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
July 25, 2019
6:00 PM
1. **Call to Order**
   - **Pledge**
   - **Invocation**

A. **Certification of Posting of Notice**

B. **Executive Session**
   - Obtain legal advice about pending litigation in accordance with Section 551.071; Deliberate the evaluation of ACC employees, including, but not limited to, College President’s goals as related to President’s evaluation and contract, in accordance with Tex. Gov’t Code Section 551.074;

C. **Call to Order**

D. **Pledge**

E. **Invocation**

F. **Citizen Inquiries**
   - In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes. Delegations of more than five persons must appoint one person to present their views before the Board.

   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.

G. **Board Chairman Report/Comments**
   - Board member reports/comments - Other reports from Board members concerning attendance or participation in a Board or ACC-related conference, event, activity, or committee; accolades for an ACC staff member or other deserving person

1. **Information Items**
   a. Personnel Action (TSCM): Administrative Assistant III, Learning Commons
   b. Personnel Action (TSCM): Building Services Technician
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10. Consider Approval of Training Services for TWC SDF Grant 40

11. Consider Approval of NCLEX Preparation Services Contract Renewal 42


13. Adjournment

   Adjournment of meeting
CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
JULY 25, 2019

It is hereby certified that a notice of this meeting was posted on the 18th day of July 2019, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, Texas Government Code.

Signed this 18th day of July, 2019.

[Signature]

Dr. Christal M. Albrecht
President
MEMORANDUM NO: 100-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 15, 2019

SUBJECT: Personnel Action (TSCM): Administrative Assistant III, Learning Commons

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

Candidate
Recommended: Lois DeLys Mitchell

Education: B.A., English
Hardin-Simmons University
August 2002

Experience: Hardin-Simmons University
Administrative Assistant to Provost
September 2018 – Present
Administrative Assistant to VP, Academic Affairs
October 2002 – September 2018
Assistant Registrar
July 1996 – October 2002

Salary: $35,412
Grade D / Step 6
2018-19 TSCM Salary Schedule

CMA: tg
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Administrative Assistant III, Learning Lab</th>
<th><strong>Director, Learning Commons</strong></th>
</tr>
</thead>
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<tr>
<td><strong>Department:</strong></td>
<td>Learning Commons</td>
<td><strong>Reports to:</strong></td>
</tr>
<tr>
<td><strong>Grade Level:</strong></td>
<td>D</td>
<td><strong>Job Category:</strong></td>
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<td>TSCM Salary Schedule</td>
<td><strong>FLSA Status:</strong></td>
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<tr>
<td><strong>HR Approved:</strong></td>
<td></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Last Updated by:</strong></td>
<td>Barbara Echenfels</td>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>

**SUMMARY**

This position provides administrative support for the Learning Commons which includes both the library and learning lab. This position works closely with the Director and Academic Support Specialist in support of the planning, scheduling, and implementation of all tutoring and academic coaching efforts in the learning lab. This position also works closely with library staff to support library services and programs. This is a visible position that will work with staff in multiple departments.

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

- Coordinates clerical support work for the Learning Commons Director, library staff and part-time learning lab coaches and tutors.
- Works with both the Learning Commons Director and Head Librarian on fiscal planning and budget projections for the learning lab and library.
- Monitors all budgetary expenditures for both the library and learning lab. Reconciles expenditures with business office records.
- Orders office supplies, library books, book processing supplies and other purchases for both the library and learning lab.
- Submits requisitions into Colleague system to coordinate approval and paperwork for needed purchases.
- Submits work requests through internal work order systems for facilities issues, IT issues and marketing needs.
- Maintains the learning lab intranet page including posting and updating tutoring schedules.
- Works with the Academic Support Specialist in hiring, training and supervising student workers in the learning lab.
- Works with Academic Coaches in keeping coaching attendance records and distributing as required.
- Publicizes academic services offered by creating and distributing flyers for tutoring in various disciplines, and participates in recruitment activities (i.e. the Amazing Race and Adjunct Job Fair).
- Prepares travel requests and return travel paperwork for library and learning lab staff.
- May coordinate scheduling of library services instruction on campus and at various off site locations.
- Keeps room schedule for library conference room. Approves use requests in AdAstra.
- Prepares statistical reports as required by the Director and/or Head Librarian.
- Assists the Director with all other support functions 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
• A minimum of an Associate's Degree is required

EXPERIENCE
• Previous experience with administrative support work in an academic setting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
• Advanced computer skills including spreadsheets
• A high level of accuracy and speed in all levels of job activities is required
• Must be capable of multi-tasking
• Must be self-motivated to prioritize and organize
• Ability to think analytically, work quickly, and move from one task to another is essential
• Ability to make decisions and use clear judgment is required

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

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

X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND DATE

X
SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 99-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: July 15, 2019

SUBJECT: Personnel Action (TSCM): Building Services Technician

The individual listed below has been recommended to fill the full time position of Building Services Technician.

Candidate Recommended: Herman S Cessac

Education: Alvin High School Diploma

Alvin Community College Environmental Systems Technician II January 2016 – September 2017
Solutia, Inc. Technician / Information Technology June 1997 – August 2006
Monsanto Company Processor March 1980 – August 1996

Salary: $38,171
Grade E / Step 6
2018-19 TSCM Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Building Services Technician
Department: Physical Plant
Grade Level: E
Salary Range: TSCM Salary Schedule

Reports to: Building Services Supervisor
Job Category: Full-Time
FLSA Status: Non-Exempt

HR Approved: Date:
Last Updated by: Date: 04/01/17

SUMMARY
Performs duties requiring functional skills in carpentry, painting, plumbing, brick and concrete masonry, metal work, plastics, vinyl wall and floor coverings, dry wall and plaster, acoustical ceiling and wall treatments necessary in the maintenance of all buildings. All other duties as assigned.

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

- Performs carpentry duties including construction and remodeling of facilities when deemed necessary. The Building Services Technician must be able to construct concrete forms and rough frame as well as perform architectural woodwork and cabinet skills.
- Performs preventive maintenance on all doors including hollow metal doors and frames, aluminum entrance doors and frames, sound retardant doors, plastic face doors, rolling doors, solid and hollow core wooden doors, sliding metal fire doors, overhead doors and darkroom doors. Maintains and services all hydraulic door closers.
- Performs maintenance on fixed and movable aluminum windows, weather strips, and maintains thresholds. Glazes and must have a working knowledge of glass cutting.
- Maintains interior and exterior finishes
- The Building Services Technician must possess a working knowledge of paints and painting accessories and be qualified to apply paints and primers to all surfaces including woods, metals, and concrete in a professional manner.
- Assembles and installs equipment and fixtures including, but not limited to, plastic toilet partitions, chalk, tack and bulletin boards, access flooring, metal and wood lockers, mesh partitions, accordion partitions, prefab wood shelving and toilet accessories.
- Maintains restrooms and kitchens with respect to all plumbing repairs. A working knowledge of the local plumbing codes is mandatory.
- Operates and maintains equipment used in the performance of all assigned tasks including, but not limited to, power saws, table saws, routers, joiner, planers, drills and drill presses.
- Keeps lumber, paints, tiles, adhesives, and other working materials in a neat and orderly fashion.
- Maintains a ten lane computerized pistol range

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
- A high school graduate or equivalent
EXPERIENCE

- Must possess at least three years experience in the building trade and maintenance field

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess a working knowledge of all materials used in the maintenance of buildings and their appropriate applications
- Must possess the ability to read blueprints and construction drawings
- Must be knowledgeable in all phases of concrete work
- Must have a working knowledge of automatic line marking machine
- Must have working knowledge of restroom and kitchen accessories and equipment including hot water heaters and steam fixtures
- Must have a valid Driver's License and current Automobile Insurance
- Must have and pass a complete physical

WORKING CONDITIONS

- The Building Services Technician generally works indoors in pleasant surroundings.
- From time to time he/she will be exposed to materials found in the building industry: noise, dust, dirt, sawdust, and other foreign materials.
- Some overtime work will be required.
- From time to time he/she will be required to work in inclement weather and other unpleasant condition.

DEXTERITY

- The Building Services Technician will be exposed to moderate physical exertion.
- Incumbent must possess a high degree of dexterity and body coordination in order to perform job tasks.
- A high degree of hand eye coordination is mandatory in the successful operation of the various pieces of equipment and machinery used in his trade.

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.

Building Services Technician
TO:        Board of Regents

FROM:    Dr. Christal M. Albrecht

DATE:    July 18, 2019

SUBJECT: Personnel Action (TSCM): Dispatcher, Campus Police

The individual listed below has been recommended to fill the full time position of Dispatcher, Campus Police.

Candidate
Recommended: Kristina Vinson

Education:  
B.A., Psychology
University of Houston-Clear Lake

A.A.S., Sociology
Alvin Community College

Experience:  
Alvin Community College
Administrative Assistant, Student Activities
General Education Night Assistant
Academic Advising Student Worker

DISH Network
Customer Service Agent

NTS Communications
Customer Service & Business Representative

Suddenlink
Account Manager

Salary: $30,030
Grade C / Step 4
2018-19 TSCM Salary Schedule

CMA:1g
Job Title: Dispatcher

Department: Campus Police Reports to: Chief of Campus Police

Grade Level: C Job Category: Full-Time

Salary Range: TSCM Salary Schedule FLSA Status: Non-Exempt

HR Approved: Date: 02/22/2019
Last Updated by: D.Le Date: 03/05/2019

SUMMARY
Position is responsible for the operation of the TLETS computer system which has world-wide capabilities. Position also performs general clerical duties including: typing, filing, radio and other clerical duties, computer data entry, and radio dispatch.

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

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of students with disabilities for any assistance needed.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state Reports – Uniform Crime Records
- Act as campus receptionist after 5PM.
- Telecommunication Operator (TCO's) act as the contact personnel for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, Defensive Driving and Liability insurance).
- Provide assistance for callers and on site visitors, students and employees as needed.
- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.

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 preferred or required.

EDUCATION
- High School diploma or the equivalent required

EXPERIENCE
- At least one (1) year of clerical experience
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License.
- Must be willing to work all shifts, special events and overtime.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures

KNOWLEDGE, SKILLS, AND ABILITIES
- Clerical and operator experience preferred, but not required.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred but not required.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred but not required.
- Knowledge and experience with the TLETS computer and operational procedures is preferred, but not required.

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.

EMPLOYEE PRINTED NAME

SUPERVISORS PRINTED NAME

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
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<th>Employee Category</th>
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<th>Funded Vacancies</th>
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<tr>
<td>Professional</td>
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<td>63</td>
<td>6</td>
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<tr>
<td>Faculty</td>
<td>112</td>
<td>102</td>
<td>10</td>
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<tr>
<td>Technical Support, Clerical &amp; Maintenance (TSCM)</td>
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<td>106</td>
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<td>Total Full-Time (FT) Employees</td>
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<td>Reason</td>
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</tbody>
</table>
Alvin Community College Board of Regents

Calendar of Events

AUGUST 2019

Saturday, August 17  
Super Saturday Registration Blitz  
8 a.m. to 1 p.m.  Admissions Office

Thursday, August 15  
Board of Regents Meeting  
6:00 p.m.  Nolan Ryan Center

Mon – Fri, August 19-23  
Fall Convocation

Monday, August 26  
Fall 2019 Classes Begins

Monday, September 2  
Labor Day Holiday  
Campus Closed
ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF JUNE 27, 2019  
OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in regular session on the 27th day of June, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn  
‘Bel Sanchez  
Jody Droge  
Jim Crumm  
Patty Hertenberger  
Cheryl Knape  
Kam Marvel  
Roger Stuksa  
Andy Taccuard  
Christal M. Albrecht  
Jade Borne  
Wendy Del Bello  
Karen Edwards  
Cynthia Griffith  
Karl Stager  
Stacy Ebert  
Nadia Nazarenlo

Amos Byington  
Carol Pounds  
Debbie Kraft  
Dick Tyson  
Gayland Capps  
Hameedah Majeed  
Jeff Gambrell  
John Tompkins  
Kelly Klimpt  
Kyle Marasckin  
Lloyd Cox  
Lorent Smith  
Kevin Moody  
Pam Shefman  
Randi Faust  
Rhonda Hull  
Ronnie Phillips  
Sydney Hildenburg  
Terry Sawma  
Vicki Marvel

1. Call to Order  
The meeting was called to order by Chair Pyburn at 6:01 p.m.

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.

Executive Session:  
- Obtain legal advice about pending litigation in accordance with Section 551.071; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Tex. Gov't Code Section 551.074

The Executive Session ended at 7:07 p.m.
3. **Call to Order**
   The meeting was called to order by Chair Pyburn at 7:07 p.m.
   - **Pledge**
   - **Invocation**
     Invocation by Regent Marvel.

**Citizen Inquiries**
*Time will be allotted at each regular meeting of the Board of Regents for citizen inquiries. After registering with the Board Secretary prior to the meeting, a citizen shall have an opportunity to address the Board of Regents for the four specific purposes as designated by State laws governing opening meetings: (1) to discuss an item that appears on the agenda/notice of the meeting, (2) to make a request for specific, factual information, (3) to ask for a recitation of existing policy, (4) to redress grievances. In accordance with State law, no deliberation, discussion, or decision will be made other than to consider a proposal to place the subject on the agenda for a subsequent meeting, unless the subject is listed on the Board agenda, in which case it may be discussed by the Board of Regents. A written response/acknowledgment will be provided from the Board of Regents. Oral comments are limited to five minutes in length, unless extended by a majority of the Regents by vote, and must not mention any individuals by name or position or contain any personally identifiable reference (State of Texas Opening Meeting Law). In the event there is a charge or grievance to be made against a specific agent, employee, or student, then it shall be conducted in an Executive Session to comply with State law.*

**Board Chairman Report/Comments**
Vice Chair Sanchez talked about how nice the Coffee and Connections that ACC hosted and attending the children's play with her grandson was so pleasant.
Mrs. Cheryl Knape talked about attending the children's play with her granddaughter and how nice it was, how great Alvin Live was for ten years and was so grateful to be a part of seeing Cathy Forsythe’s vision come true and the giving of scholarships to students and that the music will play on!
Mr. Andy Tacquard explained to the audience who Cathy Forsythe was and her role at the college.
Chair Mike Pyburn stated that the 70th Anniversary Breakfast was one of the nicest events he's attended, commended the staff for a job well done and what a great way to cap off the 70th year.
Mrs. Jody Droge talked about the attendance at the Coffee and Connection, Partnership Breakfast and how it spoke volumes of the support of ACC, and following the breakfast she attended a the Soroptimist meeting and asked for the donation toiletries to the college for student needs, she had challenged the Board Regents to purchase toiletries and thanked them for contributing. She also talked about how wonderful the final Alvin Live was, apologized to Regent Knape and Sanchez in getting the Presidents mixed up in her speech that evening between Regent Knape and Paul Hernden and finally, felt that everyone in attendance really felt the same way in that Alvin Live would be missed but so lucky to have at our campus for ten years.

**Approval of Minutes**
Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Hearing of May 20, 2019, Regular Board meeting of May 23, 2019 and Board Workshop of June 17, 2019, he would entertain a motion to approve. A motion to approve the minutes was made by Dr. Hertenberger. Seconded by Vice Chair Sanchez. Motion passed unanimously.

**President’s Report**
Dr. Albrecht updated the Board of Regents with the following information:

Registration for the second Summer mini-semester and the upcoming Fall semester is now open. Second mini-semester courses start on July 10. Fall classes begin on August 26.
ACC honored its 70th Anniversary with the Community Partner Breakfast on June 18. Approximately 100 community partners with local businesses, organizations and government agencies celebrated the milestone during the inaugural event. The college honored Memorial Hermann Hospital, University of Houston Clear Lake-Pearland with our community partners award and Alvin ISD with the ACC Impact award.

The Foundation hosted the final Alvin Live Summer Concert on June 13 with the LC Roots. For 10 years the concerts helped raise more than $20,000 in scholarships for students in the Communications Department. The remaining funds raised by the Alvin Live Concert Series will be used as part of the Cathy Forsythe Memorial Scholarship Endowment.

The college is now offering free seminars as part of the Skills to Succeed Academy. Students can improve their chances of finding a job by attending seminars in resume writing, interview skills and preparation, job searching, career exploration and more. The Skills to Succeed Academy Workshops are funded by a $13,200 grant from the American Association of Community Colleges and the Accenture LLP. ACC was one of three colleges throughout the country to receive the grant.

Don’t forget to join us on July 4 as the ACC Community Band performs patriotic music prior to the fireworks display on Independence Day at Briscoe Park.

Three of our former baseball players were selected in the Major League Baseball Draft in the first week of June. Javeon Cody, Gerrit Van Zijll and Odrick Pitre were picked throughout the 50 rounds of the draft. Van Zijll was taken by the New York Yankees in the 22nd round, Cody was selected in the 15th round by the Miami Marlins and Pitre was selected by the Milwaukee Brewers in the 35th round.

The Continuing Education Workforce Development Department is offering Summer STEM camps for students with disabilities. The two-week camps in June and July are offered for students between the ages of 14-22 and will include courses on coding, robotics and math. The camp was made possible by a grant through the Texas Workforce Commission.

The Summer Children’s Theatre Festival wrapped up performances of The Reluctant Dragon tonight. The Festival will continue with performances of The Further Adventures of Nick Tickle on July 22.

The Learning Lab is hosting prep camps for the TSI Test throughout the summer. The camps will prepare students for the testing in Math and Reading. Each session is $15 and are held in the evening in the Learning Lab.

The Library recently completed a project to digitize every course catalog in the college’s history, dating back to 1949. The catalogs are important for students and graduates so they can refer to them when they attempt to transfer to another college or university.

Status Update Regarding Regular Maintenance and Renovation Projects - AGCM
Mr. Amos Byington, AGCM, presented the monthly report on the construction planning of the Maintenance Tax Note project. He talked about the updates to the timeline of activity and introduced updated drawings and information on renovations to Building E and to the Nolan Ryan Center. This report is for information only.
Strategic Plan Report Relating to Strategic Plan Goal #3
Mrs. Wendy Del Bello presented an update on Strategic Plan Goal 3 that states: "Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college." She talked about the various objectives in Goal 3 and their current and future activity. The update included the designing of branding to effectively market the college using multiple delivery modes, creating a consistent integrated brand for ACC, the redesign of the college website, creating procedures for events on campus to be consistent with the image and branding of the college and a master calendar of events. This report is for information only.

Personnel Action
The following two replacement personnel items were combined into one motion.

Vice Chair Sanchez made the motion to approve Mark "Jeff" Earle as Chief of Campus Police and Sibel Newton as Industrial Design Technology faculty. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Grants - Ascend Performance Materials Skills Development Fund Project Grant and ACC Library – Alvin Sun Initiative Grant
Mr. Tacquard made the motion to approve the submittal of the ACC-Ascend Performance Materials Skills Development Fund Project Grant and the ACC Library-Alvin Sun Initiative Grant. Seconded by Mr. Stuksa. Motion passed unanimously.

Second Presentation of the Fiscal Analysis and Proposed 2019-20 Budget
Mr. Karl Stager, Vice President, presented the various changes and requested updates to the budget since the Board Workshop of June 17, 2019. Mr. Stager stated that there would be another Board Workshop in which the budget will be discussed on July 15, 2019. This report was for information only.

Consider Approval of 2019-2020 Board Meeting and Workshop Schedule
Vice Chair Sanchez made the motion to approve the Board Meeting and Workshop schedule for the academic year 2019-2020. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Revisions to Board Policies Update 36 DIAA, FFDB and FFDA (LOCAL)
Dr. Albrecht explained that certain updates were made to Local Board policies by TASB as deemed necessary. Mr. Tacquard made the Motion to approve the revisions to Policies DIAA, FFDB and FFDA (LOCAL). Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Band Hall Upgrades
Mrs. Randi Faust presented the information regarding the Band Hall upgrades. The motion was made by Mrs. Knap to approve the expenditure to upgrade the Band Hall. Seconded by Mrs. Droge. Motion passed unanimously. Dr. Kevin Moody, Music Department Chair, expressed his appreciation to the Board of Regents.
Vice Chair ‘Bel Sanchez made the motion to approve the financial report for May 2019. Seconded by Dr. Hertenberger. Motion passed unanimously.

Adjournment
There being no further business before the Board, the meeting was adjourned at 8:14 p.m.

________________________________________  ______________________________________
Jody Droge, Secretary                       Mike Pyburn, Chairman
ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JULY 15, 2019

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Board Workshop on the 15th day of July, 2019 at 12:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn Chairman
‘Bel Sanchez Vice-Chair
Jody Droge Secretary
Jim Crumm Regent
Patty Hertenberger Regent
Cheryl Knape 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
Cindy Griffith Alvin Community College
Karl Stager Alvin Community College

Tammy Giffrow Debbie Kraft Hameedah Majeed Kelly Klimpt
Kyle Maraschin Rick Morris Jeannette Stuksa Lloyd Cox

1. Call to Order
The meeting was called to order by Chairman Pyburn at 12:22 p.m., noting that a quorum was present.

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.

Initial Presentation of the Fiscal Analysis and Proposed 2019-2020 Budget
Mr. Karl Stager presented the updated draft of the 2019-2020 budget. Chairman Pyburn had previously submitted questions regarding several budget items and Mr. Stager, Dr. Albrecht, Dr. Cindy Griffith, Mr. Kelly Klimpt and Ms. Hameedah Majeed provided the information and answers to those questions. Chairman Pyburn stated that for future budget workshops, Regents will submit any questions in advance of the workshop in order to have information ready and make the best use of workshop time.

Dr. Albrecht stated that the revised budget from the workshop would be on the July 25, 2019 Board Meeting agenda.

Other items related to the budget included program reviews, CE program reviews, potential food service providers and Mrs. Droge asked Mr. Stager to provide cost information regarding a possible 2% salary increase. Dr. Albrecht said that she will send the list of 2019-20 programs for review and that the Regents could decide which programs they would like to see detailed information.
Executive Session
Chairman Pyburn announced that the Board of Regents would convene into Executive Session and dismissed all staff and guests. Executive Session was called to order at 1:55 p.m. Dr. Albrecht exited Executive Session at 3:05 p.m. and the Regents continued discussion of the Board self-evaluation and the President’s evaluation.

Adjournment
There being no further business before the Board, the motion to adjourn was made by Mr. Crumm. Seconded by Mr. Tacquard. Meeting was adjourned at 4:02 p.m.

__________________________  __________________________
Jody Droge, Secretary        Mike Pyburn, Chairman
MEMORANDUM NO: 93-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: July 1, 2019
SUBJECT: Status Update Regarding Maintenance and Renovation Projects

Mr. Amos Byington, Program Manager, AGCM, Inc., will provide an update on the status of planning for the maintenance and renovation projects for Alvin Community College.

This report is for information only.

CMA:tg
MEMORANDUM NO: 101-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 15, 2019

SUBJECT: Personnel Action (Replacement): Mathematics

The individual listed below has been recommended to fill the full time position of Mathematics Instructor.

Candidate
Recommended: Amairani Garcia Hernandez

Education:
Master of Science – Mathematics
Sam Houston State University
May 2017

Bachelor of Science - Mathematics
University of Houston - Downtown
May 2015

Experience:
Sam Houston State University
Adjunct Faculty, Mathematics
September 2016 – May 2019

University of Houston - Downtown
Supplemental Instruction Leader

University of Houston - Downtown
Peer- Led Team Learning – Training Coordinator
August 2012 – May 2015

Salary: $42,254.00; 9-Month Annual Faculty Contract
Master’s / Step 6
2018-19 Faculty Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Instructor, Mathematics  Dean of General Education
Department: Mathematics  Reports to: and Academic Support
Grade Level:  Job Category: Full-Time
Salary Range: Faculty Salary Schedule  FLSA Status: Exempt

HR Approved: Date: 5/1/2016
Last Updated by: Human Resources  Date: 5/1/2016

SUMMARY
The instructor will teach a variety of courses within the Math Department including developmental, freshman and sophomore level courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Instruct and supervise a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrate effective communication skills, both written and oral
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assist in the recruitment and retention of students
- Advise students in academic matters or refers students to appropriate resources
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engage students through posted office hours and electronic communication
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution and collection of assessments for courses and program objectives
- Build positive and professional relationship with students, colleagues, college administration, and the community
- Submit timely college reports and forms to the appropriate divisions and departments
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to Alvin Community College's policies and procedures
- Attend institutional meetings as required
- 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
- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.
- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university

EXPERIENCE
Prior teaching experience at the college or university level and/or teaching developmental math courses

KNOWLEDGE, SKILLS, AND ABILITIES
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

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.

INSTRUCTOR - MATHEMATICS
MEMORANDUM NO: 102-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 15, 2019

SUBJECT: Personnel Action (Replacement): Biology

The individual listed below has been recommended to fill the full time position of Biology Instructor.

Candidate Recommended: Christopher Pulido

Education: Doctorate - Chiropractic
Parker College of Chiropractic
December 1999

B.S., Biology
University of Texas - Arlington
December 1996

Experience: Cornerstone Chiropractic
Owner / Head Doctor
October 2008 - Present

Alvin Community College
Adjunct Faculty, Neuroanatomy
August 2015 - Present

Salary: $58,066; 9-Month Annual Faculty Contract
Doctorate / Step 6
2018-19 Faculty Salary Schedule

CMA:ig
JOB DESCRIPTION

Job Title: Instructor, Biology
Department: Biology
Reports to: Dean of Arts and Sciences
Grade Level: Job Category: Full-Time
Salary Range: Faculty Salary Schedule FLSA Status: Exempt

HR Approved: Date: 5/1/2016
Last Updated by: Human Resources Date: 5/1/2016

SUMMARY
The instructor should be able to teach all courses within the Biology Department

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Instruct and supervise a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrate effective communication skills, both written and oral
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assist in the recruitment and retention of students
- Advise students in academic matters or refers students to appropriate resources
- Assess students’ performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engage students through posted office hours and electronic communication
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution and collection of assessments for courses and program objectives
- Build positive and professional relationship with students, colleagues, college administration, and the community
- Submit timely college reports and forms to the appropriate divisions and departments
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to Alvin Community College’s policies and procedures
- Attend institutional meetings as required
- 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
• Master's degree or higher with at least 18 graduate semester hours in biology theoretical or applied biological or life sciences
• Master's or higher with 18 graduate hours in theoretical or applied biological, biochemistry or life sciences or a Doctor of Chiropractic, MD's or DVM's. (BIOL 2401, 2402, 2420)

EXPERIENCE
• Prior teaching experience at the college level preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
• Knowledge of the use of Blackboard for grade reporting, attendance and content delivery
• Use of a microscope for class demonstrations and tissue identification
• Ability to calculate concentrations of aqueous solutions
• Use of current taxonomic nomenclature to classify plants, fungi, and animals
• Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
• Must be familiar with interactive teaching methods and instruction via the Internet
• The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

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

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

X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND DATE

X
SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 106-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 16, 2019

SUBJECT: Personnel Action (Replacement): Law Enforcement Faculty

The individual listed below has been recommended to fill the full time position of Law Enforcement Instructor.

Candidate
Recommended: George Ronny Phillips

Education: M.A., Criminology
Texas A & M University - Commerce January 2015

B.S., Criminal Justice Administration
Mountain State University August 2013

Licensure: Texas Commission on Law Enforcement
Master Peace Officer
Firearms Instructor Certification
Advanced Instructor Proficiency

Federal Bureau of Investigation
Basic Police Instructor
Basic Instructor

Experience: Alvin Community College
Law Enforcement Training Coordinator November 2008 - Present
Galveston Police Department  
Sergeant / Training Coordinator  
April 1988 – November 2008

East Baton Rouge Parish Sheriff’s Office  
Sergeant Uniform Patrol  
February 1982 – April 1988

Salary: $65,933; 12-Month Annual Faculty Contract  
Technical Programs / Step 6  
2018-19 Faculty Salary Schedule

cma:tg
SUMMARY
The instructor will teach a variety of courses within the Criminal Justice Department.

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution and by the Texas Commission On Law Enforcement.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Maintain current knowledge of the Texas Commission On Law Enforcement Rules and Regulations.
- Assist in the recruitment and retention of students.
- Advise students in academic matters or refers students to appropriate resources.
- Assess students’ performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
• Submit timely college reports and forms to the appropriate divisions and departments.
• Submit appropriate forms and reports to the Texas Commission On Law Enforcement as required by the Commission.
• Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
• Exhibit a commitment to lifelong learning through participation in professional development activities.
• Adhere to Alvin Community College’s policies and procedures.
• Attend institutional meetings as required.

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

EDUCATION
• Bachelor’s degree in Criminal Justice or
• Master’s degree with 18 graduate hours in Criminal Justice or
• Must possess an Instructor License issued by the Texas Commission On Law Enforcement
• Must possess and maintain current Peace Officer licensure

EXPERIENCE
• At least 3 years of experience in a related field
• At least 1 year of college level teaching experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES
• Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
• Working knowledge of Blackboard course management system preferred.
• Must be familiar with interactive teaching methods and instruction via the Internet.

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

This job description may be revised upon development of other duties and changes in responsibilities.
X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND DATE

X
SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 104-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 15, 2015

SUBJECT: Personnel Action (Replacement): Coordinator, Distance Education

The individual listed below has been recommended to fill the full time position of Coordinator, Distance Education

Candidate
Recommended: Laura Pool

Education: M.S. Instructional Design & Technology in Education
University of Houston Clearlake

B.S. Behavioral Science
University of Houston Clearlake

Experience: Houston Community College
Instructional Designer/Trainer/Facilitator

Texas Workforce Commission
Workforce Development Trainer / Advisor III

Texas City ISD
Computer Lab Manager /
Campus Computer Technician

Salary: $54,187
Grade 2 / Step 6
2018-19 Administrative/ Professional Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Coordinator, Distance Education
Director, Distance Education
Department: Distance Education
Reports to: Education
Grade Level: 2
Job Category: Full-Time
Salary Range: Professional Salary Schedule
FLSA Status: Exempt

HR Approved: Date:
Last Updated by: Karen Edwards Date: 10/3/2018

SUMMARY
The Distance Education Coordinator will assist the Distance Education Department in the day to day operation, support, and maintenance of all distance education courses and the learning management system. This position will assist the Distance Education department with quality control and instructional design issues in hybrid, online, and web-enhanced courses, and training for faculty/staff in the use of Blackboard and other instructional software. They will also be responsible for various distance education projects and tasks as needed.

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

- Assist faculty with the development of innovations and improvements to the online instruction
- Identify and analyze trends and new developments in distance education
- Ensures consistency, security, and integrity of data residing within the learning management system
- Support faculty with regard to instructional design, educational technology, and departmental procedures
- Participate on the Distance Education Committee
- Troubleshoot student and faculty issues related to the learning management system including some after-hours phone and web support
- Coordinate, schedule, and conduct faculty and staff training sessions to ensure effective use of distance learning technology and resources
- Other duties as assigned

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

EDUCATION
- Bachelor’s degree in a related field

EXPERIENCE
- At least three years of directly related experience in the development and quality assurance of online courses and programs.

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current and emerging trends in distance education including video, voice, data, and computing technologies
- Knowledge, understanding, and application of learning and instructional design and technology theory and principles.
- Knowledge of best practices in academic and developmental courses offered online and via blended course delivery.
• Proven ability to complete projects within a specified timeline.
• Ability to take initiative in providing support to the faculty members and academic departments.
• Strong analytical skills to evaluate instructional tool effectiveness and recommend improvements and changes.
• Experience in developing/providing staff and faculty professional development training sessions.
• Ability to relate well with faculty/staff/administrators
• Computer skills in the use of Microsoft Office Suite applications, Blackboard, and working knowledge of other Learning Management Systems.
• Knowledge of community college mission/goals
• Developing and providing quality assurance of online courses and programs
• Using and troubleshooting Blackboard or other online learning management systems
• Proven experience working with faculty on course design and development of blended learning courses and programs.
• Strong interpersonal and communication skills

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.

[Signatures and dates]

Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 105-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 16, 2019

SUBJECT: Fourth Presentation of the Fiscal Analysis and Proposed 2019-20 Budget

The 2019-2020 Budget was first presented to the Board of Regents at the June 17, 2019 Budget Workshop. Minor revisions were made and the Board again reviewed the Budget at the June 27, 2019 Board meeting. A third review of the budget occurred at the Board Workshop on Monday July 15, 2019 and minor edits to the budget are reflected in this fourth iteration. Final consideration of the 2019-2020 Budget will occur during the regularly scheduled August 15, 2019 meeting.

This item is for information and discussion only.

CMA:tg
MEMORANDUM NO: 97-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: July 15, 2019

SUBJECT: Training Services for TWC SDF Grant

The Continuing Education and Workforce Development division has been awarded a Texas Workforce Commission (TWC) Skills Development Fund (SDF) grant to begin in August 2019. SDF grants are designed to provide local training opportunities for Texas businesses and workers to increase skill levels and wages of the state’s workforce. This will be the College’s third time to collaborate with INEOS Chocolate Bayou, INEOS Battleground, and TEAM Industrial Services, Inc. to utilize funding from the TWC in order to provide customized training to their Texas employees.

While there will be many vendors that provide training services to fulfill the grant’s purpose, the following vendors will likely exceed $50,000 each:

- Elliott Group
- Emerson
- Flowserve
- Saber Electric
- Schneider Electric Triconex
- Siemens
- Smith Analytical
- TEAM Industrial Services, Inc.
- Texas A&M Engineering Extension
- The Reynolds Company

These vendors are considered sole providers for their respective trainings due to the need for consistency with training methods INEOS and TEAM provide its employees. Uniformity is needed for our partner employees’ safety and continuity of operations. Sole source purchases are exempt from competitive bidding per Section 44.031(j) of the Texas Education Code.

The total estimated expenditure for all training services is $1,100,000 and will be funded by the TWC SDF grant.

It is recommended the Board of Regents approve the use of various vendors to provide training services.

CMA:tg
ATTACHMENT

All Anticipated TWC SDF Grant Vendors

ACFM, Inc.
American Society of Mechanical Engineers
Ametek
Arkos
Baytown Valves
BDI Data Lynk
Bently Nevada, LLC
Cardinal Training Group
Cascade Analytic
Coperion K-Tron Pitman, Inc.
Drager
Drake Controls
Dresser-Rand
Elliott Group
Emerson
Flowserve
Gary Cliett
General Electric
HIMA Americas, Inc.
Horriba
IEC Simulations
INEOS
John Crane Engineered Sealing Systems
K & S
Kobelco
K-Tron

MachVib Services Corporation
Mayekawa USA
Motion Industries
Oliver Equipment
Puffer-Sweiven
Real Educational Services
Rockwell
Roth
Rotork
Saber Electric
San Jacinto College
Schneider Electric Triconex
Siemens
Simulation Solutions
Smith Analytical
Sundyne
TEAM Industrial Services
Technical Associates of Charlotte
Techstar
Texas A&M Engineering Extension
The Reynolds Company
TPC Training
TriNova, Inc.
Turbo Machinery & Pump Symposium
Vector Controls and Automation
Yokogawa
MEMORANDUM NO: 98-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: July 15, 2019

SUBJECT: NCLEX Preparation Services Contract Renewal

The College’s Associate Degree Nursing (ADN) and Vocational Nursing (VN) programs have integrated course preparation, testing, and remediation activities throughout the curricula to prepare students for success while enrolled in the programs. These services also help prepare the students to take the National Council Licensure Exams (NCLEX-RN & NCLEX-PN). The activities include content review, practice testing, learning strategies, and summative evaluation testing. Additional modules such as skills training and pharmacology information are also utilized.

Request for Proposals (RFP) #17-07 was issued in accordance with Texas Education Code §44.031 to procure comprehensive assessment, testing, review, and nursing licensure examination preparation services related to the NCLEX for student nurses in the ADN and VN programs. The Board previously approved the contract with Assessment Technologies Institute, LLC (ATI) at the July 2017 meeting for a two-year period. This renewal will exercise the first of three one-year renewal options available. The new contract term will be August 1, 2019 to July 31, 2020.

The estimated annual expenditure is $80,000 and will be funded by student fees.

It is recommended the Board of Regents approve the contract renewal with ATI to provide NCLEX preparation services.

CMA:tg
## Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>1,982,385</td>
<td>2,797,801</td>
<td>(815,416)</td>
<td>Tax maintenance note included</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>36,935,321</td>
<td>9,850,000</td>
<td>27,085,321</td>
<td>Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings</td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>2,086,939</td>
<td>1,969,579</td>
<td>117,360</td>
<td>Travel advances and prepaid expenses</td>
</tr>
<tr>
<td>Inventories</td>
<td>296,490</td>
<td>612,243</td>
<td>(315,753)</td>
<td></td>
</tr>
<tr>
<td>Prepaids</td>
<td>502,502</td>
<td>298,046</td>
<td>204,456</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>41,803,637</td>
<td>15,527,669</td>
<td>26,275,968</td>
<td></td>
</tr>
</tbody>
</table>

## Noncurrent assets

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted cash</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Long-term investments</td>
<td>1,500,000</td>
<td>500,000</td>
<td>1,000,000</td>
<td>Bonds</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>27,157,972</td>
<td>26,716,826</td>
<td>441,146</td>
<td>TRS pension</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>70,461,609</td>
<td>42,744,495</td>
<td>27,717,114</td>
<td>OPEB</td>
</tr>
</tbody>
</table>

## Deferred Outflows of Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred charge on refunding</td>
<td>303,794</td>
<td>455,691</td>
<td>(151,897)</td>
<td></td>
</tr>
<tr>
<td>Deferred outflows - pensions</td>
<td>673,306</td>
<td>1,452,579</td>
<td>(779,273)</td>
<td></td>
</tr>
<tr>
<td>Deferred outflows - OPEB</td>
<td>793,739</td>
<td>-</td>
<td>793,739</td>
<td></td>
</tr>
<tr>
<td><strong>Total Deferred Outflows of Resources</strong></td>
<td>1,770,839</td>
<td>1,908,270</td>
<td>(137,431)</td>
<td></td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable &amp; accrued liabilities</td>
<td>(78,572)</td>
<td>(21,704)</td>
<td>(56,868)</td>
<td>Annual Payment</td>
</tr>
<tr>
<td>PARS</td>
<td>327,043</td>
<td>654,086</td>
<td>(327,043)</td>
<td>GASB 68</td>
</tr>
<tr>
<td>Net pension liability</td>
<td>5,761,791</td>
<td>6,596,001</td>
<td>(834,210)</td>
<td>GASB 75</td>
</tr>
<tr>
<td>Net OPEB liability</td>
<td>28,072,470</td>
<td>-</td>
<td>28,072,470</td>
<td>Agency funds - groups, clubs, etc on campus</td>
</tr>
<tr>
<td>Funds held for others</td>
<td>39,207</td>
<td>41,182</td>
<td>(1,975)</td>
<td>Grants paid in advance and fall registrations</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>1,531,530</td>
<td>1,404,145</td>
<td>127,385</td>
<td>Entry made annually for change in liability</td>
</tr>
<tr>
<td>Compensated absences</td>
<td>428,516</td>
<td>414,799</td>
<td>13,717</td>
<td>Annual payment</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>9,521,486</td>
<td>10,886,007</td>
<td>(1,364,521)</td>
<td>Annual payment</td>
</tr>
<tr>
<td>Tax note payable</td>
<td>21,870,000</td>
<td>-</td>
<td>21,870,000</td>
<td>Annual payment</td>
</tr>
<tr>
<td>Capital Lease Payable</td>
<td>-</td>
<td>11,916</td>
<td>(11,916)</td>
<td>Annual payment</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>67,473,471</td>
<td>19,986,432</td>
<td>47,487,039</td>
<td></td>
</tr>
</tbody>
</table>

## Deferred Inflows of Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred inflows - pensions</td>
<td>806,996</td>
<td>807,559</td>
<td>(563)</td>
<td>TRS pension</td>
</tr>
<tr>
<td>Deferred inflows - OPEB</td>
<td>6,206,958</td>
<td>-</td>
<td>6,206,958</td>
<td>OPEB</td>
</tr>
<tr>
<td>Deferred inflows - premium on tax note</td>
<td>2,734,762</td>
<td>-</td>
<td>2,734,762</td>
<td>Tax Note</td>
</tr>
<tr>
<td><strong>Total Deferred Inflows of Resources</strong></td>
<td>9,748,716</td>
<td>807,559</td>
<td>8,941,157</td>
<td></td>
</tr>
</tbody>
</table>

## Net Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>June 30, 2019</th>
<th>June 30, 2018</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance - Equity</td>
<td>(4,989,739)</td>
<td>23,858,774</td>
<td>(28,848,513)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>(4,989,739)</td>
<td>23,858,774</td>
<td>(28,848,513)</td>
<td></td>
</tr>
</tbody>
</table>
## Alvin Community College
### Consolidated Statement of Revenue and Expense
**June 30, 2019 and June 30, 2018**

### Revenues

<table>
<thead>
<tr>
<th>Funds</th>
<th>Actual</th>
<th>M&amp;O</th>
<th>Amended</th>
<th>Remaining</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other</td>
<td>2,107,129</td>
<td>7,231,691</td>
<td>7,346,142</td>
<td>(314,451)</td>
<td>95.83%</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>6,005,950</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>State grants</td>
<td>608,837</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local grants</td>
<td>305,568</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>1,830,159</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>281,949</td>
<td>86,694</td>
<td>105,000</td>
<td>(18,306)</td>
<td>82.57%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>11,640,204</td>
<td>7,318,383</td>
<td>7,651,142</td>
<td>(332,757)</td>
<td>95.65%</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Actual</th>
<th>M&amp;O</th>
<th>Amended</th>
<th>Remaining</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenses</td>
<td>-</td>
<td>4,612,193</td>
<td>5,935,669</td>
<td>1,323,510</td>
<td>77.70%</td>
</tr>
<tr>
<td>Institutional</td>
<td>4,591,655</td>
<td>6,553,258</td>
<td>1,961,560</td>
<td>70.07%</td>
<td></td>
</tr>
<tr>
<td>Designated for Institutional Reserve</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Operational Technical Instruction</td>
<td>4,640,977</td>
<td>5,982,762</td>
<td>1,341,785</td>
<td>77.57%</td>
<td></td>
</tr>
<tr>
<td>University Parallel Instruction</td>
<td>5,522,800</td>
<td>6,955,735</td>
<td>1,431,935</td>
<td>79.41%</td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>3,283,791</td>
<td>4,288,129</td>
<td>972,428</td>
<td>77.16%</td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td>2,156,618</td>
<td>3,086,653</td>
<td>929,095</td>
<td>69.87%</td>
<td></td>
</tr>
<tr>
<td>Unbudgeted Unrestricted</td>
<td>1,126,029</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Continuing Ed Fund and 13</td>
<td>586,196</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>1,689,587</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Grants</td>
<td>18,127</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Institutional Scholarships</td>
<td>97,190</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Grants</td>
<td>608,373</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>600,593</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Donor Scholarships</td>
<td>180,445</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Unrestricted Plant Fund</td>
<td>818,572</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Debt Retirement</td>
<td>713,432</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Gain on Sale of Property</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>12,878,112</td>
<td>24,810,050</td>
<td>32,022,006</td>
<td>(8,111,956)</td>
<td>75.36%</td>
</tr>
<tr>
<td>Operating Gain/(Loss)</td>
<td>(2,227,965)</td>
<td>(17,495,563)</td>
<td>(23,271,064)</td>
<td>7,178,699</td>
<td>(7,790,593)</td>
</tr>
</tbody>
</table>

### Nonoperating Revenues

<table>
<thead>
<tr>
<th>Nonoperating revenues</th>
<th>Actual</th>
<th>M&amp;O</th>
<th>Amended</th>
<th>Remaining</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations*</td>
<td>6,438,642</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>81.18%</td>
</tr>
<tr>
<td>Property tax revenue - Current</td>
<td>1,504,623</td>
<td>16,193,014</td>
<td>17,965,129</td>
<td>(8,711)</td>
<td>94.89%</td>
</tr>
<tr>
<td>Property tax revenue/Instit Reserve</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Property tax revenue - Delinquent</td>
<td>15,799</td>
<td>148,751</td>
<td>-</td>
<td>148,751</td>
<td>6.00%</td>
</tr>
<tr>
<td>Property tax revenue - Interest &amp; Penalties</td>
<td>7,608</td>
<td>96,306</td>
<td>-</td>
<td>96,306</td>
<td>0.00%</td>
</tr>
<tr>
<td>Investment income</td>
<td>432,275</td>
<td>192,529</td>
<td>125,000</td>
<td>67,520</td>
<td>154.02%</td>
</tr>
<tr>
<td>Other non-operating revenues</td>
<td>459,403</td>
<td>16,759</td>
<td>-</td>
<td>16,759</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total non-operating revenues</td>
<td>2,419,365</td>
<td>22,292,092</td>
<td>22,271,064</td>
<td>(2,035,072)</td>
<td>91.95%</td>
</tr>
<tr>
<td>Provided by the State</td>
<td>1,821,807</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Insurance Match</td>
<td>1,821,807</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Retirement Match</td>
<td>(485,371)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>State Retirement Insurance</td>
<td>(427,745)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Increase/(decrease) in net assets</td>
<td>1,181,398</td>
<td>5,743,432</td>
<td>-</td>
<td>5,743,432</td>
<td>172,581</td>
</tr>
</tbody>
</table>

* State Appropriation generated by CE = 256,258
* Institutional Reserve = 6,771,294
* State Appropriation generated by CE = 5,520,431
## Alvin Community College
### Consolidated Statement of Revenue and Expense
#### June 30, 2019 and June 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>Year-To-Date</th>
<th></th>
<th></th>
<th>Prior Year-To-Date</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other</td>
<td>M&amp;O Actual</td>
<td>M&amp;O Budget</td>
<td>Remaining Budget</td>
<td>% of Budget</td>
<td>All Other</td>
</tr>
<tr>
<td></td>
<td>Funds Actual</td>
<td>Actual</td>
<td>Budget</td>
<td></td>
<td></td>
<td>Actual</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating</td>
<td>11,640,204</td>
<td>7,318,385</td>
<td>7,651,142</td>
<td>(332,757)</td>
<td>95.65%</td>
<td>10,634,496</td>
</tr>
<tr>
<td>revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonoperating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total nonoperating</td>
<td>2,419,305</td>
<td>23,235,992</td>
<td>25,271,064</td>
<td>(2,035,072)</td>
<td>91.95%</td>
<td>1,963,174</td>
</tr>
<tr>
<td>revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating</td>
<td>(12,878,112)</td>
<td>(24,810,950)</td>
<td>(32,922,206)</td>
<td>(8,111,256)</td>
<td>75.36%</td>
<td>(12,425,089)</td>
</tr>
<tr>
<td>expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase/(decrease)</td>
<td>1,181,398</td>
<td>5,743,427</td>
<td>-</td>
<td>5,743,427</td>
<td></td>
<td>172,581</td>
</tr>
<tr>
<td>in net assets</td>
<td>* State Approp portion generated by CE =</td>
<td>256,258</td>
<td>257,604</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Institutional Reserve</td>
<td>6,771,294</td>
<td>5,520,431</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Alvin Community College
#### Consolidated Detail Expense by Type
##### June 30, 2019 and June 30, 2018

<table>
<thead>
<tr>
<th>Year-To-Date</th>
<th>Prior Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other Funds Actual</td>
</tr>
<tr>
<td>Administrative Sal</td>
<td>88,120</td>
</tr>
<tr>
<td>Professional Sal</td>
<td>859,682</td>
</tr>
<tr>
<td>Tech/Clerical Sal</td>
<td>699,989</td>
</tr>
<tr>
<td>Faculty Sal</td>
<td>471,210</td>
</tr>
<tr>
<td>Misc Sal</td>
<td>64,077</td>
</tr>
<tr>
<td>Reg Students Sal</td>
<td>29,645</td>
</tr>
<tr>
<td>Work Study Students Sal</td>
<td>50,674</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>339,834</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>2,603,231</td>
</tr>
<tr>
<td>Equipment</td>
<td>267,474</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>325,260</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>-</td>
</tr>
<tr>
<td>Designated for Inst Inst Reserve</td>
<td>-</td>
</tr>
<tr>
<td>Travel/Prof Development</td>
<td>115,764</td>
</tr>
<tr>
<td>Supplies &amp; Exp</td>
<td>1,715,750</td>
</tr>
<tr>
<td>Institutional Scholarships</td>
<td>145,951</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>5,340,851</td>
</tr>
<tr>
<td>Donor Scholarships</td>
<td>180,445</td>
</tr>
<tr>
<td>Purchases (Store/Concession)</td>
<td>648,982</td>
</tr>
<tr>
<td>Contingency Expense</td>
<td>2,400</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
</tr>
<tr>
<td>Debt Retirement (Int &amp; Amort)</td>
<td>713,432</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>-</td>
</tr>
<tr>
<td>Unexpended Plant</td>
<td>818,572</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12,878,112</td>
</tr>
</tbody>
</table>

| State Insurance Match | - | 908,665 | (908,665) | 0.00% | - | 858,519 | (858,519) | - | - | 0.00% |
| State Retirement Match | - | 485,397 | (485,397) | 0.00% | - | 485,437 | (485,437) | - | - | 0.00% |
| State Retiree Insurance | - | 427,745 | (427,745) | 0.00% | - | 419,955 | (419,955) | - | - | 0.00% |
# Alvin Community College

**Continuing Education Statement of Revenue and Expense (Fund 13)**

**June 30, 2019**

<table>
<thead>
<tr>
<th></th>
<th>Actual Revenue</th>
<th>TPEG</th>
<th>Exemptions</th>
<th>Actual Revenue</th>
<th>Net Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>256,258</td>
<td></td>
<td></td>
<td>256,258</td>
<td>382,333</td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td>7,915</td>
<td></td>
<td></td>
<td>7,915</td>
<td>11,802</td>
</tr>
<tr>
<td>GED</td>
<td>13,535</td>
<td></td>
<td></td>
<td>13,535</td>
<td>10,729</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>699 (42)</td>
<td></td>
<td>657</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Real Estate</td>
<td>2,457</td>
<td></td>
<td></td>
<td>2,457</td>
<td>1</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>80,515 (4,761)</td>
<td></td>
<td></td>
<td>75,754</td>
<td>59,694</td>
</tr>
<tr>
<td>Information Technology Training</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>47,930 (2,876)</td>
<td></td>
<td></td>
<td>45,054</td>
<td>12,599</td>
</tr>
<tr>
<td>Medication Aide</td>
<td>40,435 (2,426)</td>
<td></td>
<td></td>
<td>38,009</td>
<td>5,528</td>
</tr>
<tr>
<td>Welding</td>
<td>217,157 (11,957) (7,386)</td>
<td>197,814</td>
<td>95,644</td>
<td>102,170</td>
<td></td>
</tr>
<tr>
<td>Certified Nursing</td>
<td>46,062 (2,753)</td>
<td></td>
<td></td>
<td>43,309</td>
<td>62,677</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>91,197 (4,934)</td>
<td></td>
<td></td>
<td>86,263</td>
<td>86,719</td>
</tr>
<tr>
<td>Center for Professional Workforce Dev</td>
<td>8,651 (173)</td>
<td>8,478</td>
<td>-</td>
<td>8,478</td>
<td></td>
</tr>
<tr>
<td>Education to Go</td>
<td>4,618</td>
<td></td>
<td></td>
<td>4,618</td>
<td>1,606</td>
</tr>
<tr>
<td>Concealed Handguns</td>
<td>222</td>
<td></td>
<td></td>
<td>222</td>
<td>163</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>6,459</td>
<td>6,459</td>
<td>1,859</td>
<td>4,600</td>
<td></td>
</tr>
<tr>
<td>Community Programs</td>
<td>7,474 (204)</td>
<td></td>
<td></td>
<td>7,270</td>
<td>4,632</td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>60,980 (3,659)</td>
<td>57,321</td>
<td>13,307</td>
<td>44,014</td>
<td></td>
</tr>
<tr>
<td>Vet Assistant</td>
<td>34,924 (2,004)</td>
<td></td>
<td></td>
<td>32,920</td>
<td>19,040</td>
</tr>
<tr>
<td>NonCert Radiology</td>
<td>-</td>
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<td><strong>(46,703)</strong></td>
<td><strong>(10,660)</strong></td>
<td><strong>1,075,530</strong></td>
<td><strong>986,196</strong></td>
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*3.98% of the state appropriation forFY2018/19 is attributed to CE hours. This funding is used to offset administrative costs. It is recorded as revenue in M&O (Fund 11). 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 June 30, 2019 and June 30, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Parking</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>Vending</th>
<th>Childcare</th>
<th>Fitness Center</th>
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<td>988,714</td>
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<td>260,416</td>
<td>22,606</td>
<td></td>
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<td>5,514</td>
<td>48,723</td>
<td>1,922,929</td>
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Alvin Community College
Auxiliary Profit/(Loss) Statement as of June 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>Parking</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>Vending</th>
<th>Childcare</th>
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<tr>
<td>Revenue</td>
<td></td>
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