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

January 28, 2010

REGULAR MEETING
OFFICIAL AGENDA
7:00 P.M.

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- Call to Order
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     B. Information Items
        1. Letter from Renu Khator, Chancellor, UH System; President, University of Houston
        2. Law Enforcement Academy December 11, 2009, Graduation Program
        3. Congratulations from Governor Rick Perry
        4. Official recognition from Governor Rick Perry
        5. Letter of retirement from Robert Ward, TDCJ Counselor
        6. ACC - Employee Categories

  2. President’s Report
     - College Accreditation: Southern Association of Colleges & Schools
       - “Regional Accreditation and Student Learning: Principles for Good Practices” – Council of Regional Accrediting Commissions

- Citizen Inquiries
  Time will be allotted at each regular meeting of the Board of Regents to citizen inquiries. After registering with the Board Secretary prior to the meeting, a college district resident 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 Open 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.
3. Identity Theft Management: Mr. Bill Pope

4. Annual Audit, Mir•Fox & Rodriguez
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5. Adjunct Faculty - Spring 2010

6. Personnel Resignation: Instructor, Associate Degree Nursing - Beverly J. Howard

7. Personnel Replacement: Instructor, Associate Degree Nursing - Briana Sowell

8. Personnel Replacement: Administrative Assistant III, Child Development Lab School - Sheila Jones

9. Personnel Replacement: Administrative Assistant, Associate Degree Nursing - Shannon Wise


11. TSCM Educational Benefits - Spring 2010

12. TSA Consulting Group/Interlocal Agreement


14. Copier Paper Bid

15. American Recovery & Reinvestment Act; Consolidated Computer Purchase Bid

16. Dental Assistant Program Chairs - Bid

17. Food Services/Catering Bid

18. Alvin-Manvel Area Chamber of Commerce Resolution

19. Regular Election

20. Resale of Trust Properties

   Action Items:
   1. Account No. 0493-0045-000 and No. 0493-0046-000, Alvin I.S.D. Suit No. 42919
   2. Account No. 6398-0085-000, Brazoria County Suit No. 3797*T98


22. Adjournment
December 9, 2009

Bill Pope, Certified Identity Theft Risk Mgmt. Specialist
Lionheart Assurance Solutions, Inc.
901 S. Johnson Street
Alvin, Texas 77511

Dear Mr. Pope:

I have reviewed your letter of December 4, 2009, which was forwarded to me by Mr. L.H. "Pete" Nash, Chairman, College Board of Regents. As you know Alvin Community College is one of fifty public community colleges in Texas and is designated an institution of higher education by the Texas Education Code and the Texas Government Code. As a public institution of higher education, the College has governmental immunity with very limited exceptions.

The possibility of identity theft is taken very seriously by the College and the state agencies which provide oversight (Texas Higher Education Coordinating Board, Texas Education Agency, et. al.). The College staff participates in professional development workshops which concern a variety of matters in higher education and components dealing with identify theft. Alvin Community College’s Datatel software system is utilized by a majority of Texas public community colleges and provides unique and proprietary safeguards for the College and the students that are served. As an example, the exchange email system is secured by a RC4 128 bit Verisign to ensure password encryption as well as data exchange encryption. The College IT Department, in conjunction with Datatel, has in place restrictions through which there is no access without the use of a VPN connection which is 128 bit IP SEC secured. Alvin Community College utilizes "security policy access"; "remote access policy"; and other detailed security procedures (i.e., College operated alarm system through the Campus Police Department; privacy computer screens; and other unique security measures as authorized by the Board of Regents).

Enclosed is a copy of the College Identity Theft Plan. Alvin Community College also works with the law firm of Feldman and Rogers, regarding this specific issue, and the independent auditors of Mir-Fox & Rodriguez. Alvin Community College is also in compliance with the State of Texas Auditor regarding records control, financial documentation, and with federal statutes including Family Education Rights and Privacy Act (FERPA).

We appreciate your interest in Alvin Community College and share your concern for security issues. The next meeting of the College Board of Regents is January 28, 2010.

Sincerely,

A. Rodney Albritt

A. Rodney Albright

C: Board of Regents:
L.H. "Pete" Nash, Chairman
James B. DeWitt, Vice Chair
Karlis Ercums III, Secretary
Mac Barrow
Brenda Brown

Cheryl Knape
Mike Pyburn
'Bel Sanchez
Doyle Swindell
ALVIN COMMUNITY COLLEGE
IDENTITY THEFT PREVENTION PROGRAM

I. PROGRAM

Alvin Community College (College) accesses this Identity Theft Prevention Program (“Program”) pursuant to the Federal Trade Commission’s (“FTC”) Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

“Identity Theft” is a “fraud committed or attempted using the identifying information of another person without authority.”

A “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”

A “Covered Account” includes all student accounts or loans that are administered by the College.

“Identifying information” is “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person,” including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.

B. Fulfilling requirements of the Red Flags Rule

Under the Red Flags Rule, the College utilizes an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. Each program contains reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of accounts that it offers and maintains methods it provides to open its accounts, methods it provides to access its accounts, and its previous experience with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Notification and Warnings from Credit Reporting Agencies

Red Flags

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Indication from a credit report of activity that is inconsistent with the applicant’s usual pattern of activity.

B. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing student information; and
4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the student is repeatedly returned as undeliverable;
5. Notice to the College that a student is not receiving mail sent by the College;
6. Notice to the College that an account has unauthorized activity;
7. Breach in the College’s computer system security; and
8. Unauthorized access to or use of student account information.

E. Alerts from Others

Red Flags:
1. Notice to the College from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect
1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student’s identity at time of issuance of student identification card (review of driver’s license or other government-issued photo identification).

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

Detect
1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student with a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate
1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the student with a new student identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report (“SAR”); or
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:
1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;
4. Avoid use of social security numbers;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of student information that are necessary for College purposes.
Dear Pete:

Teachers & professors represent 0.06% of the workforce, yet 30% of Identity Theft originates from teaching institutions. The Congressional Research Service has reported to Congress http://www.fas.org/spp/cmte/misc/RL33194.pdf in their May 2007 report to congress; over 5 million records have been stolen from high schools and higher education learning institutions since December 2000. Check out pages 29 thru 49, it’s a virtual “Who’s Who” of learning institutions in the United States - University of Texas, University of California, Georgia Tech, Jackson Community College. These institutions have discovered security breaches, what about your institution? With the down turn in the economy, people who would never consider Identity Theft are placing millions of students and employees at risk. It's not just an IT problem anymore, it's a people problem! What is your institution doing to proactively protect the personally identifiable non public information of your students, & employees?

In Dec. 2003, Congress passed and President Bush signed the “Fair and Accurate Credit Transaction Act” (FACTA) to protect individuals from the results of Identity Theft. The provisions of the law have been phased in over the past few years and all are now in effect. Simply put the law states, if data aiding an identity theft originates from a security breach from your institution, you could be sued, fined, or become a defendant in a class action law suit by affected employees and students whose personal information has somehow gotten out.

In order to comply with FACTA, Betsy Broder, the Assistant Director of that FTC division, was quoted in the March 2006 American Bar Association Journal saying “that means businesses need to have a written plan describing how customer data will be safeguarded and a staff member or company officer designated to be responsible for implementing that plan.” Broder went on to say, “We’re not looking for a perfect system. But we need to see that you’ve taken responsible steps to protect your customers’ information.”

The law of identity theft has changed dramatically in the past year, and many believe these changes will continue and expand. Undoubtedly, security risks will remain because of the huge volume of personal data that is collected, disclosed, and used on a daily basis in the United States. The most important steps you can take right now include an awareness of the increasing legal obligation arising from identity theft risks, and establishing reasonable security practices to protect the personal information in your possession.

*Lionheart Assurance Solutions Inc* now represents two industry-leading companies providing restoration and early detection benefits above and beyond anything previously available. The amazing thing about this solution is that it is provided at no cost to you, the employer, and at the same time, can increase your bottom-line revenue by as much as $1300 per employee per year.

Although I am confident that our program can not only provide great protection for your employees and also save you money, your input is necessary. This brief evaluation typically takes 20 minutes or less. Moreover, this program requires an alteration of policies or procedures and assists with the new FACTA compliance (information disposal law), which became effective June 1, 2005. Employers are now liable for up to $3500 per incident. The benefits we offer can significantly reduce Alvin Community College’s exposure to this problem. It is simply a “win-win” situation for you, your institution, and your employees.

I request an audience at your next board meeting to present our $0 cost solution where I can provide an overview of this unique program, answer any questions, and allow you to assess the value for your institution.

Sincerely,

*Bill Pope, Certified Identity Theft Risk Mgmt. Specialist*
Manager, Independent Associate,
*Lionheart Assurance Solutions, Inc*
TO:       Board of Regents
FROM:    A. Rodney Allbright
DATE:    January 13, 2010

SUBJECT: Alvin-Manvel Area Chamber of Commerce

The Alvin-Manvel Area Chamber of Commerce has requested the College Board of Regents, A.I.S.D. Trustees, City of Alvin and City of Manvel to consider adopting a resolution in support of local business providers. The Chamber resolution is attached.

ARA:mlp

Attachment
ALVIN COMMUNITY COLLEGE
RESOLUTION

A RESOLUTION OF ALVIN COMMUNITY COLLEGE DISTRICT BOARD OF REGENTS SUPPORTING THE ALVIN-MANVEL AREA CHAMBER OF COMMERCE BUSINESS PREFERENCE PROGRAM.

WHEREAS, Alvin Community College is committed to fostering fair and open competition among bidders, and

WHEREAS, Alvin Community College supports the local economy through purchases from local vendors for goods and services, and

WHEREAS, Alvin Community College assists the local economy by encouraging local competition and participation, and

WHEREAS, Alvin Community College supports the mission of the Alvin-Manvel Area Chamber of Commerce which is to “proactively strengthen the economic success of the Alvin/Manvel area members, businesses and community,” and

WHEREAS, the Alvin-Manvel Area Chamber of Commerce will be developing and implementing a Business Preference Program to bring together public and private businesses, and

WHEREAS, the City of Alvin, City of Manvel, and Alvin Independent School District will be considering similar resolutions for adoption,

NOW, THEREFORE,

BE IT ORDAINED BY THE ALVIN COMMUNITY COLLEGE DISTRICT BOARD OF REGENTS, TEXAS:

Section 1: That a resolution of support is passed to support and participate in the Business Preference Program for local business providers of goods and services within the regional coverage of the Alvin-Manvel Area Chamber of Commerce when possible.

ADOPTED on this the _____ day of ________, 2010

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Kirby, Tammi
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Logan, Judith
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Maisey, Sue
Marrow, Mary
Masum, Abbas
Matthys, Mary Ann
Maul, Michael
McClellan, Laura
McCreight, Dawn
McLane, Karen

English
Paralegal
Associate Degree Nursing
Sports & Human Performance
Music
Vocational Nursing
Mathematics
Psychology
Paralegal & Criminal Justice
Office Administration
Office Administration
Reading
Mathematics
Industrial Design Technology/Drafting
Music/History
Computer Science
Industrial Design Technology/Drafting
Mathematics
Sports & Human Performance
English
Criminal Justice
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Music
Mathematics
English
Criminal Justice
Office Administration
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History
Mathematics
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Diagnostic Cardio Vascular Sonography
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Human Services-Substance Abuse Counseling
Associate Degree Nursing
Diagnostic Cardio Vascular Sonography
Process Technology
Respiratory Care
Sports & Human Performance
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Diagnostic Cardio Vascular Sonography
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Communications
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Government
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Merkel, Mike
Metzcher-Carr, Deedee
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Murin, Mickie
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History
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Arts
English
English
Speech
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Arts
Spanish
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Sports & Human Performance
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Psychology
Psychology - New
Music..
Tran, Phuong
Trivedi, Kartik
Tydings, Patricia
Tyler, Linda
Vann, Jasmin
Vern, Michael
Vrendenburg, Esperanza
Walch, Graylon
Walden, Cathy
Waldner, Sally
Wells, Adrienne
Whitfield, Barbara

Associate Degree Nursing
Arts
English
Reading
English
English
Spanish
Government
Mathematics
Vocational Nursing
Biology
Mathematics

Count: 174
TO: Board of Regents

FROM: A. Rodney Allbright

DATE: January 11, 2010

SUBJECT: Personnel Resignation - Beverly J. Howard, Instructor, Associate Degree Nursing

Attached is a letter of resignation from Beverly J. Howard, Instructor, Associate Degree Nursing. Ms. Howard has worked for Alvin Community College for seven years. We wish her well in her new position.

ARA:mlp

Attachment
November 16, 2009

Sally Durand, MSN, RN
Director, Nursing Programs
Alvin Community College
3110 Mustang Rd., S. 108
Alvin, TX 77511

Dear Mrs. Durand,

It is with sadness that I tender my resignation from the position of Instructor, Associate Degree Nursing at Alvin Community College, to become effective at the end of this semester. I have truly enjoyed my tenure here and hope to be able to continue to work with the programs in some capacity as adjunct or online instructor in the future. I have been offered a full time position as a Family Nurse Practitioner that pays $85,000 plus $4000 in continuing education allowance annually. While I deeply regret the difficulty another vacancy in the program will cause, I do not feel that I can afford to turn down this opportunity in light of the substantial increase in salary.

Sincerely yours,

[Signature]

Beverly J. Howard, MSN, RN, FNP
TO: Board of Regents
FROM: A. Rodney Allbright
DATE: January 11, 2010

SUBJECT: Personnel Replacement: Instructor, Associate Degree Nursing - Briana Sowell

The individual listed below has been recommended to fill the full time position of Instructor, Associate Degree Nursing.

Candidate
Recommended: Briana Sowell

Education: M.S.N., University of Texas Medical Branch 2009
B.S.N., University of Texas Medical Branch 2004

Experience: Nurse Clinician III, RN
University of Texas Medical Branch 2004 – Current

Salary: $59,144 (12-Month Faculty)
Master’s / Step 6
2009-10 Faculty Salary Schedule

ARA: mlp
ALVIN COMMUNITY COLLEGE

INSTRUCTOR - ASSOCIATE DEGREE NURSING

I. Organizational Unit: Technical Programs
   Report to: Director, Nursing Programs
   Prepared By: Sally Durand
   Date: December 14, 2009

II. Functional Narrative

The instructor is responsible for working as a member of a teaching team which develops, implements, and evaluates nursing courses and student learning in accordance with the philosophy and objectives of the Associate Degree Nursing Program and Alvin Community College.

III. Major Duties

1. Teach courses within the ADN curriculum as assigned by the Director.
2. Assist in the development, implementation, and evaluation of the total Program.
3. Participate in the development and preparation of the course SIP and syllabus.
4. Assist in the evaluation of students (theory and clinical).
5. Schedule and maintain office hours as required by the college.
6. Serve on one or more nursing department committees and other committees as requested.
7. Participate in meetings of the Faculty Organization.
8. Serve on at least one Presidential Standing Committee.
9. Participate in advising students, course planning and registration procedures.
10. Assist in the recruitment of students.
11. Maintain current knowledge and expertise in areas of teaching assignments.
12. Maintain and continue professional development through research, individual study, attendance at conferences, workshops, seminars, etc.
13. Assist in the maintenance of the nursing skills and computer laboratories.
14. Coordinate clinical experiences in assigned clinical agency and maintain good relationships with the agency.
15. Provide an evaluation of the assigned clinical agency at the completion of the semester.
16. Assist in the selection of textbooks and other education resources.
17. Support the process of evaluation of faculty by students.
18. Be familiar with, and adhere to, the policies in the ACC Board of Trustees Policy Manual and ACC Administrative Procedures Manual.
19. Provide input in the preparation of the departmental budget.

20. Participate in the development and attainment of departmental goals and objectives.

21. Support the philosophy and objectives of the Associate Degree Nursing Program.

IV. Knowledge Requirements

The ADN instructor must hold a current license to practice as a registered nurse in the state of Texas. The instructor must hold a master’s degree, preferably in nursing. A faculty member holding a master’s degree in a discipline other than nursing shall hold a bachelor’s degree in nursing from an accredited baccalaureate program in nursing and have at least six semester hours of graduate level content in nursing appropriate to his or her teaching responsibility.

V. Experience Required

The instructor should have clinical experience necessary to function effectively and safely in his or her area(s) of teaching. Prior teaching in an associate degree nursing program is desirable.
TO:    Board of Regents

FROM:   A. Rodney Allbright

DATE:   January 11, 2010

SUBJECT: Personnel Replacement: Administrative Assistant III, Child Development Lab School - Sheila Jones

The individual listed below has been recommended to fill the full time position of Administrative Assistant III, Child Development Lab School.

Candidate
Recommended:     Sheila Jones

Education:        Alvin Community College
                  Currently Attending

Experience:       Student Worker, Academic Programs       June 2009 – Current
                  Alvin Community College

                  Self Employed
                  In Home Daycare       January 2008 – June 2009

                  Teacher
                  The Growing Place     October 2006 – December 2007

                  Self Employed
                  In Home Daycare

                  Administrative Assistant/Accounts Payable  June 1998 – November 2002
                  Specialist
                  Alpine Air, Inc

Salary: $29,070
          Grade D / Step 3
          2009-10 TSCM Salary Schedule
ALVIN COMMUNITY COLLEGE

Administrative Assistant III/
Child Development Laboratory School

Organizational Unit: Child Development Laboratory School
Reports to: Chairperson, Jeanine Wilburn
Prepared by: Chairperson, Jeanine Wilburn
Date: October 22, 2009

FUNCTIONAL NARRATIVE:

Performs administrative assistance for the Child Development Laboratory School and Child Development/ Education Department.
Provides administrative support, bookkeeping, and child care functions for the ACC Laboratory School.
Assumes the duties of Director when the Director is in the classroom or unavailable.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform normal administrative assistant duties associated with the Child Development and Education Department and the Child Development Laboratory School.
- Maintains applicant waiting list for entry to Laboratory School and contact parents when openings are available.
- Conduct parent entry conference and determine eligibility of children into the Laboratory School. Determine tuition fees applicable to child as per individual personal files on each child. Bill families monthly for all enrollees at the Lab School. Bill inter-office accounts /outside agencies for child care services rendered. Make all deposits. Collect on overdue accounts.
- Provide ongoing customer service to parents.
- Supervise individual children in problem situations.
- Supervise children when they become ill, locate parents of ill children, and/or administer first aid.
- Obtain bids, process purchase orders, and maintain supplies for the Department and the Laboratory School.
- Explains the program to visitors and potential clients.
- Assists Director in teacher-training activities and team meetings.
- Attends all staff meetings and recommended training programs.
- Reviews the food service program periodically.
- Must obtain 20 hours of documented training in early childhood education annually to meet state requirements as an Assistant Director.
- Conducts emergency drills on a monthly basis.
- Assist in management of budget and expenses for Vocational Educational Grants and Carl Perkins Grants. Responsible for issuing, reviewing, and accepting applications for these grants.
- Maintain function of computer system.
- Maintain personnel records for the Laboratory school staff in accordance with ACC requirements as well as Department of Family & Protective Services. Do monthly time cards for 20-30 staff.
- Aide in coordinating employee work schedules, arrange for substitutes and fill in or ANY position in the Laboratory school or kitchen.
- Schedule, monitor and assist ACC students fulfilling requirements for laboratory experiences.
- Perform public relation functions for the Department and Laboratory School.
- Must maintain current certification in CPR and First Aid.
- Requires training in Shaken Baby Syndrome, Sudden Infant Death Syndrome, brain development and developmentally appropriate practice. Requires knowledge of fire department regulations and health department guidelines.
JOB FACTORS:

Knowledge:

Requires high school education and high level of secretarial skills. One year bookkeeping experience desired (college level training preferable). Requires computer experience and working knowledge of Microsoft Office programs and ProCare childcare management software. Prefer post secondary training in Child Development or related field experience.

As required by the Texas Department of Family & Protective Services, when acting in the capacity of the Assistant Director, in the absence of the Director, must administer the facility in compliance with the Minimum Standards and Guidelines for Day Care Centers.

Supervision Exercised:

When the Director is unavailable; all employees of Child Development Laboratory School are under the direct supervision of the administrative assistant.

Interaction:

High degree of visibility to the public. This position not only requires interoffice and institutional communication, but also with community members, state agencies, licensing representatives, other educational institutions who use the Laboratory School as a resource location, other child care facilities and students. Assistance to part-time department instructors requiring clerical needs.

Work Complexity:

Must be flexible, pleasant, and should possess a mastery of office, bookkeeping, and child development skills. Requires responsibility without direct supervision, initiative, and the ability to make quick and accurate judgment within the scope of assigned authority.

Supervision Received:

Most tasks are performed with no supervision. Reports directly to the Chairman of the Child Development and Early Childhood Department and the Director of the Child Development Laboratory School.

Working Conditions:

Semi-normal working environment with high degree of activity and noise for children.

Dexterity:

Must be able to physically and mentally react to unexpected circumstances. Will on occasion lift or move average weight as in lifting, carrying and holding children (10-60 lbs.) Must be able to bend, stoop, and sit on the floor.
TO: Board of Regents

FROM: A. Rodney Allbright

DATE: January 11, 2010

SUBJECT: Personnel Replacement: Administrative, Associate Degree Nursing - Shannon Wise

The individual listed below has been recommended to fill the full time position of **Administrative Assistant / Associate Degree Nursing**.

**Candidate Recommended:** Shannon Wise

**Education:**
- Alvin Community College
- Currently Attending

**Experience:**
- Administrative Assistant/Physical Plant (Temp) Alvin Community College  Sept. 2009 – Nov. 2009
- Administrative Assistant / A.D.N. (Grant) Alvin Community College  Aug. 2008 – Aug. 2009
- Student Assistant / Process Technology Alvin Community College  March 2005 – Sept. 2008
- Cashier Disney Store  Oct. 2003 – Nov. 2004
- Cashier / Stocker Toys R Us  July 1995 – August 2001

**Salary:** $26,938
- Grade C / Step 4
- 2009-10 TSCM Salary Schedule
ALVIN COMMUNITY COLLEGE
ADMINISTRATIVE ASSISTANT, II
ASSOCIATE DEGREE NURSING, RESPIRATORY CARE, POLYSOMNOGRAPHY AND ELECTRONEURODIAGNOSTICS

JOB CLASSIFICATION: TSCM - GRADE C  
FULL TIME  X  PART TIME ______

I. ORGANIZATIONAL UNIT:  
REPORTS TO: Associate Degree Nursing  
Director ADN, Sally Durand  
Division Chair, Allied Health; Director, Respiratory Care, Diane Flatland  
PREPARED BY: Loni King  
DATE: September 25, 2009

II. FUNCTIONAL NARRATIVE

Provide administrative and secretarial support to the Associate Degree Nursing, Respiratory Care, Polysomnography and Electroneurodiagnostics departments including general office and receptionist duties; extensive computer support, and any other tasks assigned by department chairpersons or faculty.

III. MAJOR DUTIES

A. Prepares documents needed for routine business such as purchase orders, work orders, course plans, etc. Also prepares exams, SIPs, student handbooks, handouts, brochures, flyers, correspondence, forms for student and administrative use, faculty schedules and load sheets, student rotation schedules, affiliation contracts, advisory committee documents, graduate/employer/student surveys and official documents required by the College, Committee on Accreditation for Respiratory Care (CoARC), Texas Higher Education Coordinating Board (THECB), Texas Board of Nursing (BON) and the National League of Nursing Accrediting Commission (NLNAC). Prioritizes needs when dealing with requests from multiple departments and short-term deadlines.

B. Maintain hardcopy and electronic filing systems for all department necessary to support all office procedures. Includes but is not limited to files used by department chairpersons and faculty. Maintain confidentiality of files where needed.

C. Maintain student and faculty files which contain records used for administrative purposes as well as student work, transcripts, and other records. Maintain confidentiality of student and faculty files. Query college’s computer-based student information system for student data (transcripts, degree audits, etc.)

D. Compile and reconcile accurate, current department and student club budget balances with information from Business Office records. Query college’s computer-based budget system for information.

E. Maintain all paperwork concerned with budget such as travel, equipment maintenance/rental, etc.

F. Serves as admissions coordinator/advisor for potential Nursing and Allied Health students.

G. Greet and assist college personnel, students, and the general public. Direct students and visitors to correct departments. Assist student and applicants with paperwork or other needs where appropriate. Provide program information and other materials as needed. Function as liaison to ADN/RC/PSG-END students and general public regarding these programs.

H. Process calls to various departments. Relay up-to-date information, schedule appointments, receive instructions, take messages, direct inquiring or transfer call to appropriate persons, and provide information to callers regarding ADN, RC, PSG and END admission requirements, curriculums, etc.

I. Identify clinical assignments of ADN, RC and PSG students in order to communicate messages by telephone or pager. Determine appropriate circumstances in which to contact RC, ADN and PSG faculty while they are in clinical.

J. Update and maintain departmental web pages for ADN, RC and PSG.

K. Evaluate results of student criminal background screens to determine eligibility for entrance into health programs.

L. Assimilate statistical data for ADN Director for agency reporting. Assist departments in preparing for annual reports and periodic site accreditation visits by THECB, CoARC and Co-A-PSG. Assist with yearly paperwork for graduating classes: licensure forms, etc. Annual revision and distribution of all Affiliation Agreements.

M. Maintain database for online applications.

N. Maintain and replenish office supplies as needed.

O. Sort and distribute departmental mail. Process outgoing mail and hand-carry urgent mail to mail room.

P. Proctor exams in faculty absence.
Q. Help maintain photocopier, fax and student computer lab printers. Assist personnel with use of the machines.
R. Notary Public for healthcare programs.
S. Train, supervise and direct activity of student workers.

IV. JOB FACTORS

A. KNOWLEDGE

High School diploma or equivalent, with preparation in secretarial science; Associate Degree preferred. Apply excellent English and writing skills to composing and editing documents. Verbal skills required for frequent phone and in-person communication. Prefer typing speed of 70-80 wpm. Have knowledge of at least one word processor. Prefer additional knowledge of or ability to learn database program, etc. Use eMail. Query college’s computer-based budget and student information systems to retrieve data and print reports. Knowledge of other office equipment such as programmable typewriter and various models of photocopiers, etc. Prefer at least an elementary knowledge of medical terminology.

B. SUPERVISION EXERCISED

Directly supervise two part-time student workers. Interact with college departments to identify, interview, and hire student worker candidates. Delegate office tasks to student workers and follow up to ensure satisfactory performance. Monitor recording of hours worked and submit student worker time sheets to business office. For student workers who are Office Administration interns, write periodic performance evaluations for submission to Office Administration department chair.

C. INTERACTION

Social, verbal, and writing skills required for frequent telephone, in-person and written communication with department chairs, faculty, other college employees, current and potential students, graduates, affiliate hospital staff, advisory committee members, outside agencies, and visitors during the course of normal department operations. Must give accurate verbal and written information to the public regarding programs and the college in general.

D. WORK COMPLEXITY

The scope of this job has drastically changed.

Position requires a very high level of analytical ability and accuracy due to the impact that many facets of the job have on agency reports and college funding.

Extreme confidentiality is required in evaluation of student criminal background screens.

Position involves a large variety of job procedures with a wide range of difficulty. A high level of confidentiality is required. The number of contacts is extensive and varied, and requires continuous use of good judgment, tact, and ability to analyze requests that require immediate resolution. Analytical ability is needed to assimilate statistical data for agency reporting. Even-temperament, institutional orientation, proper decorum are essential. Must have the coordination, organization, and skills to handle many jobs simultaneously, and to work on varied and dissimilar projects; must be able to make sound decisions regarding priorities and meeting deadlines.

E.SUPERVISION RECEIVED

Position requires high level of self-directed activity with minimal daily review. Incumbent schedules weekly routine work without frequent detailed instructions. Incumbent will make decisions when general instructions, established methods, and clearly defined precedents indicate action to be taken but will refer unusual problems to supervisor. Position requires the individual to have the discretion to know when to act and when to ask. Must be able to function without direct supervision.

F. WORKING CONDITIONS

Works in spacious, climate-controlled office environment under generally pleasant conditions. Open work area surrounded by chairpersons offices. Share open area with Technical Programs Administrative Assistant,
DCVS/EMT Administrative Assistant and student assistants. Exceedingly high volume of telephone and through-traffic. Must be able to tolerate frequent distractions and handle regular interruptions from students, faculty, general public passing through, and people asking for assistance.

G. DEXTERITY

Must possess sufficient coordination, high level of alertness and responsibility, as well as skill, to handle telephone, typing, computer tasks for fast and efficient turn-around. Position involves long periods of sitting. Daily office routine requires stretching, bending, and/or stooping to accommodate current filing system and adequate file maintenance. Lift, carry, and transport materials delivered from vendors and/or picked up from copy center. Must have the ability to coordinate a variety of tasks simultaneously and to provide a quick response.
The individual listed below has been recommended to fill the full time position of Financial Aid Counselor.

Candidate Recommended: Jessica Solcich

Education: B.S., University of Phoenix 2007
            A.A., Houston Community College 1998

Experience: Texas Account Executive 2007 – Current
            TG Student Loans
            Round Rock, Texas

            Financial Aid Associate 1993 – 2007
            Houston Community College System
            Houston, Texas

Salary: $55,770
        Grade 4 / Step 6
        2009-10 Administrative/Professional Salary Schedule
ALVIN COMMUNITY COLLEGE
FINANCIAL AID COUNSELOR

I. ORGANIZATIONAL UNIT:
   Financial and Administrative Services
   Reports To: Director of Financial Aid
   Prepared By: Dora Sims, Director Financial Aid
   Date: October 1, 2009

II. FUNCTIONAL NARRATIVE

Under the supervision of the Director of Financial Aid, the Counselor assists in the coordination of the day to day operation of the Alvin Community College Financial Aid Department. Duties include the processing and awarding of financial aid and the training and guidance of assigned staff. The Counselor assists in the resolution of difficult financial aid cases and reviews financial aid suspension appeals. The Counselor assists and advises prospective and continuing students and their families with application procedures, eligibility requirements, college policies, and availability of federal, state, local and institutional financial aid.

III. DUTIES AND RESPONSIBILITIES

A. Assists in administering federal, state, institutional, and private financial aid programs.

B. Administers the Federal Family Educational Loan Program, including certification, transmission, entrance, and exit counseling and default management.

C. Presents financial aid seminars and workshops to current and prospective students, parents, and the community.

D. Assists in the administration of the Return to Title IV regulations, a process which requires the college to return federal funds for students who cease to be enrolled prior to the end of the payment period. A prorated schedule determines the amount of Title IV funds the student has earned at the time of withdrawal. This process must be calculated and returned to the Department of Education within 30 days and certified letters mailed to the student within 10 days of withdrawal.

E. Counsels students, makes calculations of financial liabilities, monitors attendance, and reports liabilities to students, Business Office and the National Student Loan Data System.

F. Assists with reconciliation of federal, state, and institutional aid disbursements with the Business Office general ledger, the Department of Education and the Texas Higher Education Coordinating Board.

G. Assists with all federal, state and institutional reports.

H. Attends regional, state, and national conferences to keep abreast of ever changing state and federal regulations.

I. Assumes responsibility for the management of the office in the absence of the Director.

J. Assumes other duties as assigned by the Director of Financial Aid, Dean of Students, college President, and Board of Regents.

IV. JOB FACTORS

Knowledge

Bachelor’s degree and five years of experience within a college or university student services area are required. The position requires knowledge of research methods, financial record keeping and management procedures. Must be able to interpret and apply state and federal guidelines.
Independence of Action

The Financial Counselor works independently, but with supervision, where necessary, from the Financial Aid Director.

Supervision Exercised

The Financial Aid Counselor is charged with assisting in the supervision of the daily activities of the financial aid advisors and work study students. The counselor manages the office in the absence of the director.

Contacts

Has frequent contact with Deans, Directors, Department Chairs, Budget Managers regarding college student employment and financial aid award processes. Has daily contact with students. Maintains communication with state and federal agencies regarding changing laws and procedures. Maintains a working relationship with internal auditors regarding recommendations as presented.

Impact

The Financial Aid Counselor assists with compliance issues. This position ensures the viability of a continuing financial aid program for Alvin Community College. Accurate, timely and thorough monitoring of college financial aid processes ensures continuation of grants, loans and financial support to the students.
TO: Board of Regents
FROM: A. Rodney Allbright
DATE: January 11, 2010
SUBJECT: TSCM Educational Benefits - Spring 2010

The employee(s) listed below plan to enroll in credit courses at Alvin Community College and seek reimbursement for educational expenses pursuant to Board of Regents Policy, Section 15.03.

<table>
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<tr>
<th>EMPLOYEE</th>
<th>COURSE NUMBER</th>
<th>DAYS</th>
<th>START/END TIME</th>
<th>SCH (CREDIT HOURS)</th>
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<td>Carmen Arreola</td>
<td>TELA 1311</td>
<td>M</td>
<td>5:30 P – 6:50 P</td>
<td>3</td>
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<tr>
<td>Tina Jennings</td>
<td>CRTR 2403</td>
<td>M T</td>
<td>9:00 A – 9:50 A</td>
<td>3</td>
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<tr>
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<td>M T</td>
<td>10:00 A - 10:50 A</td>
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<tr>
<td>Lizeth Sitta</td>
<td>MATH 1314</td>
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<td>6:30 P – 9:20 P</td>
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</table>

ARA:mlp
TO: Board of Regents

FROM: A. Rodney Allbright

DATE: January 11, 2010

SUBJECT: TSA Consulting Group/Interlocal Agreement

Alvin Community College, along with nineteen other community colleges in Texas, has contracted with TSA Consulting Group to provide compliance oversight and assistance with the 403(b) retirement programs.

The Interlocal Agreement will allow TSA Consulting Group to negotiate better rates for the colleges’ annuity products. There is no cost to the College, other than incidental travel or photo copies.

ARA:mlp

Attachment
INTERLOCAL AGREEMENT  
FOR CREATION OF THE  
TEXAS INVESTMENT PROVIDER SELECTION COMMITTEE (TIPSC) 

This Interlocal Agreement ('Agreement') is entered into this 18th day of September, 2009 by and between the community colleges that have elected to be party to this Agreement (each, a "College Authority"). Each College Authority shall become a party to this Agreement by executing a Participation Agreement in the form attached as Exhibit A. Each College Authority's effective date is set forth in its Participation Agreement. 

Recitals 

WHEREAS, Chapter 791 of the Texas Government Code authorizes local governments to contract with each other and a state agency to provide governmental functions or services; and 

WHEREAS, each College Authority is a Junior College District created under the Texas Education Code Chapter 130 and a local government as defined in the Texas Government Code Sec. 791.004(A); 

WHEREAS, the College Authorities are of the opinion that achieving the objectives of determining the best and most cost effective 403(b) investment providers can be facilitated by establishing a state-wide cooperative approach through the creation of an administrative agency under Texas Government Code Sec. 791.013 to be known as the Texas Investment Providers Selection Committee ("TIPSC"); and 

WHEREAS, the Parties wish to enter into this Agreement to establish the organizational structure and allocation of responsibilities for the creation, funding and operation of the TIPSC within the State of Texas to engage in a collaborative Request for Proposals ("RFPs") selection process for 403(b) investment providers; 

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, it is agreed as follows: 

I. Purpose 

The College Authorities enter into this Agreement for the purpose of jointly exercising their power to: 

- Negotiate and enter into a services agreement with investment providers with respect to their 403(b) tax-sheltered annuity plans (each, a "403(b) plan"), and elected by each College Authority, their 457(b) eligible deferred compensation plans (each, a "457(b) Plan"). 

- Instruct and consult with TSA Consulting Group, Inc., each College Authority's third party administrator, on the composition and terms of the investment plan offerings through a Request for Proposal selection process. 

II. Term and Termination 

A. Effective Date: This Agreement is effective as of the date set forth in the preamble and shall remain in effect until (a) all of the College Authorities have withdrawn or had their participation terminated as provided below, or (b) two-thirds (2/3) or more of the representatives present at a Committee meeting at which a quorum is present vote to terminate the Agreement. 

B. Execution of Participation Agreement. The College Authorities shall become party to this Agreement by executing a Participation Agreement, the form of which is attached as Exhibit A and incorporated herein for all purposes. 

C. Voluntary Withdrawal. The Committee’s fiscal year shall run from July 1 to June 30. Any College Authority may withdraw from this Agreement at the end of any fiscal year by giving written notice to the
Committee no later than April 15 of that fiscal year. If a College Authority withdraws, each of the following shall apply:

1. The College Authority shall be removed from the Agreement effective as of the last day of the fiscal year in which notice of the withdrawal was timely provided;
2. The College Authority shall be required to pay its pro rata share of all expenses incurred by the Committee prior to the effective date of its withdrawal;
3. The College Authority's representation on the Committee, if any, shall be terminated as of the end of the fiscal year; provided that, during the period beginning on the date the College Authority gives notice of its intent to withdraw and ending on the effective date of its withdrawal, the College Authority's representative shall not be permitted to vote on any matter that does not affect the withdrawing College Authority;

D. Termination of College Authority's Participation. If a College Authority breaches any term of this Agreement, its participation in this Agreement may be immediately terminated upon the affirmative vote of a majority of the Committee members not including the breaching party. The College Authority alleged to have breached the Agreement shall be given no less than five (5) days' prior written notice of the meeting at which its termination shall be considered, shall be informed of the allegations against it, and shall have the opportunity to present its case at the special meeting. If the College Authority receives the required notice but does not attend the meeting, it shall be deemed to have waived its right to attend the meeting and present its case. If a College Authority's participation is terminated as provided in this Section, the following provisions shall also apply:

1. The College Authority's representation on the Committee, if any, shall be terminated immediately;
2. The College Authority shall be required to pay its pro rata share of each of the following:
   i. all expenses incurred by the Committee prior to the effective date of the College Authority's termination and
   ii. all expenses to which the Committee becomes committed prior to the effective date of the College Authority's termination;
3. Any amounts owed by the terminated College Authority on account of the early termination of its participation in the Services Agreement shall be the sole responsibility of the terminated College Authority.

III. Composition of the Committee

A. Creation. The creation of this committee as an administrative agency to supervise the performance of this contract is pursuant to Texas Education Code Sec. 791.013.

B. Membership. Initial membership shall include Stephen Regan, representative of Houston Community College, and Lang Windsor, representative of Alvin Community College. Each additional committee member shall subsequently sign and return a Participation Agreement to the Committee for approval. A vote of a majority of the Committee shall be required to approve membership.

C. Voting. Each Committee member shall have one vote on all matters to come before the Committee, and a quorum consisting of a majority of the members shall be necessary to conduct business or take action. Unless otherwise provided in this Agreement, all motions that come before the Committee shall be approved upon the affirmative vote of a majority of the Committee members in attendance at a meeting at which a quorum is present. Committee members may attend in person or by telephone or video conference. If a Committee member is unable to attend by one of the means stated above, such Committee member shall be allowed to designate his voting power to another committee member in attendance at the meeting. Such authority must be given in writing, and delegation of such authority shall be counted as part of the quorum necessary to conduct business.
D. The Committee shall have the authority to organize and manage itself under whatever procedures it deems appropriate. This authority includes the power to elect or appoint officers, create sub-committees, to plan and hold meetings, and to make other such determinations necessary for the operation of the Committee.

IV. Fees and Costs

A. Each College Authority agrees to pay for all administrative expenses associated with this Agreement that may occur up to $100 per College Authority. The total cost shall be divided equally among the College Authorities and shall be composed of any costs associated with the normal functioning of the Committee.

B. Additionally, each College Authority shall be responsible for its pro rata share of costs associated with accepting a provider recommended by the Committee and TSA Consulting.

C. Each College Authority specifically acknowledges that none of the parties has allocated funds to pay for any share of accepting a 403(b) investment service provider. Under no circumstances shall any party hereto have any obligation to pay or expend any funds hereunder unless, and until, said College Authority has allocated, appropriated and authorized the expenditure of said funds in accordance with its applicable policies and practices.

V. Miscellaneous Provisions

A. Notices. Any notice permitted or required under this Agreement shall be deemed to have been given:

1. In the case of notice delivered in person, when delivered in person;
2. In the case of notice delivered by certified mail, when the notice is actually received;
3. In the case of notice delivered by courier, when the notice is actually received; and
4. In the case of notice delivered by facsimile or electronic mail, the same business day the notice is sent if sent before 5:00 p.m. local time in the recipient's time zone (otherwise facsimile or electronic mail notice shall be deemed given on the next business day). For mailed, facsimile or electronic mail delivery, the notice must be addressed to the recipient at the address, fax number, or e-mail address, as applicable, stated in the College Authority's Participation Agreement. Notices delivered to the Committee, shall be mailed, faxed, or emailed as follows:

   Texas Investment Provider Selection Committee
   c/o Stephen Regan
   Houston Community College
   3100 Main St.
   P.O. Box 667517
   Houston, TX 77266-7517
   Fax: 713-718-8599
   E-mail: Stephen.regan@hccs.edu

5. Notices delivered to the individual College Authorities, shall be mailed, faxed, or emailed pursuant to the provisions above to the respective addresses found on each Participant Agreement, Exhibit A.

B. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

C. Venue. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.

D. Entire Agreement. This Agreement represents the entire and exclusive agreement between the parties thereto and replaces in their entirety any previous agreements, written or oral.
E. **Amendment.** This Agreement may be amended only by the mutual agreement of the parties, in writing to be attached to and incorporated in this Agreement.

F. **Assignment.** Neither this Agreement nor any duties or obligations under it shall be assignable by any party without the prior written acknowledgment and authorization of the other parties.

G. **Severability.** All parties agree that, should any of the provisions contained in this Agreement for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall continue in full force and effect.

H. **Waivers.** The failure of any party to seek redress for violations of or enforce a specific provision of this Agreement shall not be construed as a general relinquishment or waiver of that provision or of any other provision of this Agreement.

I. **Liability.** No College Authority assumes the liability for the system(s) under the control of any other College Authority or for the actions of employees of any other College Authority.
The undersigned, on behalf of the educational organization named below, agrees as follows:

1. By signing below, the educational organization named below shall become party to the Interlocal Agreement (the "Agreement") for the Creation of the Texas Investment Provider Selection Committee (TIPSC), effective as of the 18th day of September, 2009, and shall be bound by all the terms of the Agreement, including the obligation to pay its pro rata share of expenses incurred and agreed to by all participating colleges in the establishment and operation of the Agreement, as described in Article II of the Agreement.

2. The undersigned shall be referred to in the Agreement as a "College Authority;"

3. All notices required or permitted under the Agreement shall be mailed, faxed, or emailed as follows:

   Texas Investment Provider Selection Committee  
   c/o Stephen Regan  
   Houston Community College  
   3100 Main St., P.O. Box 77266  
   Houston, TX 77266-7517  
   Fax: 713-718-8599  
   E-mail: Stephen.regan@hccs.edu

4. With respect to the College Authority's Section 403(b) Plan, the College Authority understands and acknowledges that the services agreement with the present third party administrator shall not cover new contributions made to investment providers which are not on the Board's approved list and which have not been disclosed by the College Authority to the Board or the third party administrator.

5. The College Authority named below ( X ) Shall ( ) Shall Not participate in the Agreement for the purpose of selecting investment providers with respect to its Section 457(b) Eligible Deferred Compensation Plan (a "Section 457(b) Plan").

6. The College Authority understands that if it maintains a Section 457(b) Plan and does not elect to select the investment providers for its Section 457 Plan under the Agreement, it must require the investment providers and any service providers for its Section 457(b) Plan to share loan balance and loan status information regarding employees who participate both in its Section 457(b) Plan and its Section 403(b) Plan with the third party administrator selected to provide administrative services for the 403(b) Plan to facilitate loan administration under its Section 403(b) Plan.

**College Authority**

- **College:** Alvin Community College
- **Signature:**
- **Title:**
- **Date:**

**TIPSC**

- **Signature:**
- **Name:**
- **Title:**
- **Date:**
RESOLUTION APPROVING INTERLOCAL AGREEMENT FOR THE CREATION OF THE TEXAS
INVESTMENT PROVIDER SELECTION COMMITTEE (TIPSC)

WHEREAS, Alvin Community College (the "College") is authorized under Chapter 791 of the
Texas Government to contract with other local governments and a state agency to provide governmental
functions or services; and

WHEREAS, each College Authority that shall become a party to the Interlocal Agreement for the
Texas Investment Provider Selection Committee ("TIPSC Interlocal Agreement") shall be a Junior College
District created under the Texas Education Code Chapter 130 and a local government as defined in the
Texas Government Code Sec. 791.004(A); and

WHEREAS, the College is of the opinion that achieving the objectives of determining the best and
most cost effective 403(b) investment providers can be facilitated by establishing a state-wide cooperative
approach through the creation of an administrative agency under Texas Government Code Sec. 791.013
to be known as the Texas Investment Providers Selection Committee ("TIPSC"); and

WHEREAS, the College wishes to become a party to the TIPSC Interlocal Agreement to establish
the organizational structure and allocation of responsibilities for the creation, funding and operation of the
TIPSC within the State of Texas to engage in a collaborative Request for Proposals ("RFPs") selection
process for 403(b) investment providers;

NOW, THEREFORE, be it resolved that:

The Board of Regents authorizes the College President to sign the Participation Agreement to
become a party to the Texas Investment Provider Selection Committee Interlocal Agreement, a
consortium of Texas community colleges, for the purpose of developing parameters for and issuing an
RFP to investment providers, and to subsequently evaluate responses, negotiate with, rank and select
vendors.

PASSED AND APPROVED this ___ day of __________, 2010.

______________________________
Chair, Board of Regents
Alvin Community College

ATTEST:

______________________________
Secretary, Board of Regents
Alvin Community College
ALVIN COMMUNITY COLLEGE
PROJECT PROPOSAL SUBMISSION FORM

Date: December 8, 2009

Project Title: 2009 American Recovery & Reinvestment Act – Training for Jobs

Purpose: To offer technical training in the following areas: Oil Patch Preparation System Technician (OPPS); Industrial Electrical Technical Technician & Programmable Logic Controls Technician. In addition, the development of new curricula in workplace ESL for each of the technical training programs previously listed.

Funding Request: $1,000,000.00

Direct (Cash) Match: -0-

In-Kind Match: $50,000

Funding Agency: Houston – Galveston Area Council

Initiator: P. A. Hertenberger Date: 12/8/2009

Dean of Technical Programs: Date: 12/14/09

Dean of Financial & Administrative Services: Date: 12/14/09

Dean of Instruction, Student & Community Services: Date: 12/11/09

President: Date:

Approved by Board of Trustees: Date:

See Board minutes dated
PROPOSAL ABSTRACT FORM

Need and Justification: Expand existing workforce training, develop new curricula to bring ESL into workforce training, establish politically beneficial activities in Pearland and work with TSTC.

Objectives: To offer training in the following: Industrial Electrical; Oil Patch Preparation System (OPPS) and Programmable Logic Controls. Develop new curricula in workplace ESL that will prepare students for the technical programs previously listed.

Activities: Course Offerings
Curricular Development
Worksource Liaison

Evaluation: Success will be based on the number of students who successfully complete training and placed in jobs.

Implications and Commitment: To take “potential workers” with little work experience and few job skills and provide the language and support services and training necessary to meet the needs for employment success in designated industries throughout the Houston Gulf coast Region.

Budget: $1,000,000.00
TO: Board of Regents
FROM: A. Rodney Allbright
DATE: January 11, 2010
SUBJECT: Workforce Training: Dental Assistant Program

Background
Building H has opened for Continuing Education/Workforce Training: Health Science Programs. In addition to on-going Workforce Training Health Science Programs, the Dental Assistant program is one that was proposed last year for the new building.

Dental Assistant: Requirements and Course Content
Attached is a copy of the Continuing Education and Workforce Development Dental Assistant program description including admission requirements and course content. There are currently eleven students in the program. The job outlook for dental assistants is excellent – employment in this field is expected to grow much faster than the average for all occupations through 2016. The Bureau of Labor Statistics predicts that it will be the third fastest growing occupation for which a degree is not required.

Dental Assistant Program: Bid Recommendation
Bids have been received for the two dental chairs and appropriate equipment (dental lights, power vac, dental air compressor, autoclave, soniclear, etc.) to be used in the Dental Assistant program. It is recommended that the low bid be accepted from Henry Schein, Inc. in the amount of $65,988.00, with funding from the allocated funds in the Health Science Building Bond Interest Account.

ARA:mlp
Attachments
Dental Assistant

Program Description
Want to give people something to smile about? Train to become a Dental Assistant. Under direct supervision, the dental assistant is responsible for assisting dentists, dental hygienists, helping with patient care, performing minor lab functions, and providing administrative support to the management of the office. Students successfully completing this program will be prepared to take the State of Texas "Registered Dental Assistant (RDA)" exam, and enter into entry level positions of the health industry of dental care.

Career Opportunities
Dental assisting is among one of the fastest growing occupations over the 2006-2016 projection period according to the U.S. Department of Labor. In anticipation of this growth, ACC's Dental Assistant Program is for those individuals interested in the field of dental health. This program will prepare students to work in all areas of the dental office.

Admission Requirements
- High School Diploma or GED
- 18 years of age or older
- Current in healthcare vaccinations
- Pass a criminal background check
- Be able to communicate effectively in verbal and written form
- Have manual dexterity to use dental instruments effectively
- Be physically able to stand for prolonged periods and maneuver in limited spaces
- Return application prior to July 15th

Course Content

Semester 1
DNTA 1011 Dental Science & General Anatomy
DNTA 1013 Dental Health Safety & Emergency Management

Semester 2
DNTA 1015 Chairside Assisting
DNTA 1005 Dental Radiology
DNTA 1001 Dental Materials

Semester 3
DNTA 1052 Office Management Procedures
DNTA 1064 Clinical – Dental Assisting

For information call: 281-756-3787
Or contact: Leigh Davis, Coordinator LDavis@alvincollege.edu

For Disability Services: 281-756-3531  TDD: 281-756-3845
Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511
Alvin Community College does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status. The college reserves the right to alter or discontinue courses and programs.
## ALVIN COMMUNITY COLLEGE
### BID TABULATION SHEET

**Project:** Bid #698 Dental Assistant Program Clinic  
**Due Date:** December 15, 2009  
**Time:** 2:00 p.m.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patterson Dental Supply, Inc.</td>
<td>$73,998.00</td>
</tr>
<tr>
<td>5373 West Sam Houston Pkwy North</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77041</td>
<td></td>
</tr>
<tr>
<td>Henry Schein, Inc.</td>
<td>$65,988.00</td>
</tr>
<tr>
<td>16111 Park Entry Drive, Suite 200</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77041</td>
<td></td>
</tr>
<tr>
<td>Burkhart Dental Supply</td>
<td>No bid</td>
</tr>
<tr>
<td>15031 Woodham Drive, Suite 300</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77073</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM NO: 2-2010

TO: Board of Regents

FROM: A. Rodney Allbright

DATE: January 11, 2010

SUBJECT: College Food Services

Background
Historically, Alvin Community College has operated its own Food Services/Cafeteria with College employees. During the past academic year, an evaluation process took place that included the history of Food Service at the College and the possibility of a new type of food service in the future. During the Fall Semester students, through surveys and through the Student Government Association, indicated a significant desire for on campus food service.

Food Service Proposal
Dr. Darryl Stevens, Dean of Financial & Administrative Services, utilized a Request for Proposal to obtain information and interview potential food service operators. All but one food service operators submitted proposals, including a management fee to be paid by the College or no rebate to the College at a designated time. One vendor submitted a viable proposal: Lagniappe Dining Services, currently the food service provider at College of the Mainland.

- Lagniappe Dining Services under this proposal would operate food services on the Alvin Community College utilizing College facilities but would be responsible for food service employees and supplies.
- Lagniappe Dining Services will pay a three percent (3%) commission to Alvin Community College on a monthly basis after the first year of the contract’s award.
- Lagniappe Dining Services has a varied menu mix of different ethnic and cultural menu items (either a hot line menu which will consist of two entree selections or the fast food menu with a selection of hot sandwiches as well as soups, salads, etc.)
- Some foods will be sold as “grab and go” menu items which will include, but not be limited to, cold sandwiches served on croissants or hoagie buns, custom prepared salads, and specialty wraps.
- Currently in the third year of food service contract with College of the Mainland.
- Five years at Texas A&M University at Galveston.
- Menu items and pricing are a joint venture with Lagniappe Dining Services and the College’s Dean of Financial & Administrative Services.

College Food Service
Building E (Student Center) has undergone significant renovations following Hurricane Ike. This includes the Food Services operations area with functional kitchen equipment for food service operations. It is recommended the College enter into an agreement with Lagniappe Dining Services for food services for students, faculty, staff, and the community in the Student Center.

ARA:mlp
ALVIN COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
FOR
FOOD SERVICES/CATERING
RFP NO. 697

RETURN PROPOSAL
{One original and 6 copies}

TO:
ALVIN COMMUNITY COLLEGE
Attn: Dean, Financial and Administrative Services
3100 MUSTANG ROAD
ALVIN, TEXAS 77511

RETURN NO LATER THAN 11:00 A.M.
Tuesday, December 15, 2009

For additional information, contact Darryl Stevens at 281-756-3594.

You must sign below in INK; failure to sign WILL disqualify the offer. All
prices must be typewritten or written in ink.

Company Name: Lagniappe Dining Services

Telephone No.: 409-799-2575 Fax No. 409-938-1306

Print Name: Michael M. Carrasco

Signature: ________________________________

[Your signature attests to your offer to provide the goods and/or services in this Bid according to the
published provisions of this Bid. When an award letter is issued, it becomes a part of this contract.
Contract is not valid until Purchase Order is issued.]

Date: November 23, 2009
Darryl Stevens, Dean, Financial and Administrative Services
GENERAL INFORMATION

Introduction

Alvin Community College is located in Alvin, Texas. Alvin Community College is a commuter college serving approximately 5,000 students. Additionally, there are approximately 400 faculty and staff. Our food service area is located in the Student Center and offers a cafeteria style service with a short order grill and sandwiches.

Purpose

Alvin Community College invites proposals from qualified Vendors to be its exclusive provider of food services. The Vendor is not currently bidding on vending.

Contract Period

It is our intention to have potentially a five-year contract, starting February 1, 2010. This contract would be renewed on a year-to-year basis through August 31, 2015. The contract may only be renewed at the end of each contract period by the mutual agreement of both parties. Alvin Community College must send a written notification, 30 days prior to the end of the contract year, stating whether they will renew or not renew the Contract. Vendor must accept or reject renewal offer within ten (10) days of their receipt of the written offer to renew. Pricing issues, if any, will be resolved prior to this notification.

Contractual Assignment

VENDOR is prohibited from assigning, transferring or subletting the contract or its right, title or interest, or its power to execute the contract to any other person, company, or corporation without written approval of Alvin Community College.

In the event of a change in the company ownership, the College reserves the right to terminate the contract if deemed necessary with a thirty (30) day written notice.
Contract Termination

The contract may be terminated by either the College or the Vendor without penalty by providing at least ninety (90) days prior written notice to the other party.

The contract may be cancelled at any time at the option of the College for non-performance or unsatisfactory performance by the Vendor. Such cancellation shall be accomplished by the giving of notice not less than (30) days prior to such cancellation and, if no objection is filed in writing by the Vendor with the College’s Dean of Financial and Administrative Services or designee within such thirty-day period, then the contract will be deemed fully cancelled as though a formal document of cancellation had been entered into between the parties.

Reasons for termination would include but not be limited to:

- Insufficient insurance coverage
- Failure to provide required accounting period statements
- Failure to enforce approved standards of sanitation and safety
- Failure to pay monthly commissions if appropriate
- Continuation of service unsatisfactory to Alvin Community College after a ten-day written notice to correct, including cessation or diminution of service (i.e., a drastic unexplained drop in cash and catering sales or quality)
- Failure to maintain adequate personnel
- Substantial change in ownership or priority of the Vendor which in the opinion of Alvin Community College is not in its best interest
- Or any other failure to comply with the terms or provisions of the contract after a ten-day notice to correct

In the event that the incumbent Vendor not be awarded an extension or be awarded a new contract, the Vendor will be required to provide transitional service on a month to month basis for a period not to exceed (4) months, until a new vendor can establish operation. These services shall be provided under the prices, commission rates, conditions, and terms of the existing contract.

Pre-proposal Conference

Interested parties are being asked to attend a pre-proposal meeting and tour of the facility on December 3, 2009, 2:00 pm, in the College Student Center to familiarize themselves with all requirements associated with the proposal. Failure to attend this meeting will be viewed as a lack of total compliance to this RFP and may have a negative impact in the evaluation of your proposal.
Basis of Proposal Evaluation:

It is the purpose of this invitation to obtain complete data from each Vendor to enable Alvin Community College to determine which is best able to meet the College’s requirements. To this end, each vendor should furnish, as part of their response, a complete description of their food service capabilities.

Alvin Community College reserves the right to reject any and all proposals and to waive formalities. The award will be made in the best interest of Alvin Community College. The College is interested in receiving the highest possible return based on sound business practices and realistic commission rates. Vendors should clearly understand their proposal will constitute the basis for Alvin Community College to award a contract. Commissions offered will not be the sole determining factor in the consideration of award or the contract, as the College will entertain proposals where the College provides financial assistance.

From the total information requested, determination shall be made of the Vendor’s financial and operational ability to serve Alvin Community College. Only proposals from financially responsible organizations or individuals, as determined by the College, presently engaged in the business of Food Service and which have the capability to provide quality food and service under sanitary conditions shall be considered. Representatives from Alvin Community College reserve the right to inspect the Vendor’s facilities and Food Service Operations and to interview prospective Vendors prior to award of this proposal.

RFP SCHEDULE:

Listed below is a timeline of important dates regarding this solicitation. Any deviations from this schedule will be provided in writing via an addendum.

- Proposal Solicitation: November 23, 2009
- Pre-Proposal Conference: December 3, 2009
- Proposal Opening: December 15, 2009
- Recommendation to Board and award: January 28, 2010
- Contract Start Date: February 1, 2010
VENDOR INFORMATION

One original and six (6) copies of the Proposal are required. All proposals must provide the following information:

1. Name, address, and phone numbers of all local, regional, and national offices where applicable which are in control of the interested party.

2. Name, title, address, and phone numbers of the individual representing the Vendor authorized to execute the contract and to whom future correspondence should be sent.

3. Name and address of primary financial institution.

4. Name, title, address and phone number of bank officer to be contacted.

5. Indicate whether Vendor is privately or publicly held.

6. Specify number of years Vendor has been in the Food Service business with specific indication of years in educational market segment.

7. Describe Vendor's management organization.

Operations Experience

1. Provide a listing of accounts your firm has served or is currently serving during the past five (5) years. State whether you currently service the account or not, and who we may contact at each location about your company's performance.

2. Provide five (5) clients and indicate individual and combined sales totals for each cash and catering operation you serviced that are comparable to Alvin Community College, and indicate number of continuous years of service provided to each.
GENERAL TERMS OF CONTRACT

Awarded Contractor Shall

1. As an independent contractor, operate the Alvin Community College food service, on the awarded Vendor's own credit, exclusively for students, faculty, staff, guests, and invitees.

2. Perform catering services that may range from box lunches to formal dinners on or off campus and may include College or non-College groups. The catering program should address the diverse needs of students, faculty, staff and, administrators. The successful provider will be granted "First Right of Refusal" catering rights for catered events within the College, but shall be subject to the College's right to utilize other caterers (1) at the option and discretion of the Dean of Financial and Administrative Services or his designee and (2) if required by agreements with event producers or promoters. The successful proposer must agree to honor existing catering commitments entered into by the current food service provider.

3. Indemnification – Vendor shall be liable for all damages to property or persons resulting from acts of negligence on the part of its employees or agents for injuries to consumers. Vendor agrees to hold Alvin Community College harmless and free from any loss, cost, damage, or expense arising out of an occurrence relating to this venture, and will indemnify to negligence of the Vendor's employees or agents arising from the use or consumption of any product sold by the Vendor, and from any damage or claims suffered through implied Warranty.

4. Insurance Requirements – The successful Vendor will be required to furnish a certificate of insurance prior to entering the work location with the following minimum coverages:

   - Worker's Compensation on all employees as required by law.
   - Comprehensive General Liability Insurance including products, contractual and broad form vendor coverage with limits of one million dollars ($1,000,000).

5. Obtain all necessary permits and licenses required for the operation of a food service operation at the contractor's expense and furnish said licenses to Alvin Community College. Vendor shall pay any sales/use taxes imposed on the operation.
6. Furnish on its own credit, all food, beverages, material, and supplies of every kind, together with labor and management necessary for the efficient operation of said Food Services.

7. Comply with all rules and regulations of the College. Operate and maintain all food service operations in accordance with all applicable laws, ordinances, regulations, and rules of Federal, State, and Local authorities relating to standards of health, safety, and cleanliness. All structural or equipment change that may be necessary for food service to comply with such requirements and standards shall be made by the College. The contractor agrees to provide a copy of all Federal and/or State inspection reports to Alvin Community College.

8. Be responsible for all cleaning of the kitchen work area, equipment, serving areas, dining room, and storerooms.

9. To the extent allowable by the U.S. Civil Rights Act of 1964, and any other applicable Federal, State or local laws or regulations, assign to duty on college premises only employees acceptable to the College.

10. Submit planned weekly menus for review and publication by such persons designated by the College at least one week prior to use. Include any special items you intend to offer.

11. Relinquish at the termination of this agreement, the College's food services premises, small ware, and equipment in similar condition as it was issued to the Vendor at the outset of this agreement. Exceptions to this stipulation may include normal wear and tear, damage by fire, flood, or other unavoidable occurrence, theft by persons other than employees of food service, and for those acts which may have occurred without negligence on the part of food service, its employees, or agents.

12. Pay for its long-distance telephone expenses and copying expenses, if any.

13. Permit college designees to have full access to the premises being used by food service under this agreement for the purpose of maintenance or other approved activity.

The College Shall:

1. Furnish suitable space on its premises for the preparation and service of food to its students, faculty, staff, guests, and invitees.
2. Furnish, at its expense, all facilities completely equipped and ready for operation by the food service department.

3. Furnish, at its expense, all heat, hot and cold water, gas, light, electricity, air conditioning, and local telephone service required by food service during the term of this agreement.

4. Furnish, at its expense, garbage and rubbish removal and pest extermination services.

5. Furnish, at its expense, building maintenance for plumbing, heating, air conditioning, electrical service, and be responsible for periodic cleaning of exhaust vent ducts.

6. At its expense, keep all cafeteria furniture in proper repair and operating condition. Furnish maintenance as required on kitchen equipment.

Each of the two parties to the Agreement releases the other party from any responsibility for damage to the premises or other property owned by either party, caused by fire and resulting directly or indirectly from the occupancy of a portion of Lessor's premises by Lessee. Each party agrees to keep its respective fire insurance carrier under notice of this release.

PROPOSAL SUBMITTALS

It is important that each Vendor supply explicit and detailed proposals on each of the items of consideration. In determining the Vendor to which the agreement will be awarded, Alvin Community College will consider, but not be limited to, each of the following items as separate subjects.

1. Cash rebate or Commissions – Indicate method and frequency of payment to Alvin Community College. Discuss proposed financial structure.

2. Quantity of Food Served – Submit detailed specifications for the quantity of food in each portion served. How do you ensure consistent quality on a day-to-day basis? Provide a sample menu showing what is to be served and the size portions specified. How often will menus be rotated or modified? How much local flexibility in menu preparation is allowed? Include detail of nutritional information of items included in sample menu. Include provision for ethnic/cultural variance.
3. Variety of Food Served – Explain the number of different entrees and the variety of selection of other items to be available each meal.

4. Quality of Food Served – Detail your raw food specifications for all food and beverages. Describe how you ensure delivery of food quickly without sacrificing quality during peak serving hours.

5. Management Structure – Submit a chart of organizational structure proposal for the campus. Include the requirements your company has established for management personnel with regards to level of education and prior experience. Include a resume for each of the proposed management team. Alvin Community College will reserve the right to interview management candidates.

6. Treatment of non-management employees – Include examples of beginning pay scales to be in effect for non-management employees.

7. Method of Payment – Describe how often you will submit billings for service - the College pays net 30.

8. Catering – Describe the catering program you will offer to the campus community as part of this agreement? Explain catering pricing and how you will remain competitive with prices within the local community.

9. Marketing/Promotion and Printed Communication – Submit examples of printed materials designed to communicate the food service program to students, faculty, staff, administrators, and community. Explain how often and in which ways regular written communications will be distributed directly by the Food Service Manager assigned to the campus. How will the cost be borne?

10. Pricing – Include initial pricing for all of the following:

   a. Cash prices – How will cash prices of food and beverage be established, approved, and adjusted during a contract year?

   b. Rate Adjustments – Describe the conditions under which you would approach Alvin Community College for a change of the cash prices of individual food and beverage items, bearing in mind that this consideration would only be on an annual cycle. What economic benchmarks or indicators would price increase requests be tied to and supported by? Under what conditions would rate decreases be made?
11. Other Uses of the Food Service Area – Alvin Community College will require, on occasion, use of the dining room space at non-meal times for non-food service activities. Describe how you would accommodate this scheduling.

12. Other – What other items, programs, or innovations do you propose for the food service on the Alvin Community College campus? This should include potential for capital investments, major program changes, and other substantial alternatives of the current program.

EVALUATION OF PROPOSALS

The College evaluation committee will make the final selection of the Food Service Provider. The award will be made to that responsible Vendor who by its proposal is judged to offer the most advantages to the College. Proposals will be judged on the potential for providing and maintaining food and service of a high quality, together with affordable prices to patrons of the facility, and a reasonable return to the College.

Proposals submitted in accordance with these specifications will be evaluated by consideration of the following specific elements:

- Length of time and extent to which the Vendor has been in continuous, successful existence in the food service field (Financial Stability)

- The Vendor’s successful and satisfactory operation of similar cash sales facilities (Past History)

- The quality of preparation and merchandising of foods, and the housekeeping in evidence at other locations operated by the Vendor

- The ability of the Vendor to meet food needs of the campus population through flexible and appropriate menus

- The adequacy, clarity, and availability of bookkeeping and accounting reports and procedures proposed for use by the Vendor

- The Vendor’s ability to meet and maintain prices at a moderate to low level in order to provide students with a competitive price structure in relation to the market area of the College
• The quality and stability of personnel, and the organizational depth of the Vendor, as evidenced by detailed information submitted with the proposal, which shall include an organization structure, resumes and discussions of the Vendor’s management pool.

• The overall ability to provide first class food service, in accordance with these specifications.

• Incentives offered as a part of this contract.
NON-COLLUSIVE BIDDING/CERTIFICATE OF RESIDENCY

By submission of this bid or proposal, the bidder certifies that:

a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;

b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;

c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;

d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

e) THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR BID TO BE REJECTED.

The State of TX has passed a law concerning non-resident contractors. This law can be found in TX Education Code under Chapter 2252, Subchapter A. This law makes it necessary for Alvin Community College to determine the residency of its bidders. In part, this law reads as follows:

"Section: 2252.001

(3) ‘Non-resident bidder’ refers to a person is not a resident.

(4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002
A governmental entity may not award a governmental contract to a non resident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located."

I certify that [Lagniappe Dining Services] (Name of Company Bidding)
is, under Section: 2252.001 (3) and (4), a

[ ] Resident Bidder [√] Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of Galveston in the state of Texas.

[Signature of Authorized Company Representative]
Michael M. Carrasco

[Print Name]
Owner

[Date]
Dec. 15, 2009
FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME:

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED):

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: ________________________________

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: ________________________________

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): ________________________________

Details of Conviction(s):

Signature of Company Official: ________________________________

13
Alvin Community College

TO ALL FUTURE VENDORS:

Alvin Community College is required by the IRS to have a completed W-9 form on file **BEFORE** any orders will be placed or payments made to a vendor. Failure to furnish your Tax ID number may result in the imposition of a penalty per Section 6676 of the Internal Revenue Code.

Please follow the steps below:
1. Fill out the attached W-9 Form, check appropriate box, and enter your Tax ID or social security number.
2. Place EXEMPT in Part II if not subject to backup withholding.
3. Fill out attached Vendor Information Request Form.
4. Please return the Attached W-9 Form and the Vendor Information Request Form by Fax to:
   Alvin Community College
   Attn: Dean, Financial and Administrative Services
   Fax Number: (281) 756-3895
   If fax machine is not available, please mail to:
   Alvin Community College
   Attn: Dean, Financial and Administrative Services
   3110 Mustang Road
   Alvin, Texas 77511

**ALVIN COMMUNITY COLLEGE WILL NOT BE RESPONSIBLE FOR ITEMS/SERVICES SUPPLIED BY ANY VENDOR WITHOUT A PURCHASE ORDER NUMBER.**

If you have any questions, the Dean of Financial and Administrative Services may be reached at (281) 756-3594 between the hours of 8:00 am and 5:00 pm Monday-Friday.

Thank you for your timely response in this matter.

Darryl Stevens, Ph.D.
Dean, Financial and Administrative Services
Form W-9
Identification Number and Certification

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (See Specific Instructions on page 2)

Language Dining Services

Business name (if different from above. See Specific Instructions on page 2)

Check appropriate box: [ ] Individual/Sole proprietor [ ] Corporation [ ] Partnership [ ] Other

Address (number, street, and apt. or suite no.)

Self-truser Ave. 6137 Houston TX 77001

City, and ZIP code

Requestor's name and address (optional)

Part I
Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Note: If this account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.

Social security number

4167814810941

or

Taxpayer identification number

8410284691332

Part II
For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2)

Part III
Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (for I am waiting for a number to be issued or revised, and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here

Signature of U.S. person

[Signature]

Date

12-5-09

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you pay, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification. You must provide your correct TIN. (See the instructions on page 2.)

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Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with reasonable cause that results in not backup withholding, you are subject to a $50 penalty.

Criminal penalty for falsifying information, willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Insurability of TIN. If the requester discloses or uses TIN in violation of federal law, the requester may be subject to civil and criminal penalties.

Cat. No. 12330X
Form W-9 (Rev. 12-2009)
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

   (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☒ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☒ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☒ No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

__________________________   __________________________
Signature of person doing business with the governmental entity   Date
TO: Board of Regents
FROM: A. Rodney Allbright
DATE: January 11, 2010
SUBJECT: College Copier Paper: Bids

Bids for College copier paper were advertised according to State law and College procedures. It is recommended that the low bid submitted from Bosworth Papers, Inc. in the amount of $28,613.48 be accepted. The official College Bid Tabulation Sheet is attached. Funding source: 2009-2010 M&O Budget.

ARA:mlp

Attachment
### Alvin Community College
### Bid Tabulation Sheet

**Bid # 696**  
**Project:** Copier Paper  
**Bid Date:** December 1, 2009  
**Time:** 2:00 p.m.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid Amount</th>
<th>Bid Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bosworth Papers, Inc.</td>
<td>8 1/2&quot; X 11: $29.68 per case</td>
<td>$27,717.48</td>
</tr>
<tr>
<td>P.O. Box 40905, Houston, TX 77240</td>
<td>8 1/2&quot; X 14&quot;: $40.44 per case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11&quot; X 17&quot;: $31.80 per case</td>
<td></td>
</tr>
<tr>
<td>Clampitt Paper</td>
<td>8 1/2&quot; X 11: $35.80 per case</td>
<td>$33,412.32</td>
</tr>
<tr>
<td>4707 Blalock, Houston, TX 77041</td>
<td>8 1/2&quot; X 14&quot;: $47.96 per case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11&quot; X 17&quot;: $37.70 per case</td>
<td></td>
</tr>
<tr>
<td>Olmsted-Kirk Paper Company</td>
<td>8 1/2&quot; X 11: $34.00 per case</td>
<td>$31,769.00</td>
</tr>
<tr>
<td>9565 West Wingfoot Road, Houston, TX 77041-9112</td>
<td>8 1/2&quot; X 14&quot;: $47.00 per case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11&quot; X 17&quot;: $37.00 per case</td>
<td></td>
</tr>
<tr>
<td>Hogan's Paper Company</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>6904 Hillcroft Street, Austin, TX 78724</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xpedix</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>10300 North Loop East, Houston, TX 77029</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenix Paper Company</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>1515 Studemont, Houston, TX 77007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worthington Paper Company</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>3630 N. Josey Lane, Suite 225, Carrolton, TX 75007-3144</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO:       Board of Regents
FROM:    A. Rodney Allbright
DATE:    January 12, 2012
SUBJECT: American Recovery & Reinvestment Act: Consolidated Computer Purchase Bid

Background
The Texas Legislature used the American Recovery & Reinvestment Act (ARRA) funds to supplement college and university appropriations. All colleges and universities were directed by the Legislative Budget Board and the State Comptroller’s Office to identify a specific portion of the fiscal year’s operational budget that would be “dedicated” for use by ARRA funds.

College Plan
Dr. Darryl Stevens, Dean of Financial & Administrative Services, Karl Stager, Director of Fiscal Affairs/Comptroller, and David Goza, Director of Information Technology, developed a plan for Alvin Community College that complied with the Legislative Budget Board requirements using ARRA funds. That plan was the purchase of instructional computers identified for replacement during the current academic year in classrooms, computer labs, and for faculty offices.

Bid Information
The State Legislature allocated ARRA funds to Alvin Community College in the amount of $131,324.00. It is recommended that the College utilize the ARRA funds and $18,413.11 from the College’s Technical Fee Fund generated by student enrollment for replacement computer purchase accepting the low bid from Dell in the amount of $149,737.11.

[Dell Computers, Inc. meets the requirements of the State of Texas through the State of Texas Department of Information Resources (DIR) regarding competitive bid requirements (Texas Government Code, Sect. 791.025).]

ARA:mlp
## ALVIN COMMUNITY COLLEGE
### BID TABULATION SHEET

**Bid Number:**

**Project:** PC BULK PURCHASE Spring 2010

<table>
<thead>
<tr>
<th></th>
<th><strong>Count</strong></th>
<th><strong>Dell</strong></th>
<th><strong>IBM</strong></th>
<th><strong>HP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Top PC's w/Monitors</td>
<td>65</td>
<td>58,151.60</td>
<td>65,129.35</td>
<td>90,090.00</td>
</tr>
<tr>
<td>Desk Top PC's wo/Monitors</td>
<td>9</td>
<td>6,975.18</td>
<td>6,858.00</td>
<td>11,169.00</td>
</tr>
<tr>
<td>Drafting Lab PC's</td>
<td>45</td>
<td>58,623.75</td>
<td>49,140.00</td>
<td>69,840.00</td>
</tr>
<tr>
<td>Inspiron PC's</td>
<td>3</td>
<td>2946.69</td>
<td>4,412.25</td>
<td>4,155.00</td>
</tr>
<tr>
<td>Laptop PC's</td>
<td>7</td>
<td>8,267.00</td>
<td>9,738.40</td>
<td>10,689.00</td>
</tr>
<tr>
<td>Laptop PC's w/ Docking Stations</td>
<td>11</td>
<td>14,772.89</td>
<td>17,712.20</td>
<td>19,624.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>140</strong></td>
<td><strong>$149,737.11</strong></td>
<td><strong>$152,990.20</strong></td>
<td><strong>$205,567.00</strong></td>
</tr>
</tbody>
</table>
ORDER OF GENERAL AND SPECIAL ELECTIONS
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS GENERAL ELECTION

A general election is hereby ordered to be held on May 8, 2010 for the purpose of:

**General Election:** Electing three (3) members to the Board of Regents for Alvin Community College District Positions 7, 8, and 9 for six (6) years (Filing deadline: March 8, 2010)

** Should a run-off election be necessary, said run-off election is hereby ordered on June 12, 2010.

Early voting by personal appearance will be conducted at

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvin Library</td>
<td>April 26, 2010 through April 30, 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>105 South Gordon Street</td>
<td>May 1, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Alvin, Texas</td>
<td>May 3 and 4, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Brazoria County Courthouse</td>
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<tr>
<td>West Annex</td>
<td>May 1, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>451 N. Velasco, Room 144</td>
<td>May 3 and 4, 2010</td>
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<tr>
<td>Angleton, Texas</td>
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<td>Precinct 4 County Barn</td>
<td>April 26, 2010 through April 30, 2010</td>
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<tr>
<td>1001 Market Street</td>
<td>May 1, 2010</td>
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<td>Brazoria, Texas</td>
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<td>Brazosport College</td>
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</tr>
<tr>
<td>500 College Drive</td>
<td>May 1, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Lake Jackson, Texas</td>
<td>May 3 and 4, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Freeport Library</td>
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</tr>
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<td>410 Brazosport Blvd.</td>
<td>May 1, 2010</td>
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<td>Freeport, Texas</td>
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</tr>
<tr>
<td>North Annex</td>
<td>May 1, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>7313 Corporate Drive</td>
<td>May 3 and 4, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Manvel, Texas</td>
<td></td>
<td></td>
</tr>
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<td>Justice of the Peace, Pct. 3</td>
<td>April 26, 2010 through April 30, 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Pl. 2 Courtroom</td>
<td>May 1, 2010</td>
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<td>3801 E. Pear</td>
<td>May 3 and 4, 2010</td>
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<tr>
<td>Pearland, Texas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westside Event Center</td>
<td>April 26, 2010 through April 30, 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>2150 Countryplace Pkwy.</td>
<td>May 1, 2010</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Sweeny Community Center</td>
<td>April 26, 2010 through April 30, 2010</td>
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</tr>
<tr>
<td>205 W. Ashley Wilson Road</td>
<td>May 1, 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Sweeny, Texas</td>
<td>May 3 and 4, 2010</td>
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</tr>
<tr>
<td>West Columbia City Hall</td>
<td>April 26, 2010 through April 30, 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>512 E. Brazos</td>
<td>May 1, 2010</td>
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</tr>
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<td>West Columbia, Texas</td>
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<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>
Applications for ballot by mail shall be mailed to:

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

111 E. Locust,
(Address)

Angleton, TX 77515
(City) (Zip Code)

Applications for ballot by mail must be received no later than the close of business on April 30, 2010.

Issued this the 28th day of January, 2010.

______________________________  ______________________________
Member                        Signature of Presiding Officer

______________________________
Member

______________________________
Member

______________________________
Member

______________________________
Member

______________________________
Member
ORDEN DE ELECCION DE GENERAL
DISTRITO DE LA COMUNIDAD UNIVERSITARIA DE ALVIN
ELECCIÓN DE GENERAL DE REGENTES

Por lo presente se ordena que se llevará a cabo una elección general y una elección especial el 8 de mayo del 2010 con el propósito de:

Elegir a 3 miembros al consejo de Alvin Community College
Posiciones 7, 8, y 9 por seis (6) años (Fecha de entrega: Marzo 8, 2010)

** Si ocurre un empate en la elección, dicho empate se resolverá con otra elección, que aquí se ordena, el 12 de Junio del 2010

La votación adelantada en persona se llevará en:

<table>
<thead>
<tr>
<th>Sitio</th>
<th>Fecha</th>
<th>Horas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvin Library</td>
<td>26 de Abril del 2010 hasta el 30 de Abril del 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>105 South Gordon Street</td>
<td>1 de Mayo del 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
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<td>Alvin, Texas</td>
<td>3 de Mayo del 2010 y 4 de Mayo del 2010</td>
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</tr>
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</tr>
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</tr>
<tr>
<td>Sweeney Community Center</td>
<td>26 de Abril del 2010 hasta el 30 de Abril del 2010</td>
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</tr>
<tr>
<td>205 W. Ashley Wilson Road</td>
<td>1 de Mayo del 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Sweeney, Texas</td>
<td>3 de Mayo del 2010 y 4 de Mayo del 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>West Columbia City Hall</td>
<td>26 de Abril del 2010 hasta el 30 de Abril del 2010</td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<td>512 E. Brazos</td>
<td>1 de Mayo del 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>West Columbia, Texas</td>
<td>3 de Mayo del 2010 y 4 de Mayo del 2010</td>
<td>7:00 a.m. – 7:00 p.m.</td>
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</table>
Las solicitudes para boletas que se votarán en ausencia por correo deberán enviarse a:

Joyce Hudman, County Clerk
(Nombre del Secretario(a) de Votación Adelantada)
111 E. Locust, Suite 200
(Dirección)
Angleton, TX 77515
(Ciudad) (Zone Postal)

Las solicitudes par boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el 30 de Abril, 2010.
(fecha)

Emitida este día 28 de enero, 2010.

Miembro

Firma del Oficial que Preside

Miembro

Miembro

Miembro

Miembro

Miembro
December 8, 2009

Tommy King
Deputy Superintendent for
Business & Support Services
Alvin Independent School District
301 East House St.
Alvin, Texas 77511-3568

Dr. Rodney Allbright, President
Alvin Community College District
3110 Mustang Road
Alvin, Texas 75711

Dolores Martin, Mayor
City of Manvel
P. O. Box 187
Manvel, Texas 77578

Re: Alvin I.S.D. Trust Property
I. D. # 0493-0045-000 & 0493-0046-000

Dear Mayor & Gentlemen:

Enclosed please find information from Brazoria County concerning a resale bid of $7,000.00 for account number 0493-0045-000 and a bid of $4,000.00 for account number 0493-0046-000 by Randy Roberts. It was sent to me for forwarding to your governing body for their consideration. Enclosed is a map, plat, and an aerial photo to help locate the property.

These are undivided interests. The 2006 adjudged value for both properties was $24,140 (including $ -0- for improvements) and the 2009 value is $28,600.00. The 100% due for both properties is $26,029.10.

Since the bid is less than the minimum bid at the original Sheriff's sale all need to approve.
Mr. Tommy King, Deputy Superintendent, Alvin I.S.D.
Dr. Rodney Allbright, President, Alvin CCD
Dolores Martin, Mayor, City of Manvel

December 8, 2009

Page Two

Please let me or Lacey know when you have a governing body decision.

Very truly yours,

Jerry Shiever

JS/elb
cc: Lacey Powell
Brazoria County Tax Office
111 E. Locust
Angleton, Texas 77515
Tax Resale Property Information

RESALE MEETING OF: November 24, 2009

Legal Description: A0493 H T & B R R, TRACT 7C (PT)
ACRES 3075

Physical Address: SCOTT

Account Number: 0493-0045-000

In Trust To: ALVIN ISD

Adjudged Value/Year: $14,300.00

Minimum Bid at Sale: $14,300.00

Offer: $7,000.00

Offer made by: RANDY ROBERTS

Sheriff's Deed Filed: May 30, 2008

Redemption Expiration: 11/30/2008

City weed/demolition liens: UNKNOWN

Land Value: (Current) $14,300.00

Improvement Value: (Current) $0.00

Previous Owner: JOHN CROCE

Precinct: 2

School District: ALVIN ISD

Vote: 

R. Garrett
C. Garner
Judge King
M. Sebesta

Notes: Michael Darlow was present at the meeting.
Tax Resale Property Information

RESALE MEETING OF: November 24, 2009

Legal Description: A0403 H T B R R, TRACT 7C (PT)
MANVEL
ACRES 3.7500

Physical Address:
SCOTT

Account Number: 0493-0046-000

In Trust To: ALVIN ISD

Adjudged Value/Year: $9,840.00

Minimum Bid at Sale: $9,840.00

Offer: $4,000.00

Offer made by: RANDY ROBERTS

Sheriff's Deed Filed: May 30, 2008

Redemption Expiration: 11/30/2008

City weed/demo liens: UNKNOWN

Land Value: (Current) $14,300.00

Improvement Value: (Current) $0.00

Previous Owner: JOHN CROCE

Precinct: 2

School District: ALVIN ISD

Vote: AYE NAY

R. Garrett
C. Garner
Judge King
M. Sebesta

Notes: Michael Darlow was present at the meeting.
BID ANALYSIS

Cause Number: 42010  Account Number: 0493-0045-000

Offer Amount: $7,000.00  Value$: $14,300.00

Person Offering: RANDY ROBERTS  Adjudged Value$: $14,300.00

Judgement Information

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<th>Tax Years</th>
<th>Amount Due</th>
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Costs

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<td><strong>Cost of Deed</strong></td>
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Post Judgement Information

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<td><strong>Post Judgment Total</strong></td>
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<td><strong>$332.36</strong></td>
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Proposed Distribution

<table>
<thead>
<tr>
<th>Description</th>
<th>Offer Amount</th>
<th>Costs + P &amp; J</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$7,000.00</td>
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<tr>
<td><strong>Net to Distribute</strong></td>
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<tr>
<td>BCED</td>
<td>5.56%</td>
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<td>Alvin ISD</td>
<td>50.05%</td>
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<td>BCES #3</td>
<td>0.50%</td>
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<tr>
<td>Alvin Comm College</td>
<td>7.50%</td>
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<tr>
<td>Alvin C &amp; R #3</td>
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<tr>
<td>City of Manvel</td>
<td>19.04%</td>
<td>$934.09</td>
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</tbody>
</table>

Brazoria County  Page 1  12/4/2009
## BID ANALYSIS

**Cause Number:** 42919  
**Account Number:** 0493-0046-000  
**Offer Amount:** $4,000.00  
**Value:** $14,300.00  
**Person Offering:** RANDY ROBERTS  
**Adjudged Value:** $9,640.00

### Judgement Information

<table>
<thead>
<tr>
<th>Taxing Entity</th>
<th>Tax Years</th>
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### Costs

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<tr>
<td>Court Costs</td>
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<td>Research Fees</td>
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<td><strong>Liens</strong></td>
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<td><strong>Total Cost of Deed</strong></td>
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### Post Judgement Information

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<tr>
<th>Taxing Entity</th>
<th>Tax Year's</th>
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<td>BC</td>
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**Post Judgment Total** $643.68

### Proposed Distribution

- **Offer Amount:** $4,000.00  
- **Net to Distribute $:** $2,234.07
- **Net to Distribute Percentages:**
  - BC: 13.24%  
  - BCED: 0.10%  
  - Alvin ISD: 43.56%  
  - BCES #3: 0.67%  
  - Alvin Comm College: 7.55%  
  - Alvin C & R #3: 3.78%  
  - City of Manvel: 19.78%

Brazoria County  
Page 1  
12/4/2009
December 8, 2009

Tommy King
Deputy Superintendent for
Business & Support Services
Alvin Independent School District
301 East House St.
Alvin, Texas 77511-3568

Dr. Rodney Allbright, President
Alvin Community College District
3110 Mustang Road
Alvin, Texas 75711

Dolores Martin, Mayor
City of Manvel
P. O. Box 187
Manvel, Texas 77578

Re: Brazoria County Trust Property
I. D. # 6398-0085-000
Suit No. 3797*T98, Brazoria County vs. Frank Erwin Harris.

Dear Mayor & Gentlemen:

Enclosed please find information from Brazoria County concerning a resale bid of $640.00 for above account by Armando Villarreal. It was sent to me for forwarding to your governing body for their consideration. Enclosed is a plat, and an aerial photo to help locate the property.

This is an undivided ¼ or .2583 acre interest. The 1998 adjudged value 2,810.00 (including $ -0- for improvements). The current appraised value is $11,250.00 (including $-0- for improvements) The 100% due is $2,870.87.

Since the bid are less than the minimum bid at the original Sheriff's sale all need to approve.
Mr. Tommy King, Deputy Superintendent, Alvin I.S.D.
Dr. Rodney Allbright, President, Alvin CCD
Dolores Martin, Mayor, City of Manvel

December 8, 2009

Page Two

Please let me or Lacey know when you have a governing body decision.

Very truly yours,

Jerry Shiever

JS/elb
cc: Lacey Powell
   Brazoria County Tax Office
   111 E. Locust
   Angleton, Texas 77515
Tax Resale Property Information

RESALE MEETING OF: November 24, 2009

Legal Description: MANVEL, BLOCK 41, LOT 9 TO 11 (UND INT) ACRES .2583

Physical Address: KING

Account Number: 6398-0085-000

In Trust To: BRAZORIA COUNTY

Adjudged Value/Year: $2,810.00

Minimum Bid at Sale: $1,236.00

Offer: $640.00

Offer made by: ARMANDO VILLARREAL

Sheriff's Deed Filed: March 27, 2003

Redemption Expiration: 9/27/2003

City weed/demo liens: UNKNOWN

Land Value: (Current) $11,250.00

Improvement Value:(Current) $0.00

Previous Owner: FRANK HARRIS

Precinct: 2

School District: ALVIN ISD

Vote: AYE NAY

R. Garrett
C. Garner
Judge King
M. Sebesta

Notes: Michael Darlow was present at the meeting.
## BID ANALYSIS

**Cause Number:** 3767'T98  
**Account Number:** 6398-0085-000

**Offer Amount:** $640.00  
**Value:** $11,250.00

**Person Offering:** ARMANDO VILLARREAL  
**Adjudged Value:** $2,810.00

### Judgement Information

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<tr>
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<th>Amount Due</th>
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**Total** $2,505.48

### Costs

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<tr>
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<th>Sheriff Fees</th>
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<tbody>
<tr>
<td>Publication Fees</td>
<td>Research Fees</td>
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<tr>
<td>Ad Litem</td>
<td>Recording Fee's</td>
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**Liens** 0

**Cost of Deed** $0.00

### Post Judgement Information

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**Post Judgment Total** $365.39

### Proposed Distribution

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**Brazoria County**  
**Page 1**  
**11/13/2009**
<table>
<thead>
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<th>Tax Suit #</th>
<th>Legal Description</th>
<th>Court Adjudged Value</th>
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