informal resolution is appropriate, then the Title IX coordinator or designee~~official~~ may facilitate that resolution within ten days.- If the Title IX coordinator~~official~~ does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.

Formal Resolution

~~If any of the complaint is not subject~~~~parties decline to~~~~the~~~~participate~~~~in~~~~informal resolution~~~~process,~~~~of the complaint or the~~~~Title IX coordinator~~~~College District official~~~~finds~~~~informal resolution of the complaint to be inappropriate,~~~~the College District official~~ shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.

Supportive Measures

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator~~College District~~ shall promptly provide supportive measures~~intend~~~~take~~~~interim action~~~~calculated~~ to address prohibited conduct, ~~and~~ protect the safety of the parties and others, and

College District  
Investigation

~~protect the parties/victim~~ from retaliation prior to the completion of the ~~College District's~~ investigation. Examples of possible ~~accommodations and~~ supportive measures include academic accommodations, ~~such as extensions of deadlines or other course-related adjustments and modifications of class schedules;~~ housing and dining modifications; ~~temporary removal from an education program or activity in accordance with law;~~ counseling; ~~and health services;~~ campus escort services; ~~mutual restrictions on contact between the parties;~~ and ~~increased security and monitoring of certain areas of the campus.~~

The investigation may be conducted by the ~~Title IX coordinator or College District official or a~~ designee or by a third party designated by the College District, such as an attorney. ~~The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.~~

The investigation may consist of personal interviews with the ~~complainant, the respondent~~ person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

~~The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.~~

~~At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.~~

Criminal or  
Regulatory  
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Concluding the Investigation**

~~The Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation shall, the investigation should be completed within a reasonable time, not to exceed 30ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.~~

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of College District official overseeing the investigation.

**Notification of the Report Outcome**

~~The Title IX coordinator College District shall provide written notice of the investigation report outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant/victim and the respondent promptly following receipt person against whom the complaint is filed. The parties shall be given ten daysthe opportunity to respond to the report.~~

**College District Action**

~~Prohibited Conduct~~

~~The Title IX coordinator shall submit the investigation report and any response from the parties to the dean of student support promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.~~

~~The dean of student support or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.~~

~~After the hearing, the dean of student support or designee shall determine, based on the results of the investigation, whether each individual allegation of prohibited conduct/misconduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the dean of student support or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The dean of student support or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.~~

Disciplinary or Corrective Action

~~If the dean of student support or designee determines results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in~~

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| <p><del>Corrective Action</del></p> | <p><del>accordance with College District policy and procedures. [See FM and FMA]</del></p> <p>Examples of <u>disciplinary or</u> corrective action may include:</p> <ul style="list-style-type: none"><li>• <u>Implementing the disciplinary measures described in FM for students or DH and DM series for employees;</u></li><li>• Providing a training program for those involved in the complaint;</li><li>• Providing a comprehensive education program for the College District community;</li><li>• Providing counseling for the victim and the <u>partystudent</u> who engaged in prohibited conduct;</li><li>• Permitting the victim or student <u>who</u> engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;</li><li>• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;</li><li>• Involving students in efforts to identify problems and improve the College District climate;</li><li>• Increasing staff monitoring of areas where prohibited conduct has occurred; <del>and</del></li><li>• <u>Reaffirming the College District's policy against discrimination and harassment; and</u></li><li>• <u>Taking other actions described in College District regulations.</u></li></ul> |
| <p>Exception</p>                    | <p>The College District shall minimize attempts to require a <u>complainantstudent who complains of sexual harassment</u> to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. <u>In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.</u></p>   |
| <p>Improper Conduct</p>             | <p>If the <u>dean of student support or designee determines thatinvestigation-reveals</u> improper conduct <u>occurred</u> that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.</p>   |



**Dismissal of  
Complaint**

**Mandatory  
Dismissal**

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

**Permissive  
Dismissal**

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

**Notice of Dismissal**

Upon dismissal of a complaint, the Title IX coordinator or the dean of student support or designee shall provide the parties written notice of the dismissal.

**Confidentiality**

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes, persons against whom a report or serves as a witness, is filed, and witnesses. Limited disclosures may be necessary in order to carry out the purposes of this policy and associated regulations ~~conduct a thorough investigation and to~~ comply with applicable law.

**Retaliation**

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; a student who makes a claim alleging to have experienced prohibited conduct or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

**Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**Failure to Report and  
False Claims**

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement ~~statements~~, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

**Appeal**

Discipline or A party who is dissatisfied with the outcome of the investigation

may Expulsion appeal Corrective Action

Students

Suspension

Other Action

Employee

Suspension Without Pay or Termination of Contract Employees

Other Action

Other Appeals

Complaints Filed with OCR

**Records Retention**

If the dean of student support or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

If the dean of student support or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

If the dean of student support or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the dean of student support or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

If the dean of student support or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the dean of student support or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.

If the dean of student support or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the dean of student support or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA, beginning at Level Three.

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,  
Procedures, and  
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

<sup>1</sup> Title IX Coordinator email: <mailto:JBorne@alvincollege.edu>

<sup>ii</sup> Title IX/Sexual Misconduct webpage: <https://www.alvincollege.edu/student-information/Title-IX.html>

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

**Reports of Alleged  
Misconduct**

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the vice president, student services~~vice president, student services~~ within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The vice president, student services~~vice president, student services~~ or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the vice president, student services~~vice president, student services~~ or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

Exception

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.

**Conference**

If, however, the vice president, student services~~If, however, the vice president, student services~~ or designee determines that the allegation warrants further consideration, the vice president, student services~~vice president, student services~~ or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the vice president, student services~~vice president, student services~~ or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

**Unfounded  
Allegations**

After conferring with the student, if the vice president, student services~~vice president, student services~~ or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

**Misconduct  
Warranting a  
Penalty**

If the vice president, student services~~vice president, student services~~ or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the vice president, student services~~vice president, student services~~ or designee shall provide the student written notice of the penalty and the student's right to appeal to the disciplinary appeals committee.

*Suspension*

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

|                                       |   |
|---------------------------------------|---|
|                                       | <p>If the <del>vice president, student services</del> <u>vice president, student services</u> or designee determines that the student committed misconduct that warrants a suspension, the <del>vice president, student services</del> <u>vice president, student services</u> or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the disciplinary appeals committee as described below.</p>   |
| <i>Expulsion</i>                      | <p>If the <del>vice president, student services</del> <u>vice president, student services</u> or designee determines that the student committed misconduct that warrants expulsion, the official shall inform the student in writing of the determination. <del>The vice president, student services</del> <u>The vice president, student services</u> or designee shall forward the determination and all evidence collected during the investigation and conference to the <del>College President</del> <u>College President</u> in order to schedule an expulsion hearing before the Board [see Expulsion Hearing, below].</p> |
| Interim Disciplinary Action           | <p>The <del>vice president, student services</del> <u>vice president, student services</u> or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.</p>  |
| <b>Disciplinary Appeals Committee</b> | <p>The disciplinary appeals committee shall be convened:</p> <ol style="list-style-type: none"><li>1. On request of a student appealing a penalty other than suspension or expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.</li><li>2. Automatically, if the <del>vice president, student services</del> <u>vice president, student services</u> or designee determines that a student committed misconduct warranting suspension.</li></ol>  |
| Composition                           | <p>The disciplinary appeals committee shall be composed of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the <del>College President</del> <u>College President</u>. All members of the disciplinary appeals committee shall be eligible to vote during the hearing.</p>   |
| Hearing Notice                        | <p>The <del>vice president, student services</del> <u>vice president, student services</u> or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the <u>vice</u></p>  |

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

*Contents of Notice*

~~president, student services~~ ~~vice president, student services~~ or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the ~~vice president, student services~~ ~~vice president, student services~~ or designee's determination that the student should be suspended.

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
  - a. To have a private hearing.
  - b. To be assisted by an adviser or legal counsel at the hearing.
  - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
  - d. To make an audio recording of the proceedings, after first notifying the ~~vice president, student services~~ ~~president, student services~~ or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
  - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear  
for Hearing

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

Hearing Procedure

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
11. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the vice president, student services~~vice president, student services~~ or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President~~College President~~.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

Evidence

Evidence shall be handled in accordance with the following:

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

**Appeal to College  
District  
Administration**

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee's decision, petition in writing the ~~College President~~ to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

~~The College President~~ shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. ~~The College President~~ may set reasonable time limits for the conference. The conference shall be audio recorded.

The ~~College President~~ shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the ~~College President~~ may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. ~~The College President~~ may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

**Appeal to Board**

If the ~~College President~~ affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the ~~College President~~, or, if no response was received, within ten College District business days of the response deadline.



The ~~College President~~ ~~College-President~~ or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The ~~College President~~ ~~College-President~~ or designee shall provide the Board the evidence presented to the ~~College President~~ ~~College President~~, as well as the audio recording of the ~~College President~~ ~~College-President~~'s conference with the student and the written response provided by the ~~College President~~ ~~College President~~ to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the vice president, student services's decision.

#### Expulsion Hearing

If the ~~vice president, student services~~ ~~vice-president, student services~~ or designee determines that the student's misconduct warrants expulsion [see Conference, above], the Board shall convene to conduct an expulsion hearing. ~~The College President~~ ~~The College-President~~ or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Disciplinary Appeals Committee—Contents of Notice, above.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

~~The College President~~~~The College President~~ or designee shall provide the Board the documentation presented by the vice president, student services~~vice president, student services~~.

The Board shall proceed according to the procedures set out at Disciplinary Appeals Committee—Failure to Appeal for Hearing, Hearing Procedure, and Evidence, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson.



**MEMORANDUM NO: 107-2020**

**TO:** Board of Regents

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

**DATE:** August 6, 2020

**SUBJECT:** Project Procurement Methods for Informational Purposes

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Texas Government Code 2269 requires approval by this Board of the procurement method for construction contracts in excess of \$ 50,000 if the preferred procurement method is to be other than either competitive bid or utilizing a Purchasing Co-operative, before the contract is solicited.

The attached list represents the remaining anticipated procurements considered by AGCM and staff for the next fiscal year in regards to the 2018 Maintenance Tax Bond. None of these projects are projected to be procured by any method other than Competitive Bids, utilizing a Purchasing Co-operative, or a change order of an existing contractor.

This item and the attached list is for information only. Should the situation change and the method of procurement for a given project changes requiring board approval, the project procurement method will be taken to the Board for consideration and action.

CMA:tg

**Alvin Community College For BOR Information**  
**August 13, 2020**

| <b>Building</b>   | <b>General Description of Work</b>  | <b>Proposed Procurement Method</b>            |
|---|---|---|
| Audio/Visual Upgrades for Buildings E and Nolan Ryan Center | Speakers, Microphones, Audio controls, Televisions and Wiring for E Building; Speakers, Microphones, Audio controls, Televisions, Computer monitors, Wiring for Nolan Ryan Center | Competitive bids or Purchasing Coop           |
| Landscape/Sidewalk  | Base Bond budget + Additional Funds + Dry River Bed in Ditch  | Change Order to Corestone or Competitive bids |
| ABCD Berms  | Mowstripes & French Drains  | Change Order to Corestone or Competitive bids |
| Buildings C & G   | Foundation/Structural Repairs   | Change Order to GC                            |
| E Building  | Dumpster & Mechanical Yard Enclosure  | Change Order to GC                            |
| B bldg  | Theater seating lighting  | Change Order to GC                            |
| R Building (Nolan Ryan Center)                              | Replace all cracked flooring  | Change Order to GC                            |
| E building  | Acoustical Treatment to ceilings  | Change Order to GC                            |
| Campus Wide   | Blue Light Security Phones  | Change Order to GC or Competitive bids        |
| B bldg  | New Exterior Elevator   | Change Order to GC or Competitive bids        |
| A bldg  | Elevator Upgrades   | Change Order to GC or Competitive bids        |
| F "H" Building Restroom                                     | More toilets and sinks and larger ADA compliant restrooms   | Change Order to GC or Purchasing Coop         |
| H, G, E, S, R, N  | Roof replacement / repair   | Change Order to GC or Purchasing Coop         |
| North B Parking Lot   | Relocation of parking lot lights to perimeter   | Change Order to GC or Purchasing Coop         |
| Entrance  | New Flag Poles  | Change Order to GC or Purchasing Coop         |
| Campus Wide   | Wayfinding Signage  | Professional Negotiation                      |
| R Building (Nolan Ryan Center)                              | Restroom Remodel- All new finishes, accessories, and fixtures   | Change Order to GC or Purchasing Coop         |
| H Building  | Police Station renovation to add appropriate locker rooms and paint entire police station suite   | Change Order to GC or Purchasing Coop         |
| C Building  | Marketing area remodel and flooring replacement   | Change Order to GC or Purchasing Coop         |
| D Building  | Remodel Classroom for Art (HVAC renovation)   | Change Order to GC or Purchasing Coop         |
| N Building  | Convert Office to Crime lab, update offices, and provide corridor niche for vending and copier machines   | Change Order to GC or Purchasing Coop         |
| A Building  | Remodel advising, records, enrollment, financial aid suites   | Change Order to GC or Purchasing Coop         |
| Campus Wide   | LED Jogging Track Light Modifications   | Change Order to GC or Sole Source             |
| Campus Wide   | IT upgrades - Classroom Upgrades  | Competitive bids or Purchasing Coop           |
| NRC   | Culinary Kitchen Equipment  | Competitive bids or Purchasing Coop           |
| Campus Wide   | Classroom refresh renovation  | Competitive bids or Purchasing Coop           |

|             |  |                                     |
|-------------|--|-------------------------------------|
| Campus Wide | Furniture  | Competitive bids or Purchasing Coop |
| Campus Wide | ADA survey   | Professional Negotiation            |
| Campus Wide | Electrical Demo of Abandoned Infrstructure & Hotspot Fixes | Purchasing Coop                     |
| S           | Refurbishment of Greenhouse wall                           | Sole Source                         |



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: 104-2020**

**TO:** Board of Regents

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

**DATE:** August 4, 2020

**SUBJECT:** Fiscal Year 2020-2021 Annual Purchasing Requests over \$50,000

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It is recommended the Board of Regents approve the following purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000 during the 2020-2021 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by various College, awarded grant, and maintenance bond funds.

CMA:tg

Attachment: Purchase Recommendations



## ADMINISTRATIVE AND GENERAL OPERATIONS

Amazon Capital Services, Inc. to provide instructional and miscellaneous goods procured through the OMNIA Partners (formerly U.S. Communities) purchasing cooperative contract, contract number R-TC-17006. The estimated annual expenditure is \$65,000.

Brazoria County Appraisal District to provide property appraisal services. The sole source number is 1602. The estimated annual expenditure is \$135,000.

Office Depot Business Services to provide office supplies, furniture, and equipment procured through the OMNIA Partners (formerly National IPA) purchasing cooperative, contract number R190303. The estimated annual expenditure is \$ 200,000.

Rogers, Morris & Grover, LLP to provide legal services. Legal services are classified as professional services according to Texas Government Code §2254 and are exempt from competitive procurement laws pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$150,000.

Xerox Financial Services to provide leased copier fleet and production equipment, copy count charges, and related services procured through the Choice Partners purchasing cooperative contract, contract number 17/026KH-10. \*\* This contract is set to expire November 30, 2020. A Request for Proposal will be let in the Fall.

## ATHLETICS

Apartments are leased from the following vendors to provide housing for student athletes on scholarship. Leasing of real property does not fall within the requirements for competitive bidding required in Texas Education Code §44.031. The estimated annual expenditure is \$92,000.

Hillcrest Village Apartments  
Huntington Oaks Apartments  
Kenton Apartments  
Meadow Park Apartments  
Newport Oaks Apartments  
Willow Creek Manor  
Fairway Square Apartments



Steeplechase Apartments  
COLLEGE STORE

The following vendors will provide various goods for resale in the College Store procured through Invitation for Bids (IFB) 19-04. The estimated annual expenditure is \$1,165,000.

Apperson, Inc.  
Award Concepts, Inc.  
Bedford, Freeman & Worth Publishing Group, LLC  
Blue 360 Media, LLC  
Cengage Learning, Inc.  
Elsevier  
Goodheart-Willcox Publisher  
Herff Jones, LLC  
IndiCo, LLC  
Koza's, Inc.  
Macmillan Learning  
McGraw-Hill Education  
Mercer Tool Corp.  
Morton Publishing Company  
Nebraska Book Company, Inc.  
Paradigm Publishing, Inc.  
Pearson Education, Inc.  
RedShelf, Inc.  
Sage Publishing  
TestOut Corporation  
Vistar Corporation  
W.W. Norton, Inc.

FACILITIES

City of Alvin to provide trash removal, water, and sewer services. This is as a sole source provider in a regulated market; sole source number 1603. The estimated annual expenditure is \$160,000.

Facilities Sources to provide job order contracting and disaster recovery services as needed procured through the Purchasing Cooperative of America (PCA) purchasing cooperative





program, contract numbers 3-125-15, 3-193-18, and 3-169-17. The estimated annual expenditure is \$200,000.

ProEnergy Partners, LP to provide natural gas procured by Tradition Energy in 2018. The estimated expenditure is \$52,000.

Lange Mechanical for heating, ventilation, and air conditioning (HVAC) services and equipment as needed procured through Choice Partners purchasing cooperative contract, contract number 19/036MR-04. The estimated annual expenditure is \$115,000.

TXU Energy to provide electricity services procured by Tradition Energy in 2016. The estimated expenditure is \$585,000.

#### INFORMATION TECHNOLOGY

Blackboard, Inc. to provide the College's hosted learning management system procured through the Choice Partners purchasing cooperative, contract number 17/026KH-08. The estimated annual expenditure is \$92,500

CDW-G to provide software licenses, computer supplies, and equipment procured through various cooperative contracts programs; DIR, OMNIA Partners (formerly National IPA), and Sourcewell (formerly National Joint Powers Alliance (NJPA)). The estimated annual expenditure is \$250,000.

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditures is \$110,000.

Dell Marketing, LP to provide computer supplies and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The estimated annual expenditure is \$450,000.

Ellucian Company, LP to provide the College's enterprise resource planning (ERP) system and related services procured through Request for Proposals (RFP) 17-09. The estimated annual expenditure is \$575,000.

Logical Front to provide server and infrastructure hardware and related services procured through the DIR purchasing cooperative, contract number DIR-TSO-3763 as an authorized Dell Marketing LP reseller. The estimated annual expenditure is \$75,000.



Square 3 (formerly PCCare, Inc.) to provide computer supplies and equipment procured through the Choice Partners purchasing cooperative, contract number 18/056KD-47. The estimated annual expenditure is \$65,000.

Touchnet Information Systems, Inc. to provide the College's e-Commerce solution and related services procured through RFP 18-01. The estimated annual expenditure is \$103,000.

Zogotech to provide data analytics software. The initial purchase and implementation was procured through a DIR purchasing cooperative contract in 2015. The estimated annual expenditure is \$55,000.

## INSTRUCTIONAL

Texas Tech University to provide research services procured through an interlocal agreement. The estimated annual expenditure is \$50,000 and will be funded by the HSI-STEM grant.

The following vendors will provide medical equipment and supplies procured through purchasing cooperative programs; BuyBoard and OMNIA Partners (formerly National IPA). The estimated annual expenditure is \$125,000.


Laerdal Medical Corporation  
Pocket Nurse

## CONTINUING EDUCATION

The welding program in Industrial Programs was awarded a Jobs and Education (JET) Grant from the Texas Workforce Commission through Danbury Independent School District for program expansion. Industrial Programs will be purchasing a ventilation system for welding lab; an orbital welder and various accessories and a robotic welding thru-arm and accessories. Purchases will be made through one or more purchasing cooperatives based on availability and cost. The purchases will not exceed \$ 276,698.



**MEMORANDUM NO: 102-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** August 3, 2020

**SUBJECT:** Fiscal Year 2020-2021 Cooperative Purchasing Programs

The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, and interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better quality products for public institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time, College resources, and money as these contracts are readily available for use when a need arises and eliminates the requirement to initiate a formal solicitation process.

Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented and reported in an agenda item. The College pays an annual membership fee of \$100 to the Texas Comptroller of Public Accounts to be a member of their cooperative purchasing program. In addition to competitively procured contracts, benefits of this program include viewing vendor reviews and feedback, access to a centralized master bidders list, access to electronic state business daily to post solicitations, purchase card program through CitiBank, and travel discounts and rebates for eligible members on select airlines, hotels, car rentals, and fuel.

It is recommended that the Board of Regents approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2020-2021 funds.

CMA:tg

Attachment: Interlocal and Cooperative Purchasing Programs



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

**Dr. Christal M. Albrecht**

*President*

Office 281 756 3598

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### Interlocal and Cooperative Purchasing Programs

College of the Mainland Interlocal Agreement  
Educational and Institutional (E&I) Cooperative Services  
Harris County Department Education (HCDE) Choice Partners  
Houston-Galveston Area Council (H-GAC)  
National Cooperative Purchasing Alliance (NCPA)  
OMNIA Partners - formerly National Intergovernmental Purchasing Alliance (IPA) and U.S.  
Communities Government Purchasing Alliance  
Purchasing Association of Cooperative Entities (PACE)  
Purchasing Cooperative of America (PCA)  
San Jacinto College Interlocal Agreement  
Sourcewell - formerly National Joint Powers Alliance (NJPA)  
State of Texas Comptroller Cooperative Purchasing Program, State of Texas Term Contracts  
(TxSmartBuy), Texas Multiple Award Schedule (TXMAS)  
Texas Association of School Boards (TASB) BuyBoard  
Texas Department of Information Resources (DIR)  
Texas Investment Provider Selection Committee (TIPSC) Interlocal Agreement  
Texas Tech University Interlocal Agreement  
The Interlocal Purchasing System (TIPS)  
U.S. General Services Administration (GSA), Schedules 70 and 84



**MEMORANDUM NO: 105-2020**

**TO:** Board of Regents

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

**DATE:** August 4, 2020

**SUBJECT:** Purchase of Two GE Ultrasound Units with Accessories

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The Diagnostic Cardiovascular Sonography (DCVS) program desires to purchase two (2) ultrasound units with accessories for continued education and clinical diagnostics. The awarded vendor for these units is GE Healthcare in the amount of \$ 98,773.20.

The Purchasing Department developed, with the help of the DCVS staff, a comprehensive Request for Proposal, RFP 20-16 which closed on July 28, 2020. This RFP was, as required by the College Policy (cf-07), advertised in the local newspaper (The Facts) and posted as a competitive solicitation on the State of Texas Electronic State Business Daily (ESBD) site. Responses were received and opened at 2:00 PM on July 28, 2020 with three (3) responses received. DCVS and Allied Health staff reviewed the responses and evaluated each based on the weighted criteria outlined in the solicitation. Financially, the responses were:

|   |               |
|---|---------------|
| Philips Global Business Services, North America | \$ 148,007.67 |
| Mindray DS USA                                  | \$ 116,546.53 |
| GE Healthcare                                   | \$ 98,773.20  |

This purchase will be funded by the Texas Workforce Commission Jobs and Education for Texans (JET) grant (#2820JET002).

It is recommended that the Board approve the purchase of two ultrasound units with accessories in the amount of \$ 98,773.20 from GE Healthcare.


CMA:tg



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

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**MEMORANDUM NO: 100-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** August 3, 2020  
**SUBJECT:** Investment Policy

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Attached is the ACC investment strategy, designated investment officers and investment providers. The date of the investment strategy has been updated to 8/15/2020.

The investment policy for Alvin Community College is included in Board policy "Appropriations and Revenue Sources – Investments" (CAK Legal and Local). It is recommended that the Board approve the attached investment strategy which will supplement Policies CAK Legal and Local. This adoption is required by the Public Funds Investment Act.

CMA:tg

## ALVIN COMMUNITY COLLEGE INVESTMENT STRATEGY

August 13, 2020

Alvin Community College maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Investment of funds shall be governed by the following investment objectives, in order of priority, for each fund listed below:

- a. Investment suitability as it relates to the financial requirement of Alvin Community College;
- b. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
- c. Liquidity to the extent needed to pay the College's obligations as they become due;
- d. Investment marketability provided the need arises for the College to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
- e. Investment diversification by maturity; and
- f. Yield to attain the best rate of return on investments, while considering risk constraints and cash flow needs (the basis or benchmark used to determine market yields are being achieved shall be the three-month Treasury Bill).

Investment strategies for all funds have as its primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Maturities are staggered to meet operating expenditures, based on known and projected cash flows and market conditions.

### Designated Officers

The Director of Fiscal Affairs is the primary Investment Officer with the Vice President of Administration and the Assistant Director, Fiscal Affairs will act as alternates in the absence of the Director.

### Investment Providers

The following broker/dealers include a mix of primary and secondary firms with a history of competitive pricing in PFIA-related securities. This list represents security providers.

JPMorgan Chase  
Merrill Lynch  
UBS PaineWebber  
Cantor Fitzgerald  
Edward Jones  
First Southwest Asset Management (A Hilltop Holdings Company)

The following list of banks consists of local banks which have either shown an interest in Alvin Community College's banking business by participating in the bank bid process or they participate in a CD investment program that allows for a higher rate of interest on a Certificate of Deposit while still maintaining coverage under the FDIC, e.g. the bank is a member of the CDARS Network\*. These banks would be used for the purchase of Certificates of Deposit.

First National Bank  
Texas Advantage Community Bank\*  
Wells Fargo Bank  
Texas First Bank  
BBVA Compass Bank  
Woodforest National Bank  
JP Morgan Chase Bank  
Amoco Federal Credit Union  
Chocolate Bayou Federal Credit Union  
Associated Credit Union of Texas  
Frost Bank\*  
JSC Federal Credit Union  
Texas Dow Employees Credit Union

*\*CDs are issued through "Certificate of Deposit Account Registry Service", a service of Promontory Interfinancial Network.*

The following government investment pools are authorized investments.

TexSTAR  
LOGIC



**Alvin Community College**  
**Consolidated Statement of Net Assets**

|   | July 31, 2020      | July 31, 2019      | Variance           | Explanations/Descriptions   |
|---|--------------------|--------------------|--------------------|---|
| <b>Current Assets</b>                       |                    |                    |                    |   |
| Cash and cash equivalents                   | 2,002,190          | 1,818,518          | 183,672            |   |
| Short-term investments                      | 33,486,462         | 35,342,715         | (1,856,253)        |   |
| Accounts receivable, net                    | 2,209,030          | 3,226,148          | (1,017,118)        | Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings |
| Inventories                                 | 323,093            | 299,017            | 24,076             |   |
| Prepays                                     | 481,112            | 627,145            | (146,033)          | Travel advances and prepaid expenses  |
| <b>Total Current Assets</b>                 | <b>38,501,887</b>  | <b>41,313,543</b>  | <b>(2,811,656)</b> |   |
| <b>Noncurrent assets</b>                    |                    |                    |                    |   |
| Long-term investments                       | 1,750,000          | 1,500,000          | 250,000            |   |
| Capital assets, net                         | 26,458,542         | 27,157,972         | (699,430)          |   |
| <b>Total Assets</b>                         | <b>66,710,429</b>  | <b>69,971,515</b>  | <b>(3,261,086)</b> |   |
| <b>Deferred Outflows of Resources</b>       |                    |                    |                    |   |
| Deferred charge on refunding                | 151,897            | 303,794            | (151,897)          | Bonds   |
| Deferred outflows - pensions                | 4,093,008          | 673,306            | 3,419,702          | TRS pension   |
| Deferred outflows - OPEB                    | 3,241,398          | 793,739            | 2,447,659          | OPEB  |
| <b>Total Deferred Outflows of Resources</b> | <b>7,486,303</b>   | <b>1,770,839</b>   | <b>5,715,464</b>   |   |
| <b>Liabilities</b>                          |                    |                    |                    |   |
| Accounts payable & accrued liabilities      | 987,860            | (77,206)           | 1,065,066          |   |
| PARS  | -                  | -                  | -                  |   |
| Net pension liability                       | 9,552,203          | 5,761,791          | 3,790,412          |   |
| Net OPEB liability                          | 23,714,290         | 28,072,470         | (4,358,180)        |   |
| Funds held for others                       | 46,312             | 38,014             | 8,298              | Agency funds - groups, clubs, etc on campus   |
| Deferred revenues                           | 2,132,107          | 3,142,816          | (1,010,709)        | Grants paid in advance and fall registrations   |
| Compensated absences                        | 414,719            | 428,516            | (13,797)           | Entry made annually for change in liability   |
| Bonds payable                               | 8,081,965          | 9,521,486          | (1,439,521)        | Annual payment  |
| Tax note payable                            | 21,165,000         | 21,870,000         | (705,000)          | Annual payment  |
| <b>Total Liabilities</b>                    | <b>66,094,456</b>  | <b>68,757,887</b>  | <b>(2,663,431)</b> |   |
| <b>Deferred Inflows of Resources:</b>       |                    |                    |                    |   |
| Deferred inflows - pensions                 | 806,580            | 806,996            | 806,580            | TRS pension   |
| Deferred inflow - OPEB                      | 9,178,950          | 6,206,958          | 8,371,954          | OPEB  |
| Deferred inflows - premium on tax note      | 2,598,024          | 2,734,762          | (3,608,934)        | Tax Note  |
| <b>Total Deferred Inflows of Resources</b>  | <b>12,583,554</b>  | <b>9,748,716</b>   | <b>5,569,600</b>   |   |
| <b>Net Assets</b>                           |                    |                    |                    |   |
| Fund Balance - Equity                       | (4,481,278)        | (6,764,249)        | (7,216,040)        |   |
| <b>Total Net Assets</b>                     | <b>(4,481,278)</b> | <b>(6,764,249)</b> | <b>(7,216,040)</b> |   |

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**July 31, 2020 and July 31, 2019**

|   | Year-To-Date           |                   |                    |                    |               | Prior Year-To-Date     |                   |                    |                    |               |
|---|------------------------|-------------------|--------------------|--------------------|---------------|------------------------|-------------------|--------------------|--------------------|---------------|
|   | All Other Funds Actual | M&O Actual        | Amended M&O Budget | Remaining Budget   | % of Budget   | All Other Funds Actual | M&O Actual        | Amended M&O Budget | Remaining Budget   | % of Budget   |
| <b>Revenues</b>                             |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| <b>Operating revenues</b>                   |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| Tuition and fees                            | 2,432,840              | 6,910,469         | 7,195,698          | (285,229)          | 96.04%        | 2,236,602              | 7,225,457         | 7,546,142          | (320,685)          | 95.75%        |
| Federal grants and contracts                | 7,287,978              | -                 | -                  | -                  | 0.00%         | 6,674,582              | -                 | -                  | -                  | 0.00%         |
| State grants                                | 609,555                | -                 | -                  | -                  | 0.00%         | 608,837                | -                 | -                  | -                  | 0.00%         |
| Local grants                                | 528,070                | -                 | -                  | -                  | 0.00%         | 306,797                | -                 | -                  | -                  | 0.00%         |
| Auxiliary enterprise:                       | 1,846,704              | -                 | -                  | -                  | 0.00%         | 1,948,472              | -                 | -                  | -                  | 0.00%         |
| Other operating revenues                    | 227,801                | 60,031            | 105,000            | (44,969)           | 57.17%        | 308,899                | 102,436           | 105,000            | (2,564)            | 97.56%        |
| <b>Total operating revenues</b>             | <b>12,932,948</b>      | <b>6,970,500</b>  | <b>7,300,698</b>   | <b>(330,198)</b>   | <b>95.48%</b> | <b>12,084,189</b>      | <b>7,327,893</b>  | <b>7,651,142</b>   | <b>(323,249)</b>   | <b>95.78%</b> |
| <b>Expenses</b>                             |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| <b>Operating expenses</b>                   |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| Administrative                              | -                      | 5,620,384         | 6,466,153          | 845,769            | 86.92%        | -                      | 5,057,486         | 5,811,407          | 753,921            | 87.03%        |
| Institutional                               | -                      | 5,723,036         | 6,792,057          | 1,069,021          | 84.26%        | -                      | 5,414,012         | 6,553,258          | 1,139,246          | 82.62%        |
| Designated for Institutional Reserve        | -                      | -                 | 280,000            | 280,000            | 0.00%         | -                      | -                 | 150,000            | 150,000            | 0.00%         |
| Occupational Technical Instructor           | -                      | 4,831,547         | 6,022,650          | 1,191,103          | 80.22%        | -                      | 5,071,332         | 6,111,901          | 1,040,569          | 82.97%        |
| University Parallel Instructor              | -                      | 6,404,608         | 7,279,530          | 874,922            | 87.98%        | -                      | 6,052,167         | 6,991,658          | 939,491            | 86.56%        |
| Student Services                            | -                      | 3,586,393         | 4,478,128          | 891,735            | 80.09%        | -                      | 3,626,702         | 4,249,129          | 622,427            | 85.35%        |
| Physical Plant                              | -                      | 2,456,978         | 3,215,050          | 758,072            | 76.42%        | -                      | 2,444,703         | 3,054,853          | 610,150            | 80.03%        |
| Unbudgeted Unrestricted                     | 1,202,655              | -                 | -                  | -                  | 0.00%         | 1,166,729              | -                 | -                  | -                  | 0.00%         |
| Continuing Ed (Fund 13)                     | 1,413,416              | -                 | -                  | -                  | 0.00%         | 1,083,868              | -                 | -                  | -                  | 0.00%         |
| Auxiliary enterprise:                       | 1,639,474              | -                 | -                  | -                  | 0.00%         | 1,776,204              | -                 | -                  | -                  | 0.00%         |
| Local Grants                                | 184,517                | -                 | -                  | -                  | 0.00%         | 20,621                 | -                 | -                  | -                  | 0.00%         |
| TPEG  | 233,196                | -                 | -                  | -                  | 0.00%         | 237,254                | -                 | -                  | -                  | 0.00%         |
| Institutional Scholarship                   | 130,943                | -                 | -                  | -                  | 0.00%         | 98,590                 | -                 | -                  | -                  | 0.00%         |
| State Grants                                | 609,555                | -                 | -                  | -                  | 0.00%         | 608,837                | -                 | -                  | -                  | 0.00%         |
| Federal Grants                              | 7,287,978              | -                 | -                  | -                  | 0.00%         | 6,674,582              | -                 | -                  | -                  | 0.00%         |
| Donor Scholarships                          | 219,391                | -                 | -                  | -                  | 0.00%         | 181,570                | -                 | -                  | -                  | 0.00%         |
| Unexpended Plant Fund                       | 502,970                | -                 | -                  | -                  | 0.00%         | 963,854                | -                 | -                  | -                  | 0.00%         |
| Depreciation                                | -                      | -                 | -                  | -                  | 0.00%         | -                      | -                 | -                  | -                  | 0.00%         |
| Debt Retirement                             | 338,525                | -                 | -                  | -                  | 0.00%         | 1,440,889              | -                 | -                  | -                  | 0.00%         |
| Gain on Sale of Property                    | -                      | -                 | -                  | -                  | 0.00%         | -                      | -                 | -                  | -                  | 0.00%         |
| Tax maintenance Note                        | 5,127,193              | -                 | -                  | -                  | 0.00%         | -                      | -                 | -                  | -                  | 0.00%         |
| <b>Total operating expenses</b>             | <b>18,949,813</b>      | <b>28,622,946</b> | <b>34,533,568</b>  | <b>5,910,622</b>   | <b>82.88%</b> | <b>14,252,998</b>      | <b>27,666,402</b> | <b>32,922,206</b>  | <b>5,255,804</b>   | <b>84.04%</b> |
| Operating Gain/(Loss)                       | (6,016,865)            | (21,652,446)      | (27,232,870)       | (6,240,820)        |               | (2,168,809)            | (20,338,509)      | (25,271,064)       | (5,579,053)        |               |
| <b>Nonoperating revenues</b>                |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| State appropriations*                       | -                      | 7,047,483         | 7,772,636          | (725,153)          | 90.67%        | -                      | 7,192,300         | 7,930,935          | (738,635)          | 90.69%        |
| Property tax revenue - Current              | 1,556,993              | 18,225,872        | 19,010,234         | (804,362)          | 95.77%        | 1,573,736              | 16,776,366        | 17,065,129         | (288,763)          | 98.31%        |
| Property tax revenue/Instiit Reserve        | -                      | 280,000           | 280,000            | -                  | 0.00%         | -                      | 150,000           | 150,000            | -                  | 0.00%         |
| Property tax revenue - Delinquent           | 57,762                 | 642,420           | 642,420            | -                  | 0.00%         | 19,761                 | 186,818           | 186,818            | -                  | 0.00%         |
| Property tax revenue - Interest & Penalties | 14,344                 | 177,080           | 177,080            | -                  | 0.00%         | 9,428                  | 109,542           | 109,542            | -                  | 0.00%         |
| Investment income                           | 247,183                | 215,111           | 150,000            | 65,111             | 143.41%       | 531,824                | 218,713           | 125,000            | 93,713             | 174.97%       |
| Other non-operating revenues                | 367,177                | 15,463            | -                  | 15,463             | 0.00%         | 588,891                | 16,639            | -                  | 16,639             | 0.00%         |
| <b>Total nonoperating revenues</b>          | <b>2,243,459</b>       | <b>26,603,429</b> | <b>27,232,870</b>  | <b>(629,441)</b>   | <b>97.69%</b> | <b>2,723,640</b>       | <b>24,650,378</b> | <b>25,271,064</b>  | <b>(620,686)</b>   | <b>97.54%</b> |
| <b>Provided by the State</b>                |                        |                   |                    |                    |               |                        |                   |                    |                    |               |
| Revenue for Insurance and Retirement        | -                      | 2,195,584         | -                  | 2,195,584          | 0.00%         | -                      | 2,020,138         | -                  | 2,020,138          | 0.00%         |
| State Insurance Match                       | -                      | (1,035,381)       | -                  | (1,035,381)        | 0.00%         | -                      | (1,008,982)       | -                  | (1,008,982)        | 0.00%         |
| State Retirement Match                      | -                      | (612,988)         | -                  | (612,988)          | 0.00%         | -                      | (535,238)         | -                  | (535,238)          | 0.00%         |
| State Retiree Insurance                     | -                      | (547,215)         | -                  | (547,215)          | 0.00%         | -                      | (475,918)         | -                  | (475,918)          | 0.00%         |
| <b>Increase/(decrease) in net assets</b>    | <b>(3,773,406)</b>     | <b>4,950,983</b>  | <b>-</b>           | <b>(6,870,261)</b> |               | <b>554,831</b>         | <b>4,311,869</b>  | <b>-</b>           | <b>(6,199,739)</b> |               |
| * State Approp portion generated by CE =    | 199,444                |                   |                    |                    |               | 286,254                |                   |                    |                    |               |
| * Institutional Reserve                     | 7,610,059              |                   |                    |                    |               | 6,771,294              |                   |                    |                    |               |

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**July 31, 2020 and July 31, 2019**

|                                   | Year-To-Date           |              |                    |                  |             | Prior Year-To-Date     |              |                    |                  |             |
|-----------------------------------|------------------------|--------------|--------------------|------------------|-------------|------------------------|--------------|--------------------|------------------|-------------|
|                                   | All Other Funds Actual | M&O Actual   | Amended M&O Budget | Remaining Budget | % of Budget | All Other Funds Actual | M&O Actual   | Amended M&O Budget | Remaining Budget | % of Budget |
| <b>Revenues</b>                   |                        |              |                    |                  |             |                        |              |                    |                  |             |
| Operating revenues                |                        |              |                    |                  |             |                        |              |                    |                  |             |
| Total operating revenues          | 12,932,948             | 6,970,500    | 7,300,698          | (330,198)        | 95.48%      | 12,084,189             | 7,327,893    | 7,651,142          | (323,249)        | 95.78%      |
| Nonoperating revenues             |                        |              |                    |                  |             |                        |              |                    |                  |             |
| Total nonoperating revenues       | 2,243,459              | 26,603,429   | 27,232,870         | (629,441)        | 97.69%      | 2,723,640              | 24,650,378   | 25,271,064         | (620,686)        | 97.54%      |
| <b>Less Expenses</b>              |                        |              |                    |                  |             |                        |              |                    |                  |             |
| Operating expenses                |                        |              |                    |                  |             |                        |              |                    |                  |             |
| Total operating expenses          | (18,949,813)           | (28,622,946) | (34,533,568)       | (5,910,622)      | 82.88%      | (14,252,998)           | (27,666,402) | (32,922,206)       | (5,255,804)      | 84.04%      |
| Increase/(decrease) in net assets | (3,773,406)            | 4,950,983    | -                  | (6,870,261)      |             | 554,831                | 4,311,869    | -                  | (6,199,739)      |             |

- State Approp portion generated by CE = 199,444 286,254
- Institutional Reserve 7,610,059 4,069,964

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**July 31, 2020 and July 31, 2019**

|                               | Year-To-Date           |               |                    |                  |                      | Prior Year-To-Date     |               |               |                  |                      |
|-------------------------------|------------------------|---------------|--------------------|------------------|----------------------|------------------------|---------------|---------------|------------------|----------------------|
|                               | All Other Funds Actual | M&O Actual    | Amended M&O Budget | Remaining Budget | % of Budget Expended | All Other Funds Actual | M&O Actual    | M&O Budget    | Remaining Budget | % of Budget Expended |
| Administrative Sal            | 51,324                 | 1,209,887     | 1,309,260          | 99,373           | 92.41%               | 89,996                 | 1,135,530     | 1,303,599     | 168,069          | 87.11%               |
| Professional Sal              | 980,114                | 4,094,826     | 4,920,751          | 825,925          | 83.22%               | 965,560                | 3,881,351     | 4,608,193     | 726,842          | 84.23%               |
| Tech/Clerical Sal             | 742,402                | 4,080,308     | 4,679,950          | 599,642          | 87.19%               | 747,262                | 3,798,479     | 4,384,603     | 586,124          | 86.63%               |
| Faculty Sal                   | 471,656                | 9,740,690     | 11,291,202         | 1,550,512        | 86.27%               | 526,494                | 9,609,074     | 11,119,932    | 1,510,858        | 86.41%               |
| Misc Sal                      | 58,900                 | 68,363        | 71,245             | 2,882            | 95.95%               | 65,071                 | 80,763        | 79,195        | (1,568)          | 101.98%              |
| Reg Students Sal              | 37,257                 | 108,459       | 214,089            | 105,630          | 50.66%               | 34,142                 | 86,716        | 200,028       | 113,312          | 43.35%               |
| Work Study Students Sal       | 78,059                 | -             | -                  | -                | 0.00%                | 50,246                 | -             | -             | -                | 0.00%                |
| Staff Benefits                | 337,092                | 3,249,150     | 3,943,717          | 694,567          | 82.39%               | 373,141                | 3,057,749     | 3,844,695     | 786,946          | 79.53%               |
| Subtotal                      | 3,756,804              | 22,551,683    | 26,430,214         | 3,878,531        | 85.33%               | 2,851,912              | 21,649,662    | 25,540,245    | 3,890,583        | 84.77%               |
| Equipment                     | 393,248                | 37,964        | 25,000             | (12,964)         | 151.86%              | 267,474                | 46,957        | 20,000        | (26,957)         | 234.79%              |
| Computer Hardware             | 287,970                | 3,973         | 108,810            | 104,837          | 3.65%                | 344,821                | 76,448        | 52,460        | (23,988)         | 145.73%              |
| Capital Improvements          | 31,761                 | -             | -                  | -                | 0.00%                | -                      | -             | -             | -                | 0.00%                |
| Designated for Instit Reserve | -                      | -             | 280,000            | 280,000          | 0.00%                | -                      | -             | 1,917,000     | 1,917,000        | 0.00%                |
| Travel/Prof Development       | 58,958                 | 235,818       | 507,192            | 271,374          | 46.49%               | 122,789                | 392,706       | 479,411       | 86,705           | 81.91%               |
| Supplies & Exp                | 2,291,839              | 3,875,741     | 5,009,477          | 1,133,736        | 77.37%               | 1,791,969              | 5,404,487     | 4,797,760     | (606,727)        | 112.65%              |
| Institutional Scholarships    | 130,943                | 136,892       | 292,000            | 155,108          | 46.88%               | 147,351                | 96,142        | 115,330       | 19,188           | 83.36%               |
| Financial Aid                 | 6,151,284              | -             | -                  | -                | 0.00%                | 5,483,309              | -             | -             | -                | 0.00%                |
| Donor Scholarships            | 219,391                | -             | -                  | -                | 0.00%                | 181,570                | -             | -             | -                | 0.00%                |
| Purchases (Store/Concession)  | 658,927                | -             | -                  | -                | 0.00%                | 654,660                | -             | -             | -                | 0.00%                |
| Contingency Expense           | -                      | -             | 100,000            | 100,000          | 0.00%                | 2,400                  | -             | -             | -                | 0.00%                |
| Depreciation                  | -                      | -             | -                  | -                | 0.00%                | -                      | -             | -             | -                | 0.00%                |
| Debt Retirement (Int & Amort) | 338,525                | -             | -                  | -                | 0.00%                | 1,440,889              | -             | -             | -                | 0.00%                |
| Tax Maintenance Note          | 5,127,193              | 1,780,875     | 1,780,875          | -                | 100.00%              | -                      | -             | -             | -                | 0.00%                |
| Unexpended Plant              | 502,970                | -             | -                  | -                | 0.00%                | 963,854                | -             | -             | -                | 0.00%                |
|                               | 18,949,813             | \$ 28,622,946 | \$ 34,533,568      | \$ 5,910,622     | 82.88%               | \$ 14,252,998          | \$ 27,666,402 | \$ 32,922,206 | \$ 5,255,804     | 84.04%               |
| State Insurance Match         | -                      | 1,035,381     | -                  | (1,035,381)      | 0.00%                | -                      | 1,008,982     | -             | (1,008,982)      | 0.00%                |
| State Retirement Match        | -                      | 612,988       | -                  | (612,988)        | 0.00%                | -                      | 535,238       | -             | (535,238)        | 0.00%                |
| State Retiree Insurance       | -                      | 547,215       | -                  | (547,215)        | 0.00%                | -                      | 475,918       | -             | (475,918)        | 0.00%                |

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense (Fund 13)**  
**July 31, 2020**

|                                       | Year-To-Date   |          |            |             |                | Net Margin |
|---------------------------------------|----------------|----------|------------|-------------|----------------|------------|
|                                       | Actual Revenue | TPEG     | Exemptions | Net Revenue | Actual Expense |            |
| Administration                        | 199,444        |          |            | 199,444     | 384,011        | (184,567)  |
| Motorcycle Safety                     | 3,225          |          |            | 3,225       | 5,315          | (2,090)    |
| GED                                   | 8,181          |          |            | 8,181       | 5,346          | 2,835      |
| Law Enforcement                       | -              | -        |            | -           | -              | -          |
| Academic Overlay                      | -              | -        |            | -           | -              | -          |
| Real Estate                           | 426            |          |            | 426         | -              | 426        |
| Dental Assistant                      | 78,910         | (4,707)  |            | 74,203      | 66,377         | 7,826      |
| Information Technology Training       | -              | -        |            | -           | -              | -          |
| Phlebotomy                            | 51,975         | (3,060)  | (973)      | 47,942      | 15,527         | 32,415     |
| Medication Aide                       | 38,920         | (2,335)  |            | 36,585      | 8,126          | 28,459     |
| Welding                               | 175,540        | (8,835)  | (15,165)   | 151,540     | 193,274        | (41,734)   |
| Certified Nursing                     | 25,498         | (1,436)  | (1,440)    | 22,622      | 69,636         | (47,014)   |
| Truck Driving                         | 60,626         | (2,405)  |            | 58,221      | 91,251         | (33,030)   |
| Center for Professional Workforce Dev | 2,802          |          |            | 2,802       | -              | 2,802      |
| Education to Go                       | 4,037          |          |            | 4,037       | 2,295          | 1,742      |
| Concealed Handguns                    | 100            |          |            | 100         | 33             | 67         |
| Occupational Health & Safety          | 5,926          | -        |            | 5,926       | 1,602          | 4,324      |
| Community Programs                    | 6,726          | (289)    |            | 6,437       | 1,663          | 4,774      |
| Clinical Medical Assistant            | 52,915         | (2,799)  | (6,273)    | 43,843      | 12,223         | 31,620     |
| Vet Assistant                         | 33,670         | (1,980)  |            | 31,690      | 16,666         | 15,024     |
| Yoga                                  | 4,350          |          |            | 4,350       | 3,611          | 739        |
| Human Resource Program                | -              | -        |            | -           | -              | -          |
| Activity Director Program             | 2,040          | (122)    |            | 1,918       | 874            | 1,044      |
| Machinist Program                     | 7,714          | (463)    |            | 7,251       | 40,833         | (33,582)   |
| TWC Pipefitter Program                | 39,983         | (2,399)  |            | 37,584      | 70,746         | (33,162)   |
| STRIVE                                | 90,974         | (5,045)  |            | 85,929      | 65,430         | 20,499     |
| TWC INEOS/TEAM                        | 409,569        | (14,022) |            | 395,547     | 330,151        | 65,396     |
| TWC Ascend                            | -              | -        |            | -           | 38             | (38)       |
| Industrial Maintenance                | -              | -        |            | -           | 97             | (97)       |
| TWC Building Construction Trades      | 89,614         | (5,377)  | -          | 84,237      | 28,291         | 55,946     |
| Total                                 | 1,393,165      | (55,274) | (23,851)   | 1,314,040   | 1,413,416      | (99,376)   |

\*2.83% of the state appropriation for FY19/20 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvin Community College  
Auxiliary Profit/(Loss) Statement as of July 31, 2019

|  | Parking        | Student Activities | Bookstore        | Vending      | Childcare    | Fitness Center | Total            |
|--|----------------|--------------------|------------------|--------------|--------------|----------------|------------------|
| <b>Revenue</b>                                 |                |                    |                  |              |              |                |                  |
| Sales & services                               | 275,721        |                    | 1,085,380        | 6,475        | 281,731      | 24,956         | 1,674,263        |
| Student Fees                                   |                | 274,209            |                  |              |              |                | 274,209          |
|  | 275,721        | 274,209            | 1,085,380        | 6,475        | 281,731      | 24,956         | 1,948,472        |
| <b>Expenses</b>                                |                |                    |                  |              |              |                |                  |
| Purchases & Returns                            |                |                    | 653,683          | 978          |              |                | 654,661          |
| Salaries                                       | 69,814         | 64,081             | 219,731          |              | 186,979      | 27,626         | 568,231          |
| Staff Benefits                                 | 18,010         | 16,882             | 66,036           |              | 73,485       | 724            | 175,137          |
| Supplies & Other Operating Expenses            | 175,228        | 45,568             | 81,404           | 4,365        | 25,573       | 34             | 332,172          |
| Equipment                                      | 3,304          |                    |                  |              |              |                | 3,304            |
| Building Repairs                               |                |                    |                  |              |              |                | -                |
| Bank Charges                                   |                |                    | 17,192           |              | 573          | 134            | 17,899           |
| Contingency                                    |                | 2,400              |                  |              |              |                | 2,400            |
| Scholarships                                   |                | 22,400             |                  |              |              |                | 22,400           |
|  | 266,356        | 151,331            | 1,038,046        | 5,343        | 286,610      | 28,518         | 1,776,204        |
| Excess revenue over expenses                   | 9,365          | 122,878            | 47,334           | 1,132        | (4,879)      | (3,562)        | 172,268          |
| <b>Assets:</b>                                 |                |                    |                  |              |              |                |                  |
| Cash & Petty Cash                              |                |                    | 12,013           |              |              | 55             | 12,068           |
| Accounts Receivable                            |                |                    | 3,435            |              |              |                | 3,435            |
| Interfund Receivables                          | 337,626        | 394,390            | 923,031          | 1,132        | 2,160        | 48,732         | 1,707,071        |
| Prepaid Expenses                               |                |                    |                  |              |              |                | -                |
| Inventory                                      |                |                    | 299,017          |              |              |                | 299,017          |
| <b>Total Assets</b>                            | <b>337,626</b> | <b>394,390</b>     | <b>1,237,496</b> | <b>1,132</b> | <b>2,160</b> | <b>48,787</b>  | <b>2,021,591</b> |
| <b>Liabilities:</b>                            |                |                    |                  |              |              |                |                  |
| Accounts Payable/Gift Certificates             | 2,744          | 733                | 39,500           |              | 4,557        | 182            | 47,716           |
| Deferred Revenue                               | 74,610         | 74,610             |                  |              |              | 1,130          | 150,350          |
| Deposits                                       |                |                    |                  |              |              |                | -                |
| <b>Total Liabilities</b>                       | <b>77,354</b>  | <b>75,343</b>      | <b>39,500</b>    | <b>-</b>     | <b>4,557</b> | <b>1,312</b>   | <b>198,066</b>   |
| Restricted Fund Balance (includes inventories) |                |                    | 299,017          |              |              |                | 299,017          |
| Unrestricted Fund Balance                      | 260,272        | 319,047            | 898,979          | 1,132        | (2,397)      | 47,475         | 1,524,508        |
| <b>Total Liabilities &amp; Fund Balance</b>    | <b>337,626</b> | <b>394,390</b>     | <b>1,237,496</b> | <b>1,132</b> | <b>2,160</b> | <b>48,787</b>  | <b>2,021,591</b> |

Alvin Community College  
Auxiliary Profit/(Loss) Statement as of July 31, 2020 and July 31, 2019

|  | Unaudited |                    |           |         |           |                | Total     | Prior Year-10-Date |
|--|-----------|--------------------|-----------|---------|-----------|----------------|-----------|--------------------|
|  | Parking   | Student Activities | Bookstore | Vending | Childcare | Fitness Center |           |                    |
| <b>Revenue</b>                                 |           |                    |           |         |           |                |           |                    |
| Sales & services                               | 257,544   |                    | 1,094,410 | 4,295   | 216,479   | 16,356         | 1,589,084 | 1,674,263          |
| Student Fees                                   |           | 257,620            |           |         |           |                | 257,620   | 274,209            |
|  | 257,544   | 257,620            | 1,094,410 | 4,295   | 216,479   | 16,356         | 1,846,704 | 1,948,472          |
| <b>Expenses</b>                                |           |                    |           |         |           |                |           |                    |
| Purchases & Returns                            |           |                    | 658,539   | 388     |           |                | 658,927   | 654,661            |
| Salaries                                       | 92,385    | 74,182             | 190,165   |         | 202,489   | 19,566         | 578,787   | 568,231            |
| Staff Benefits                                 | 22,489    | 12,775             | 48,684    |         | 81,448    | 547            | 165,943   | 175,137            |
| Supplies & Other Operating Expenses            | 103,922   | 59,427             | 67,294    | 1,847   | 17,690    | 425            | 250,605   | 332,172            |
| Equipment                                      |           |                    | 2,115     |         |           |                | 2,115     | 3,304              |
| Building Repairs                               |           |                    |           |         |           |                | -         | -                  |
| Bank Charges                                   |           |                    | 13,190    |         | 1,862     | 45             | 15,097    | 17,899             |
| Contingency                                    |           |                    |           |         |           |                | -         | 2,400              |
| Scholarships                                   |           | 8,000              |           |         |           |                | 8,000     | 22,400             |
|  | 218,796   | 154,384            | 979,987   | 2,235   | 303,489   | 20,583         | 1,679,474 | 1,776,204          |
| Excess revenue over expenses                   | 38,748    | 103,236            | 114,423   | 2,060   | (87,010)  | (4,227)        | 167,230   | 172,268            |
| <b>Assets:</b>                                 |           |                    |           |         |           |                |           |                    |
| Cash & Petty Cash                              |           |                    | 12,013    |         |           |                | 12,013    | 12,068             |
| Accounts Receivable                            |           |                    |           |         |           |                | -         | 3,435              |
| Interfund Receivables                          | 271,920   | 344,736            | 360,448   | 4,810   | (82,268)  | 47,510         | 947,156   | 1,707,071          |
| Prepaid Expenses                               |           |                    |           |         |           |                | -         | -                  |
| Inventory                                      |           |                    | 322,787   | 306     |           |                | 323,093   | 299,017            |
| Total Assets                                   | 271,920   | 344,736            | 695,248   | 5,116   | (82,268)  | 47,510         | 1,282,262 | 2,021,591          |
| <b>Liabilities:</b>                            |           |                    |           |         |           |                |           |                    |
| Accounts Payable/Gift Certificates             | 1,911     |                    | 34,725    |         | 6,971     |                | 43,607    | 47,716             |
| Deferred Revenue                               | 57,990    | 57,990             |           |         |           | 700            | 116,680   | 150,350            |
| Deposits                                       |           |                    |           |         |           |                | -         | -                  |
| Total Liabilities                              | 59,901    | 57,990             | 34,725    | -       | 6,971     | 700            | 160,287   | 198,066            |
| Restricted Fund Balance (includes inventories) |           |                    | 322,787   | 306     |           |                | 323,093   | 299,017            |
| Unrestricted Fund Balance                      | 212,019   | 286,746            | 337,736   | 4,810   | (89,239)  | 46,810         | 798,882   | 1,524,508          |
| Total Liabilities & Fund Balance               | 271,920   | 344,736            | 695,248   | 5,116   | (82,268)  | 47,510         | 1,282,262 | 2,021,591          |