

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

May 18, 2010

**REGULAR MEETING
OFFICIAL AGENDA
7:00 P.M.**

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- **Call to Order**
- **Certification of Posting of Notice** 1
- **Pledge**
- **Invocation**
- **Board Chairman Report/Comments**
 - 1. **Approval of Minutes** 2
 - A. Minutes of April 22, 2010
 - B. Information Items
 - 1. ACC Awards Day Program
 - 2. ACC - Employee Categories
 - 2. **President's Report**

- **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 Opening Meeting Law). In the event, there is a charge or grievance to be made against a specific agent, employee, or student, then it shall be conducted in an Executive Session to comply with State law.

3. **Canvass of Regent Election**
4. **Board of Regents**
 - Oath of Office
 - Statement of Elected Officer
 - Election of Officers
5. **TSCM Educational Benefits - Summer 2010**
6. **Personnel Replacement: Systems/Database Administrator - Frederick Bellows**
7. **College Safety Program: Emergency Notification Phase II**
8. **Emergency Generator: Information Technology Department**
9. **College Greenhouse Replacement**
10. **Physics Department: Astronomy/Observatory**
11. **College Sign**
12. **Adjournment**

IT IS, THEREFORE, ORDERED BY THE BOARD OF REGENTS OF THE ALVIN COMMUNITY COLLEGE THAT:

Section 1. The Election was duly called and notice thereof given in accordance with law; the Election was held in the manner required by law; only resident, qualified electors of the College voted at the Election; a written return of the election results was made to the College in accordance with the Election Code; and a majority of the resident, qualified electors of the College voting in the Election, including absentee voting, elected

Leslie H. Nash, Position 7
Mac H. Barrow, Position 8
Karlis Ercums III, Position 9

to the Board of Regents of the College subject to their taking their Oath of Office.

Section 2. The official returns shall be delivered to the Secretary of the Board of Regents, who is hereby directed to enter in the Election register the tabulation of the votes cast for and against the candidates and to preserve such tabulations as required by law.

Section 3. Notice of Meeting. The Board of Regents officially finds, determines, recites and declares that written notice of the date, hour, place and subject of the meeting at which the action reflected in this Order was adopted was posted on a bulletin board located at a place convenient to the public at the College's administrative offices for at least 72 hours preceding the scheduled time of the meeting; that a telephonic or telegraphic notice of such meeting was given to all news media who have consented to pay any and all expenses incurred by the College in connection with providing such notice, both as required by Chapter 551, Texas Government Code; and that such meeting was open to the public as required by law at all times during which this Order and the subject matter thereof was discussed, considered and formally acted upon.

Section 4. Authorization to Execute. The Chairman or Vice Chair of the Board of Regents is authorized to execute and the Vice Chair of the Board of Regents is authorized to attest and seal this Order on behalf of the Board of Regents.

Section 5. Effective Date. This Order is effective immediately upon its passage and approval.

PASSED AND APPROVED May 18, 2010.

Leslie H. Nash
Chairman, Board of Regents
Alvin Community College

ATTEST:

James "Bart" DeWitt
Vice Chair, Board of Regents
Alvin Community College

(SEAL)

Alvin Community College District Board of Regents General Election Cumulative Report — Unofficial

Brazoria County — Joint Election — May 08, 2010

Total Number of Voters : 10,879 of 159,411 = 6.82%
 Number of District Voters: 1,646 of 42,103 = 3.91%

Precincts Reporting 145 of 145 = 100.00%
 District Precincts Reporting 44 of 44 = 100.00%

Party	Candidate	Early	Election	Total
Board of Regents, Position 7, Vote For 1				
	L. H. "Pete" Nash	697 100.00%	494 100.00%	1,191 100.00%
	Cast Votes:	697 72.91%	494 71.59%	1,191 72.36%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	259 27.09%	196 28.41%	455 27.64%
Board of Regents, Position 8, Vote For 1				
	Mac H. Barrow	404 51.60%	284 52.40%	688 51.92%
	Michael "Drab" Green	234 29.89%	118 21.77%	352 26.57%
	Jim Sudtela	145 18.52%	140 25.83%	285 21.51%
	Cast Votes:	783 81.90%	542 78.55%	1,325 80.50%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	173 18.10%	148 21.45%	321 19.50%
Board of Regents, Position 9, Vote For 1				
	Karlis Ercums III	682 100.00%	497 100.00%	1,179 100.00%
	Cast Votes:	682 71.34%	497 72.03%	1,179 71.63%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	274 28.66%	193 27.97%	467 28.37%

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 4, 2010
SUBJECT: TSCM Educational Benefits - Summer 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.

EMPLOYEE	COURSE NUMBER	DAYS	START/END TIME	SCH (CREDIT HOURS)
Scott Powell	GEOL 1447	IN	IN	4
	COMM 1307	IN	IN	3
Tina Jennings	CRTR 2403	M/T	8:00 - 11:50	4
	CRTR 2236	M/T	12 - 12:50	3

ARA:mlp

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 3, 2010
SUBJECT: Personnel Replacement: Systems/Database Administrator

The individual listed below has been recommended to fill the full time position of **Systems/Database Administrator**.

Candidate

Recommended: **Frederick Bellows**

Certifications: U.S. Navy Schools
 Network Security & Vulnerabilities Technician (NEC-2780)
 Information Systems Security Manager (NEC-2779)
 Information Systems Administrator (NEC-2735)
 UNIX Administration & Security / Novell Administration

Experience: United States Navy 1986-2009

Chief Information Systems Technician 2007-2009
 U. S. Navy
 National/Naval Ice Center
 Suitland, Maryland

Chief Information Systems Technician 2004-2007
 MCM Crew Leader
 U. S. Navy
 Ingleside, Texas

Chief Information Systems Technician 2001-2004
 U. S. Navy
 Joint Staff Support Center / Pentagon
 Washington DC

Leading Petty Officer Fleet Communications Division 1999-2001
 Commander 7th Fleet
 U. S. Navy
 Yokosuka, Japan

Salary: \$60,060
 Grade 6 / Step 4
 2009-10 Administrative / Professional Salary Schedule

**ALVIN COMMUNITY COLLEGE
SYSTEMS and DATABASE ADMINISTRATOR
(GRADE 6)**

I. Organizational Unit: Information Technology
Reports To: Director, Information Technology
Prepared By: David Goza
Revised: 9 March 10

II. Functional Narrative:

The Systems and Database Administrator is responsible for providing software support for the college database system. This position is also responsible for providing hardware and software support on the HP Unix-based Server including implementation, upgrades, maintenance and integration with other campus information systems.

III. Major Duties and Responsibilities

Essential duties and responsibilities include the following. Other related duties may be assigned by the Director of Information Technology.

- Develops, implements and performs to database standards, a written set of procedures and guidelines for routine and emergency operations.
- Develops and maintains development, test and production areas of database programs.
- Participates in and performs migration to new releases and computer systems.
- Participates with project teams providing guidance and recommendations for technical issues.
- Designs, tests and performs backup and restore processes.
- Manages user privileges and security.
- Will be on call to resolve problems and issues that arise at any time.
- This position requires that some work be performed after hours and on weekends.

IX. Factors

A. Knowledge/Skills

- AAS or AS degree in Computer Science or Information Systems. Five plus (5+) years of comparable work experience, certification, and training may be substituted for educational requirements.
- Strong Information Technology Background- Minimum 5 years working in an Information Technology (Computer Services) department, preferably as a systems administrator, supporting hardware and operating systems.
- Command line operating system experience preferred- Unix, Linux, Xenix, DOS, or other OS.
- Effective communication and interpersonal skills.
- Effective technical writing skills in regard to procedural documentation.
- Ability to meet deadlines, schedules and target dates; demonstrate follow-through skills.
- Working knowledge of web-based applications preferred.
- Strong ability and desire to research and fix problems as they arise; self starter preferred.

A. Independence of Action

The Systems/Database Administrator is responsible for the daily operation of the college's main computer system.

B. Supervision Received and Exercised

The Systems/Database Administrator receives direction from the Director, Information Technology.

D. Contacts

The Systems/Database Administrator is responsible for informing all users about any pertinent changes to the daily operation of the college's main computer system and deviations in system scheduling. This position is also responsible for providing key personnel with information about software upgrades (patches) and the changes that may affect their area. Communicates frequently with computer vendors regarding the maintenance and operation of the HP computer systems and peripherals.

E. Impact

The Systems/Database Administrator makes decisions daily that directly affect the operation of the computer services of the College. These decisions concern the scheduling of computer and peripheral time and resources, the maintenance and upgrading of hardware and software, and the acquisition of supplies for the HP computer system. These operational decisions affect all computer users: administrative, faculty and students.

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 7, 2010
SUBJECT: College Safety Program: Emergency Notification Phase II

The College Board authorized the purchase of the Hyper-Alert Emergency Notification System for College safety to allow Campus Police to communicate with students, faculty, and staff in the event of a campus emergency. The Hyper-Alert Emergency Notification System operates by contacting telephones that have been registered with Campus Police.

To enhance campus safety and security Phase II of the emergency notification communications system has been developed, which is a program that would simultaneously alert students, faculty, and staff with a visual message on connected televisions throughout the campus.

The current Hyper-Alert Emergency Notification System is tied in to three campus television systems in the College Library and the Educational Service Center. This enhanced campus security plan would place 14 televisions throughout the campus in all buildings. To enhance the emergency notification system it is recommended the Board approve the low bid of \$51,462.00 from Industrial Audio/Video; the low bid of \$8,430.03 and \$3,490.00 for both types of television monitors; \$2,908.68 for the required cable installation materials.

The total project cost, based on low bids, is \$66,290.71. It is recommended this project be paid from the Student Activities Fund Balance (current balance \$172,631.00).

ARA:mlp

Attachment

ALVIN COMMUNITY COLLEGE
BID TABULATION SHEET

Project: Emergency Notification/Communication System-Network Cable and Installation

Vendor Name	Bid Amount
Gigabit Technologies	\$2,906.68
PCS Telecom	\$3,675.00
C.Link Corporation	\$2,999.99

ALVIN COMMUNITY COLLEGE
 BID TABULATION SHEET

Project: Emergency Notification/Communication System-Televisions Five (5) 37" LCD/TV

Vendor Name	Bid Amount
Sam's Club	\$3,490.00
PC Connection Express	\$3,589.15
Amazon.com	\$3,595.00
Buzzillions.com/Rainbow Appliance	\$4,845.00

Project: Emergency Notification/Communication System-Televisions Nine (9) 42" LCD/TV

Vendor Name	Bid Amount
Sale Stores - LG Brand	\$8,430.03
Sale Stores - Syntax-Olevia Brand	\$14,944.59
TVs	\$10,589.00
Provantage	\$15,389.73

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 7, 2010
SUBJECT: Emergency Generator: Information Technology Department

The College Information Technology Department houses all of the critical communications and computer systems operating on the College campus (computer servers store all student and employee records; all campus telephone lines; controls for emergency broadcast structure).

At the request of the Board of Regents, the College staff has been reviewing a reliable backup system to supply power which is critical for the maintenance of these systems. The current backup system is battery operated and reliable for less than 30 minutes, which must be manually terminated at that time and results in no internal or external communications, no communications systems, and no emergency communications system. The College has had power outages due to thunderstorms, unexplained power outages from the grids, and off campus damage to power lines which have a negative impact on the College systems.

It is recommended that the low bid for the emergency diesel generator system from Crescent Electric in the amount of \$88,590 be accepted.

ARA:mlp

Attachment

**ALVIN COMMUNITY COLLEGE
BID TABULATION SHEET**

Bid: #702

**Date: April 27, 2010
Time: 2:00 p.m.**

Project: Telecommunications and Campus Technology Standby Generator Set

Vendor Name	Total
Crescent Electric 1319 First Street P.O. Box 36 LaMarque, TX 77568-0036	\$88,590.00
KenMor Electric Company, LP 401 FM 517 West, Suite A Dickinson, TX 77539	\$102,506.00
TDEC, Inc. P.O. Box 2204 Alvin, TX 77512	\$118,525.68
Generators of Houston 6106 Milwee Houston, TX 77092	Did not meet bid specifications
ATEC Electric 1717 Heather Lane Alvin, TX 77511	No bid

Note: Posted at Houston Associated General Contractors Inc. and ISQFT Plan Room Partnership

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 7, 2010
SUBJECT: College Greenhouse Replacement

The College greenhouse, utilized primarily by the Biology Department, was destroyed by Hurricane Ike. Alvin Community College received \$33,821.30 from FEMA to replace the destroyed greenhouse.

It is recommended the low bid from Gothic Arch Greenhouses for \$39,301 be accepted. In addition, the assembly, site work, plumbing, etc., will be completed by Alvin Community College employees for approximately \$10,000. It is recommended the Board of Regents approve the low bid and the funds necessary for College staff to complete the project.

Funding: \$33,821.30 - FEMA
\$16,178.70 - General Services Fee Account

ARA:mlp

Attachment

ALVIN COMMUNITY COLLEGE
RFP TABULATION SHEET

Project: Greenhouse

Vendor Name	Bid Amount
Gothic Arch Greenhouses	\$39,301
Aztec Remodeling & Landscaping Company	\$40,000
Hummert International	\$75,378

TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 7, 2010
SUBJECT: Physics Department: Astronomy/Observatory

The College Physics Department located in the Science/Health Science Building has been developing information to allow the addition of astronomy and an observatory for the department. The College Physics Department has developed specifications for the observatory and the astronomy items that relate to freshman and sophomore physics classes.

Bids were submitted based upon specifications from the Physics Department. It is recommended the low bid of \$19,702 be accepted for the structure and \$17,458 be allocated for assembly, electrical work, site work, and other preparations which will be accomplished by Alvin Community College personnel. It is also recommended that funding for this project be allocated from the Science/Health Science Building Fund Balance of \$550,535.22.

ARA:mlp

Attachment

ALVIN COMMUNITY COLLEGE
RFP TABULATION SHEET

Project: Observatory

Vendor Name	Bid Amount
Technical Innovations	\$19,702
Durango Skies Observatory Solutions	\$23,282
Backyard Observatories	Did not meet specifications

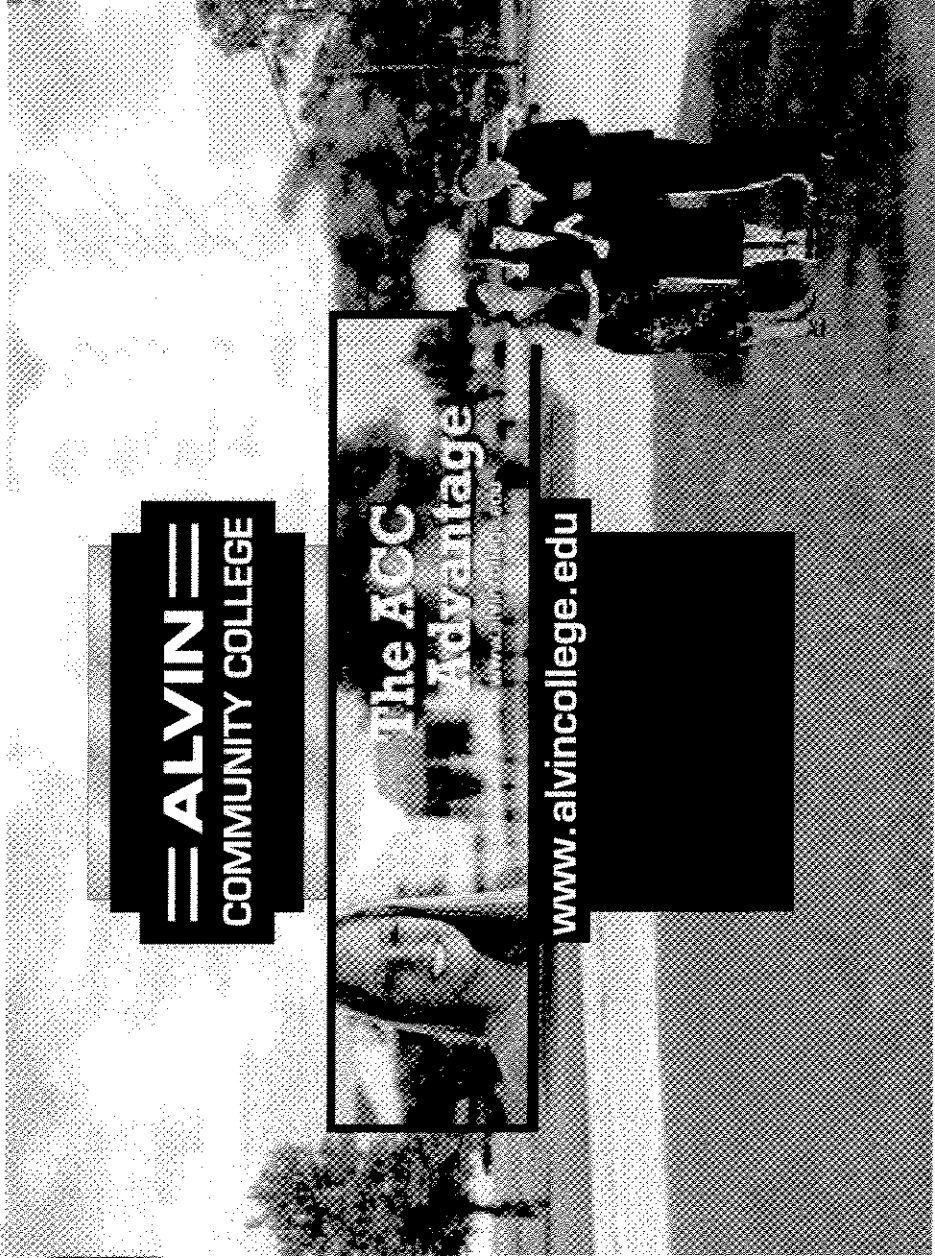
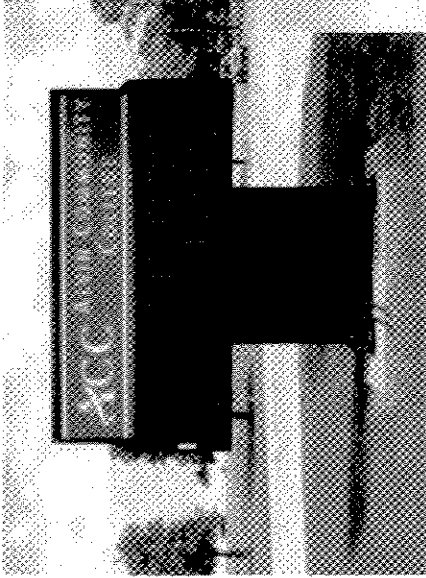
TO: Board of Regents
FROM: A. Rodney Allbright
DATE: May 11, 2010
SUBJECT: College Sign

I received a request from members of the College Board to provide information for discussion regarding the College's electronic sign on Highway 35 By-Pass.

Estimates have been received on updating the existing marquee sign on Mustang Road to a full color LED display (same as Highway 35 By-Pass). This change would allow the Mustang Road marquee to operate on the same electronic system as the Highway 35 By-Pass sign. By using one system, the messages would not only be consistent but they would be more visually advantageous. Both marquees are part of the emergency management plan for communications. An estimated cost for the sign change on Mustang Road is approximately \$36,000. Funding for the Highway 35 By-Pass sign was from the Hlawiczki Estate, which currently has a balance of \$14,000.

ARA:mlp

Attachment



1851 FM 528
WEBSTER, TX 77598
PHONE: (281) 338-1203
FAX: (281) 338-2166
WWW.SIGNCITYHOUSTON.COM



NAME: ALVIN COMMUNITY COLLEGE
PHONE:
ADDRESS: ALVIN, TEXAS

DATE: 4/15/2010
SALES: MIKE PEREZ
FILE:
TYPE:

LANDLORD APPROVAL

CUSTOMER APPROVAL

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ALVIN COMMUNITY COLLEGE FINANCIAL STATEMENTS

Due to the early date for the May Board of Regents meeting,
financial statements for the month will be a part of the agenda at
the June Regents meeting.