

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

**October 27, 2011**

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

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- **Invocation**
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    - A. Minutes of August 25, 2011
  
    - B. Information Items
      - 1. Letter from W. Boone Fields, Deputy Director, Texas Workforce Commission
      - 2. Letter from Lisa DiCarlo, Director, Direct Loan Operations, U.S. Department of Education, Federal Student Aid
      - 3. ACC - Employee Count

Included in Agenda Packet:  
1. ACC Catalog 2011-2012

**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.

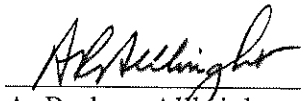
In accordance with State law, no deliberation, discussion, or decision will be made other than to consider a proposal to place the subject on the agenda for a subsequent meeting, unless the subject is listed on the Board agenda, in which case it may be discussed by the Board of Regents. A written response / 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.

1. **Tax Abatement Policy**
2. **Personnel Action - Instructor/Department Chair, Process Technology**
3. **Personnel Action - Instructor, Office Administration**
4. **Personnel Action - Instructor, Accounting**
5. **Personnel Action - Communications Coordinator**
6. **Personnel Action - Maintenance & Civil Operator**
7. **Personnel Action - Administrative Assistant II, Physical Plant**
8. **Personnel Action - Senior Administrative Assistant, Assistant to the President**
9. **Personnel Action - Registration Specialist**
10. **Advertising - Alvin High School Scoreboard**
11. **Administrative Procedures Manual**
12. **Deobligation of Service Project Funds**
13. **Consolidated Computer Purchases**
14. **Resale of Trust Property**
  - Action Items:
    1. Account No. 0222-0002-099, Alvin ISD Suit 19376\*T02
    2. Account No. 4930-0003-110, Brazoria County Suit 2905\*T97
    3. Account No. 3940-0051-000, Brazoria County Suit 93T5270
    4. Account No. 3940-0064-000, Brazoria County Suit 93T5270
    5. Account No. 7680-0024-000, Alvin Community College Suit 34671
15. **Financial Report Ending September 2011, and Check Register**
16. **Executive Session:** Title 5, Chapter 551, *Texas Government Code*, Section 551.071 [*For the purpose of a private consultation with its attorney when seeking the advice of its attorney about pending or contemplating litigation, or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this Chapter.*]  
Section 551.072 [*For the purpose of deliberating the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.*]  
Section 551.074 [*To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.*]
17. **Adjournment**

**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
          OCTOBER 27          , 2011**

It is hereby certified that a notice of this meeting was posted on the   21<sup>st</sup>   day of   October  , 2011, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code* including notice of the meeting provided to the news media as required by Section 551.001, *Texas Government Code*.

Signed this 21<sup>st</sup> day of October, 2011.



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A. Rodney Allbright  
President

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF AUGUST 25, 2011  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 25<sup>th</sup> day of August, 2011 at 7:00 p.m., with the following members, administrative personnel, and guests present:

L.H. "Pete" Nash	Chairman
James B. DeWitt	Vice Chair
Mac Barrow	Regent
Brenda Brown	Regent
Karlis Ercums	Regent
Cheryl Knape	Regent
Mike Pyburn	Regent
'Bel Sanchez	Regent
Doyle Swindell	Regent
A. Rodney Allbright	President, Alvin Community College
Wendy Del Bello	Alvin Community College
John Bethscheider	Alvin Community College
Patricia Hertenberger	Alvin Community College
Drew Nelson	Alvin Community College
Darryl Stevens	Alvin Community College
Lang Windsor	Alvin Community College

Kyle Marasckin  
Marylu Parvis  
Janet Schwebel  
Debbie Kraft  
Patrick Sanger  
Dwight Rhodes  
Jean Raniseski  
Jerrod Butcher  
Kevin Moody  
Bill Lewis

Dwight Rhodes  
Amalia Duran Parra  
Lynda Vern  
Diane Flatland  
John Matula  
Susie Hall  
Jennifer Hopkins  
Amanda Smithson  
Jeanine Wilburn  
Joseph Mills

Ann Guess  
Debbie Fontenot  
John Faulk  
Ron Sanders, TSTC  
David Day, TSTC Waco  
Judy Sewell, Alvin Citizen  
Carolyn Breaux, Alvin Citizen  
Jacob Delahoussaue, ACC Student  
Judy Zavalla, *Alvin Sun*  
Amanda Miles, *Alvin Sun*

The meeting was called to order by Mr. Nash at 7:00 p.m.

**Certification of Posting of Notice**

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

**Invocation**

The invocation was given by Mr. Pyburn.

**Approval of Minutes**

The Board of Regents approves the minutes of the June 23, 2011, meeting by acclamation.

**INFORMATION ITEMS**

1. Included the Office of President Memorandum 70-2011 - Southern Association of Colleges and Schools: Commission on Colleges.
2. Included information on the Alvin Community College Behavior Intervention Team.
3. Included a Proclamation from the Brazoria County Commissioners' Court.
4. Included a Proclamation from Office of the Mayor, City of Pearland.
5. Included information on the SACS: Commission.
6. Presentation by Dr. John Bethscheider, Dr. Drew Nelson and Dr. Patricia Hertenberger: Pearland College Center: Update - with Ron Sanders, TSTC, and David Day, TSTC Waco
7. ACC - Employee Categories

**PRESIDENT'S REPORT**

## Fall 2011 Enrollment

5,095	headcount	970,864	contact hours (uncertified)
3,725	headcount on campus only		

## Fall 2010 Enrollment

5,736	headcount	1,047,624	contact hours
3,797	headcount on campus only		

Dental Assistant students finished their state exams with a 100% pass rate for the program.

2009-2010 PM students = 5

2010-2011 PM students = 11

The state exam is 3 exams which now has a minimum grade to pass at 80% (last year it was 75%).

The PI arrest made by Ralph on July 22 in the K-building parking lot lead Alvin PD to solving an aggravated robbery. Charles Nathan Sudderth, the subject who was arrested by Ralph, had committed an aggravated robbery 4 days earlier. During the robbery the suspect, Sudderth, stole the victim's credit cards and ATM card and used it that same day. Fortunately, when he used the credit card in a local store, he didn't have his shirt on and was able to be positively ID by his tattoos. Officer Byrd from APD assisted Ralph and was able to tell APD detectives the next day that ACC had arrested their suspect. Now Sudderth, the suspect, is starting to confess to multiple other crimes he has committed in an initiation process into the Arian Brotherhood.

Fall Workshop was held on Monday. Updates were given from each Dean along with information on the SACS reaccreditation, QEP, Safety and Security issues along with information on the BIT team – Behavior Intervention Team.

Also this week the Distance Education Department hosted a Technology Showcase which highlighted several faculty members who are using technology and software in creative ways.

Also this week we recognized employees for service to the college. Don Childs and Nancey Lobb were both honored for 40 years and Betty Graef, Ginny Griggs, and Patty Hertenberger were honored for 35 years.

Student Activities hosted a Party on the Patio to celebrate the beginning of the semester. Over 600 students attended. This year Student Activities is providing each on-campus student with a free Handbook/Planner that contains all student policies and a calendar for campus events and classroom use.

The new ACC Continuing Education Workforce Development Home School Program allows students in first through twelfth grade to choose from a variety of subjects to study. These classes will enrich their scope of learning and help them gain the assistance they need to further their education. These new home school classes will expose students to school-like experiences and social interactions on the ACC campus. Students will have hands-on activities while learning history, geography, science, reading, writing and math. Many of the classes and workshops will include field trips and service projects to enhance the subject matter. Some of the classes include English, government/economics, history (Texas, American, world), Saxon algebra, Saxon math, world geography, ballroom dancing and painting with colored pencils. A variety of workshops will also be available to enhance learning. Workshop topics include writing skills, history, archeology, science and nature. Classes will begin in September with additional classes added throughout the year.

The Welding Department will host an Open House on Wednesday, August 31 from 3:30 pm to 6:30 pm in the Welding shop. Industry leaders including Miller Manufacturing and Thermodynamics Manufacturing will provide welding demonstrations and Ocean Corporation, an underwater welding company will share information about this specialized are of the trade. To help raise money for Welding scholarships, iron work decorations will be sold.

The Counseling Center will hold Student Success Workshops throughout the fall semester free for students. Topics to include: study skills, how to study for math classes, admissions essays, nontraditional study strategies, relaxation techniques, scholarship resources, test taking skills, academic integrity, and next step after graduation.

### **Citizen Inquiries**

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John Matula, President of the Alvin Community College Teachers' Association (ACCTA), presented a plaque on behalf of the faculty to Dr. A. Rodney Allbright in recognition of his support of faculty, contributions to ACC, and service to the community.

### **TSCM Educational Benefits - Fall 2011**

Motion by Ms. Brown that the Board of Regents approves the Fall 2011 TSCM Educational Benefits as detailed in Office of the President memorandum no. 72-2011. Seconded by Mr. Pyburn. Motion passed unanimously.

### **Deferred Contract Recommendations**

Motion by Mr. Pyburn that the Board of Regents approves the deferred contract recommendations as detailed in Office of the President memorandum no. 76-2011. Seconded by Ms. Brown. Motion passed unanimously.

Mr. Barrow questioned the increase in the budget for the Office of the Dean of Instruction/Provost. Dr. Stevens explained that it was just a transfer of funds from Distance Education as that person no longer does work for that area, he is working on HB2504 and some other special projects. Ms. Sanchez also requested more explanation of this position at a future time.

Mr. Barrow commented that he thought that the budget development is getting better and that it was an improvement over the past.

Mr. Pyburn said that the format that was used this year made the budget book easier to follow and he appreciated the work.

Motion passed unanimously.

### **Consideration of Proposed Ad Valorem Tax Rate for Maintenance & Operations Budget and Bond Debt Service**

Motion by Mr. DeWitt:

“This year’s proposed tax rate does not exceed the effective tax rate. I move the adoption of a tax rate of .199485 for academic year 2011-2012, which lowers last year’s tax rate of .199830. This includes a tax rate for the bonds approved by the voters in May, 2005, of .025687.”

M&O	=	.173798
Bond	=	<u>.025687</u>
Total	=	.199485

Seconded by Mr. Pyburn. Mr. Nash said this means there is no tax increase, in fact, there is a reduction.

Mr. Pyburn said when they started this he thought it would be just about impossible. He added that some of it was due to some increased funds but much was due to working hard on reductions. He appreciated all the effort that went into this.

Mr. Nash added that he could not agree more. He said that the whole staff has been very responsive to this difficult time and he commended everyone for it.

Motion passed unanimously.

### **Financial Report Ending July 31, 2011 and Check Register**

The Board of Regents accepts the Financial Report ending July 31, 2011 and the check register by acclamation.

Ms. Sanchez commented that she respected Mr. Barrow very much because he does his homework before every meeting. She added that she needed some training so she could do a better job with her homework. Ms. Sanchez said that “we as a Board are in dire need of training.” The Board needs to review their mission and vision, goals and objectives, and where do we want to be in five years/ten years.

Mr. Nash replied that it was a point well taken, and they will see what can be done about it.

Chairman Nash announced there would be an Executive Session with no action afterwards.

**Executive Session:** Title 5, Chapter 551, *Texas Government Code*,

Section 551.074 *[To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.]*

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned.

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Karlis Ercums III, Secretary

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L.H. "Pete" Nash, Chairman

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Tom Pauken, Chairman

Ronald G. Congleton  
Commissioner Representing  
Labor

Andres Alcantar  
Commissioner Representing  
the Public

Larry E. Temple  
Executive Director

## Report #11.28.0103

September 23, 2011

Dr. A. Rodney Albright, President  
Alvin Community College  
3110 Mustang Road, Suite C225  
Alvin, Texas 77511

Dear Dr. Albright:

Our review of the Skills Development program administered by Alvin Community College (contract #2810SDF011) indicates fiscal and program systems are effectively managed.

This project provides training on new manufacturing equipment and incorporates new advanced training topics. Each company's workers will have the critical skills to keep petrochemical plants operating at optimal levels of safety and productivity. The training helps prepare workers for national certifications in performing dangerous procedures and will address critical safety procedures and ways of achieving regulatory requirements.

The review covered the period August 31, 2010, through June 30, 2011, and included tests of transactions and fiscal and program controls. Specifically, we tested deliverables and disbursements to determine whether requirements were met.

We appreciate the cooperation and assistance provided during the review by you and your staff. Should you have any questions, please contact me at (512) 936-3036.

Sincerely,



W. Boone Fields, Deputy Director  
Regulatory Integrity Division

cc: Patricia Hertenberger, Dean of Continuing Education & Workforce Development, Alvin  
Community College  
Jim Kelly, TWC Grant Manager, Alvin Community College  
Rodney Bradshaw, Executive Director, Workforce Solutions Gulf Coast  
Tom Pauken, Chairman, TWC  
Ronald G. Congleton, Commissioner Representing Labor, TWC  
Andres Alcantar, Commissioner Representing the Public, TWC  
Larry E. Temple, Executive Director, TWC  
John Moore, Director of Regulatory Integrity Division, TWC  
Randy Townsend, Chief Financial Officer, TWC



*U.S. Department of Education*  
*Federal Student Aid*  
*Federal Direct Loan Program*

OCTOBER 07, 2011

000014

A. RODNEY ALLBRIGHT  
Alvin Community College 603539  
3110 Mustang Road  
Alvin, TX 77511

Dear President/Financial Aid Director:

The U.S. Department of Education's Direct Loan Reconciliation Team has received your institution's request to be closed out for the 2010-2011 Direct Loan Program Year. The Department's records show that your school's ending cash balance for this year is at an acceptable level and has not changed since your request was made. Therefore, the Department of Education considers your institution to have successfully completed processing for the 2010-2011 Direct Loan Program Year.

To complete the Program Year Closeout process for your institution, the Department has taken the following actions:

1. Stopped processing or accepting any Direct Loan data without Department review and approval.
2. The School Account Statement (SAS) and other Direct Loan reports will no longer be sent to your school for this program year unless your balance changes.
3. The Department will reduce your school's Direct Loan Current Funding Level (CFL) to your Total Net Drawdowns/Payments (Cash Receipts - Refunded Cash).

Congratulations on your institution successfully completing the closeout process for the 2010-2011 Direct Loan Program Year. We appreciate the additional time and effort that may have been required from your staff in order to assist the Department with reconciling school and the Department's Direct Loan data. Please feel free to contact the COD Customer Service Center with any questions at 1-800-848-0978. Thank you for your continued support of the Direct Loan Program.

Sincerely,

Lisa DiCarlo  
Director, Direct Loan Operations

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2011

OCTOBER

	OCTOBER 2011	BUDGETED D 2011 10	OCTOBER 2010
ADMINISTRATIVE	10	11	11
PROFESSIONAL	46	48	46
FT FACULTY	105	109	108
FT TSCM	107	109	112
ADJUNCT FACULTY	180		199

**Marylou Parvis**

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**From:** Larry Buehler <lbuehler@cityhall.cityofalvin.com>  
**Sent:** Thursday, September 29, 2011 2:50 PM  
**To:** A. Rodney Albright  
**Cc:** Wendy Dei Bello  
**Subject:** ACC Tax Abatement Policy  
**Attachments:** Tax Abatement Guidelines October 2010 wo edits red lined.doc

Dr. Albright,

With the projects starting to be considered for the Chocolate Bayou plants, I am requesting you place an item on the Board's October 27<sup>th</sup> agenda for ACC to discuss and consider adoption of a tax abatement policy. This will only open the opportunity for the college to consider a tax abatement project. Please let me know if this can be placed on the agenda. To help with the process, I have attached the draft tax abatement policy I sent you on July 12<sup>th</sup>. Thank you.

**Best Regards,**  
**Larry V. Buehler**  
**Economic Development Director**  
**City of Alvin**  
216 West Sealy  
Alvin, TX 77511  
Phone: 281.388.4242  
Cell: 979.848.7308  
[lbuehler@cityhall.cityofalvin.com](mailto:lbuehler@cityhall.cityofalvin.com)  
[www.alvin-tx.gov](http://www.alvin-tx.gov)

# DRAFT

**ALVIN COMMUNITY COLLEGE  
BOARD OF REGENTS  
POLICY STATEMENTS**

Section 0.00 The Texas Tax Code states in Sec 312.002 that after September 1, 2001, a school district may not enter into a tax abatement agreement. Alvin Community College was established in 1948 as a part of the Alvin Independent School District. The Board of Regents is utilizing a policy, subject to modifications and amendments, following the Texas Tax Code regarding school districts. However, the Board of Regents reserves the right to modify or amend this section as it deems appropriate for the fiscal well being of the College District regarding future tax abatement agreements or designating reinvestment zones as provided by the Texas Tax Code following guidelines established for public school districts.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Instructor/Department Chair, Process Technology

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The individual listed below has been recommended to fill the full time position of Instructor/Department Chair, Process Technology.

**Candidate**

**Recommended:** **Curtis Crabtree**

**Education:** B.A., Industrial Arts 1971  
Sam Houston State University

**Experience:** Part Time Instructor, Process Technology 2006 – Present  
Alvin Community College

Training Coordinator 2002 – 2006  
Solutia, Inc.

Processor 1978 – 2001  
Solutia, Inc.

Teacher, Industrial Arts 1972 – 1978  
Dickinson I.S.D.

**Salary:** \$59,144 / 12-Month Faculty  
Technical Programs / Step 6  
2011-12 Faculty Salary Schedule

**ALVIN COMMUNITY COLLEGE**

**INSTRUCTOR / DEPARTMENT CHAIR  
TECHNICAL DIVISION**

**ORGANIZATION UNIT:** Technical Programs  
**REPORTS TO:** Division Chair / Technical Division  
**PREPARED BY:** Human Resources  
**DATE PREPARED:** August 8, 2011

**FUNCTIONAL NARRATIVE**

This position involves the dual responsibilities of teaching and supervising interns. The ability to supervise and work with a diverse faculty is also required, as well as interaction with other department heads and various college officials.

**DUTIES:**

**A. Major Classroom Responsibilities**

1. Teaches a combination of lecture and intern classes. These classes may include day and evening assignments. (Total of 18 contact hours to make a full load)

• 9 Lecture Hours	+	9 Intern Hours	=	Load
• 12 Lecture Hours	+	6 Intern Hours	=	Load

2. Responsible for promoting an effective instructional program in the classroom.
3. Help develop, implement, and evaluate new ideas, methods and techniques for teaching Management Development.

**B. Major Supervision Responsibilities / Department Chair**

1. Develops each semester's schedule and assigns the faculty as needed
2. Ensures that all instructors meet college requirements as to office hours, attendance, etc.
3. Maintains office hours periodically during evening school; monitors class start times and dismissals during these hours; assists staff as needed
4. Conducts classroom visitation/observation, each Fall and Spring semester, of adjunct or part-time department faculty and completes formal observation report
5. Conducts visits with interns and employers at co-op site locations
6. Conducts annual evaluations of part-time department faculty
7. Makes necessary arrangements for student evaluations of the faculty; reviews results with each department instructor
8. Finds temporary replacements to meet classes when an instructor is absent (or meets such classes himself)
9. Recruits, interviews, and recommends the employment of part-time faculty needed to cover the staffing needs of the department
10. Maintains file of potential part-time instructors and monitors their teaching availability from semester to semester

11. Conducts orientation session(s) with all new part-time instructors
12. Maintains records on part-time instructors (SIP's attendance reports, grade sheets, etc.)
13. Schedules faculty for on-campus registration
14. Conducts recruiting activities for the program and participates in college recruiting events

**C. Major Departmental Responsibilities**

1. Coordinates Management Development Program
2. Prepares budget proposals for the Department; implements the budget after Board approval
3. Manages departmental scholarships
4. Prepares purchase orders and travel requests
5. Selects textbooks, with faculty input, for all courses offered by the department.
6. Responsible for ordering a sufficient supply of each textbook for each course (including any texts recommended by individual instructors)
7. Maintains a supply of desk copies of all texts currently in use by the department in order to meet the needs of part-time instructors
8. Conducts an advisory board meeting each Fall and Spring semesters

**D. Education / Experience**

1. Minimum of a Bachelor's degree in teaching discipline ore related field
2. Minimum of three (3) years work experience
3. College level teaching experience preferred

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Instructor, Office Administration

---

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

**Candidate**

**Recommended:** **Dianna Smith**

**Education:** B.B.A., Business Administration 1987  
University of Houston

**Certifications:** Technology Education Certificate 2010  
Texas Teacher Certificate 1993

**Experience:** Career and Technology Director 1998 – Present  
Angleton High School  
Angleton Independent School District

Dare to Dream, Summer Instructor 2008  
Alvin Community College

Office Administration Cooperative Education Teacher 1990 – 1997  
Hitchcock Independent School District

Inventory Specialist 1987 – 1990  
Ron Carter Autoland

**Salary:** \$44,358 / 9-Month Faculty  
Technical Programs / Step 6  
2011-12 Faculty Salary Schedule

## ALVIN COMMUNITY COLLEGE

### INSTRUCTOR, OFFICE ADMINISTRATION

- I. Organizational Unit: Technical Programs  
Reports To: Department Chair  
Prepared By: Human Resources  
Date Prepared: August 8, 2011

II. Functional Narrative

The instructor will teach a variety of courses within the department.

III. Major Duties

- The instructor will teach courses within the department curriculum as assigned by the chair. The normal teaching load is five classes per long semester. These classes may include both day and evening assignment as well as classes at TDCJ units.
- The normal work week is 35 hours. One overload of up to 4 semester hours per long term semester may be assigned at the discretion of the chair as agreed to by the instructor. Such overload assignments are considered to be over and beyond the 35-hour work week.
- For each class assigned, the instructor is expected to be familiar with and knowledgeable of the course syllabus.
- Instructor must schedule at least 10 office hours per week in order to be available to assist students.
- The instructor will serve on at least one Presidential Standing Committee as well as various departmental and Academic Programs committees.
- The instructor is expected to maintain and continue professional development through research, individual study, professional conferences, etc.
- The instructor is expected to participate in the process of evaluation of faculty by students.
- The instructor will participate in all registration activities and procedures.
- The instructor is expected to be familiar with and adhere to the ACC Board of Regents Policy Manual and the ACC Administrative Procedures Manual.
- The instructor is subject to other duties as assigned by the Department Chair or Division Chair.

IV. Requirements

Knowledge

The instructor must have a Master's Degree that includes at least 18 graduate semester hours in the subjects taught. In some instances, a Bachelor's degree with related work experience will be considered.

Experience

Prior teaching experience at the college level preferred.

### License / Certifications

A teaching certificate is not required, however in some instances special license or certification in the specific field may be required.

### V. Other

The instructor should be familiar with and supportive of the philosophy of a community college and committed to helping all students reach their academic goals. ACC instructors are expected to demonstrate their commitment by exhibiting a professional caring attitude.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Instructor, Accounting

---

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

**Candidate**

**Recommended:** **Thomas M. Branton**

**Education:** J.D., Law 1974  
University of Mississippi School of Law  
B.S., Accounting 1969  
Mississippi State University

**Certifications:** Certified Public Accountant  
Attorney & Counselor at Law (Texas & Mississippi)

**Experience:** Instructor of Business & Accounting 1974 – 2011  
Alvin Community College

**Salary:** \$52,087 / 9-Month Faculty  
PHD / Step 6  
2011-12 Faculty Salary Schedule

**Additional Information:**

Dr. Branton retired from this position in August 2011, a participant of the Exit Incentive Plan. When the position was posted seeking a replacement, he re-applied, having discovered that he missed teaching. As a condition of this re-employment, he understood that he would be required to repay the exit incentive payment made to him in September. He has contacted the ACC Business Office to make arrangements for repayment.

- Lang Windsor, Director, Human Resources

## ALVIN COMMUNITY COLLEGE

### INSTRUCTOR - BUSINESS AND ACCOUNTING

- I. Organizational Unit: Technical Programs  
Reports To: Norman Bradshaw  
Department Chair  
Prepared By: Norman Bradshaw  
Date Prepared: July 19, 2011

II. Functional Narrative

The instructor will teach a variety of courses within the Business and Accounting Department including university parallel and technical courses.

III. Major Duties

- The instructor will teach courses within the Business and Accounting Department curriculum as assigned by the chair. The normal teaching load is five classes per long semester. These classes may include both day and evening assignment as well as classes at TDCJ units.
- For each class assigned, the instructor is expected to be familiar with and knowledgeable of the course syllabus.
- Instructor must schedule at least 10 office hours per week in order to be available to assist students.
- The instructor will serve on at least one Presidential Standing Committee as well as various departmental and Academic Programs committees.
- The instructor is expected to maintain and continue professional development through research, individual study, professional conferences, etc.
- The instructor is expected to participate in the process of evaluation of faculty by students.
- The normal work week is 35 hours. One overload of up to 4 semester hours per long term semester may be assigned at the discretion of the chair as agreed to by the instructor. Such overload assignments are considered to be over and beyond the 35-hour work week.
- The instructor will participate in all registration activities and procedures.
- The instructor is expected to be familiar with and adhere to the ACC Board of Regents Policy Manual and the ACC Administrative Procedures Manual.
- The instructor is subject to other duties as assigned by the Department Chair or Division Chair for Business Technology (Technical Division I).

IV. Requirements

Knowledge

The instructor must have a Master's Degree that includes at least 18 graduate semester hours in the subjects taught. A Bachelor's degree with a C.P.A. license will be considered.

Experience

Prior teaching experience at the college level preferred.

### License / Certifications

No special license or certification is required; however, a C.P.A. license is preferred for accounting instructors.

### V. Other

The instructor should be familiar with and supportive of the philosophy of a community college and committed to helping all students reach their academic goals. ACC instructors are expected to demonstrate their commitment by exhibiting a professional caring attitude.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Communications Coordinator

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The individual listed below has been recommended to fill the full time professional position of Communications Coordinator.

**Candidate**

**Recommended:** **John Tompkins**

**Education:** B.A., Journalism December 2002  
Sam Houston State University

**Experience:** Senior Reporter August 2006 – Present  
The Facts Newspaper  
Clute, Texas

Reporter February 2004 – August 2006  
Daily Court Review  
Houston, Texas

Reporter March 2003 – January 2004  
The Angleton Times  
Angleton, Texas

**Salary:** \$49,013  
Grade 3 / Step 4  
2011-12 Administrative/Professional Salary Schedule

**ALVIN COMMUNITY COLLEGE**  
**COMMUNICATIONS COORDINATOR**

**I. ORGANIZATIONAL UNIT:** Assistant to the President/Executive Director of Development  
Reports to: Assistant to the President/Executive Director of Development  
Prepared by: Wendy Del Bello  
Date: June 23, 2011 (HR)

**II. FUNCTIONAL NARRATIVE**

The Communications Coordinator is responsible for generating and communicating college information, which can include media publicity, copywriting, editing, web writing, brochure writing, employee communications, alumni communications, community outreach, photography for marketing and historical, video development for promotions and social networking and various miscellaneous tasks requiring written communication.

**III. MAJOR DUTIES**

1. Initiates, researches, conducts interviews, writes and distributes news/press releases and feature articles weekly to appropriate media outlets, including newspapers, organizational newsletters, magazines, Internet publications, radio stations, television stations, etc.
2. Publicizes upcoming events and programs using news releases, public service announcements, etc. in appropriate media outlets and websites.
3. Plans and writes copy for publications and advertisements, including, but not limited to, monthly employee newsletter, two monthly news publications for the community and employees, brochures, course schedules, catalogs, print ads, monthly on-hold scripts, website publications, and mass media ads.
4. Fulfills media/public requests for photographs, stories, information, etc. through the Assistant to the President/Executive Director of Development.
5. Attends Board of Regents meetings, campus initiatives and campus events to report on them for media coverage. Provides information for monthly Board Reports.
6. Writes copy for ACC Annual Report and ACC Foundation Annual Report.
7. Photographs campus events, campus programs and feature stories for publicity purposes.
8. Photographs campus improvement projects for historical documentation, insurance and records.
9. Develops and implements new methods of disseminating information to targeted audiences.
10. Assists Assistant to the President/Executive Director of Development in planning and coordinating press conferences, other media functions, and special events as requested.
11. Updates news on ACC website weekly.
12. Updates media contact lists regularly.
13. Visits local newspapers once a week to provide free newspapers to the student body and employees and maintain relationship with media representatives.
14. Tracks and records news coverage in local newspapers and other outlets when available.

15. Provides news updates to Alvin Independent School District and Alvin-Manvel Chamber of Commerce monthly by request.
16. Provides written copy for various miscellaneous requests, such as letters, promotional packets, information packets, signs, etc.
17. Writes scripts for radio, video and commercial productions as requested. Provides still artwork and story boards for projects as requested.

#### IV. JOB FACTORS

##### A. Knowledge

The Communication Coordinator should have the following: a minimum of a bachelor's degree in public relations, mass communications, journalism or closely related field; demonstrated ability to write press releases, web content, feature articles, publication copy; strong interviewing, writing, spelling, proofreading, editing, story-finding, photography and video skills; strong interpersonal communication and customer service skills; experience with Microsoft Office, Adobe Illustrator, Adobe Photoshop, In Design, Premiere, and knowledge of Associated Press style. Desired qualifications include: a minimum of three years professional experience in journalism, media relations, and/or public relations. The individual should be capable of exercising innovative thinking and mature judgment.

##### B. Independence of Action

The Communications Coordinator will be directed or assigned certain specific publications, projects, and programs. However, after assignment, many projects will be under the purview of the Coordinator to create, develop, and produce. The position also requires the Coordinator to create and implement projects on his or her own (after approval by the Assistant to the President/Executive Director of Development) that will benefit college students, faculty, staff and the community. The Communications Coordinator must be familiar with the programs, services, faculty, staff and students at the college and maintain constant dialog to find opportunities to promote them through the local, state and national media outlets, improve communication among groups and keep everyone informed. The Communications Coordinator must also take the initiative to maintain contact with local media outlets to determine if their needs are being met and to improve the news being submitted. Creativity and spontaneity of new ideas is required and essential. He or she must have the ability to meet deadlines without supervisory oversight, be flexible in dealing with priorities and time restraints, and be able to coordinate several projects simultaneously. The Communications Coordinator must maintain regularly scheduled office hours, report to work punctually, and follow a work schedule to keep up with the demands of the position. In addition, the Coordinator must have the capability to maintain a flexible schedule that meets the needs of the college.

##### C. Supervision Exercised

None

##### D. Contacts

The Coordinator will have direct contact with students, former students, faculty, college personnel and regents. Contacts will also be developed with media representatives and community groups to foster and enhance communication and understanding regarding educational opportunities, services and events.

##### E. Impact

The work of the Coordinator will have a major impact on the image of the college and the effectiveness with which the college's purposes are implemented.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Maintenance & Civil Operator

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The individual listed below has been recommended to fill the full time position of Maintenance & Civil Operator.

**Candidate**

**Recommended:** Hollis Clayton Mast

<b>Experience:</b>	Vending Services Technician Alvin Community College	2011 – Present
	Landscaping Acescapes	2010 – 2011
	General Labor / Maintenance Construction Masters of Houston	2009 – 2010
	Fabricator / Assembler LoneStar Shelter	2007 – 2009
	Supervisor Long John Silver's	2006 – 2007
	Clerk 7-Eleven	2005 – 2006

**Salary:** \$31,378  
Grade F / Step 1  
2011-12 Support Staff Salary Schedule

ALVIN COMMUNITY COLLEGE  
MAINTENANCE & CIVIL OPERATOR

Organization Unit: Physical Plant Department  
Reports To: Maintenance & Civil Supervisor  
Prepared By: William Nielsen  
Date: March 5, 2010

Functional Narrative

The Operator of this function will do light maintenance and preventive maintenance on equipment. He is also responsible for any type of civil work. This work applies to the Alvin and the Pearland campus.

Major Duties:

- Maintain parking lot
- Repair plumbing issues
- Repair drainage issues
- Repair foundation problems
- Repair side walks
- Minor repairs to air handlers to include steam cleaning coils. Not to include changing filters or greasing
- Clean tubes of chillers
- Repairs of sewer
- Minor repairs to roofs
- Minor repairs to tennis court
- Any other duties that will be decided by the Director of the Physical Plant

Job Factors:

Knowledge

- Understanding of electrical aptitude relating to equipment maintenance
- Must be able to operate tractors, excavators, fork truck, and other heavy equipment
- Must provide tools to perform maintenance on equipment
- Must have good mechanical aptitude
- Must be able to read blue prints
- Must be able to follow instructions

Supervision Exercised

- Generally no supervision is exercised, however, may train and supervise part-time helpers when required.

Interaction

- Will come in contact with students, faculty, staff
- The Maintenance and Civil Operator will confer with the Maintenance and Civil Operator Supervisor and the Director, Physical Plant on major projects and will be expected to analyze and suggest the most cost effective and permanent solution to a given problem.

### Work Complexity

- The Maintenance and Civil Operator is responsible for all construction work throughout the college with the exception of electrical and air-conditioning installation. He must exercise good judgment in the layout and installation of all materials used throughout the industry ever mindful of the student environment, and how his actions could affect the safety of others. He must familiarize himself of all Material Safety Data Sheets and take all precautions listed therein as his is the most critical list of products used throughout the campus. He must possess the skills and ability to operate and utilize all power and hand tools pertaining to the duties set out in Section III.
- He must schedule and complete his work in areas where classes are not in session and upon completion, the area must be ready for use.
- The Maintenance and Civil Operator is responsible for equipment ranging over \$10,000 and must exercise considerable care and attention to prevent costly losses. Examples are:
  - Hand tools -- several dollars
  - Power hand tools - \$100 to \$500
  - Bench and table tools -- \$500 to \$2,000
  - Pick-up truck -- \$15,000

### Supervision Received

- The Maintenance and Civil Operator receives general supervision from the Maintenance and Civil Supervisor in his day to day duties. He must be able to carry out his general duties using his knowledge and experience and should be a self-starter.

### Working Conditions

- The work will be inside and out.
- Some of the work will be done when the college is scheduled down.
- Will be exposed to working environment characteristics such as noise, ,intense light, heat, air conditioning, grease, cold, and dampness. Will be exposed to hydrocarbon fumes along with other toxic chemical agents.

### Dexterity

- The operator will be exposed to light to heavy lifting along with extreme amounts of walking, pushing, pulling, standing, stooping, and reaching approximately 75% of the time.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Administrative Assistant II/Physical Plant

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The individual listed below has been recommended to fill the full time position of Administrative Assistant II / Physical Plant.

**Candidate**

**Recommended:** Christen Warfield

**Education:** B.A., Business Communication / Media Journalism 2002  
Stephen F Austin State University

A.A.S., Liberal Arts 2001  
San Jacinto Community College

**Experience:** Finance Executive Specialist 2009 – Present  
JPMorgan Chase Bank

Business Office Associate 2007 – 2009  
CarMax Auto Finance

Accounting Assistant 2005 – 2007  
Sandvik Materials Technology

**Salary:** \$28,579  
Grade C / Step 6  
2011-12 Support Staff Salary Schedule

**ALVIN COMMUNITY COLLEGE  
ADMINISTRATIVE ASSISTANT  
PHYSICAL PLANT**

**I. ORGANIZATIONAL UNIT:** Physical Plant  
**REPORTS TO:** Director, Physical Plant  
**PREPARED BY:** William Nielsen  
**DATE:** September 19, 2011

**II. FUNCTIONAL NARRATIVE:**

This position provides administrative assistance and secretarial support for all seven Physical Plant departments. It also assists the Director of the Physical Plant in all phases of the maintenance and operation of the College campus.

This position also provides support for switchboard services on campus which requires knowledge of operations, personnel, and discretion.

**III. MAJOR DUTIES:**

- A. Serves as first point of contact to determine the nature and assignment of inquiries by telephone or in person from individuals with concerns or requests about the environment within the College campus. Contacts include general public, vendors, representatives and various agencies (corporate and government), and all campus departments.
- B. Performs all administrative and secretarial duties necessary for the support of the office of the Director of the Physical Plant.
- C. Purchases all material for Physical Plant. Accrues the expenses as they are bought.
- D. Prepares, distributes, and files purchase orders, credit card forms, petty cash expenses, and bookstore charges for all departments (Building, Grounds, Custodial, Environmental, Transportation, Shipping and Receiving, and Civil Maintenance) within Physical Plant.
- E. Prepare a weekly cost report of labor, material, and utilities. This will be on the form with the budgeted cost. Prepare a weekly update on project cost.
- F. Responsible for development and implementation of an on-going yearly Excel spreadsheet of all 25 utility accounts including electric, natural gas, water, sewer, and trash disposal.
- G. Creates, balances, and processes all timecards for the Physical Plant monthly.
- H. Processes travel requests for all departments of the Physical Plant.
- I. Prepares yearly governmental Tier Two Report, elevator inspection reports, and boiler documentation for the Administrative offices
- J. Assists the Director in submitting reports, inviting bids, and calculating costs on all new construction and remodeling work to college facilities.
- K. Creates and maintains inventory worksheets of vehicle data and all campus equipment containing type, year purchased, and cost.
- L. Maintains Physical Plant personnel files and office procedures. Also updates Material Safety Data Sheet (MSDS) records for all Physical Plant departments.

- M. Operates the Alvin Community College switchboard during the absence of the operator.
- N. Maintains schedule of appointments and meetings for the Director of the Physical Plant.
- O. Receives and processes mail to appropriate party.
- P. Performs other duties and tasks as assigned.

#### **IV. JOB FACTORS:**

##### **A. Knowledge:**

High school diploma and at least two years college with emphasis on accounting and office administration courses. Three (3) years of prior accounting and administrative assistant experience required. This position necessitates advanced computer skills, such as Microsoft Office and management skills. Incumbent must have capability to multi-task and make independent decisions with numerous interruptions. Previous management background is preferred.

Requires proficiency in word processing, spreadsheet development and implementation, accounting (budget and payroll) and bookkeeping, data processing, grammar, filing techniques, and able to type 60-70 words per minute with a high degree of accuracy. Must have a high degree of knowledge for working with calculators, copy machines, faxes and scanners, computers and computer programs (Excel, Word, Colleague, Outlook, Management Team Scheduling, etc.) and office equipment. Experience in telephone usage and dealing with people.

Requires the ability to operate switchboard equipment.

Requires the ability to interpret the college's policies, rules, and regulations in response to inquiries from others.

Must possess a working knowledge of products, chemicals, maintenance equipment and materials that are used in the Physical Plant.

Must have a valid Driver's License and current Automobile Insurance and be willing and able to pass a complete physical upon hiring.

##### **B. Interaction:**

This position provides a positive and an extremely high level of visibility and interaction with all departments, faculty, government and educational contacts, corporations, technical consultants, vendors, community organizations, and general public.

Provides multiple levels of interaction with public and campus individuals when providing switchboard relief.

##### **C. Work Complexity:**

Must have the ability to multi-task and analyze problems.

##### **D. Supervision Received:**

This position functions as an administrative assistant, accounting clerk, and switchboard relief operator. A majority of projects require self-starting independence of action with initiation and ending with the conclusion.

E. Working Conditions:

This position works in a fast-paced indoor office environment with a high volume of interruptions.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Senior Administrative Assistant/Assistant to the President

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The individual listed below has been recommended to fill the full time position of Senior Administrative Assistant / Assistant to the President.

**Candidate**

**Recommended:** **Linda Smith**

**Education:** A.A.S., Secretarial Science 1990  
Alvin Community College  
Alvin, Texas

Certified Apartment Manager 2002  
Houston Apartment Association

**Experience:** Administrative Assistant/Marketing & Communications 2008 – 2011  
Alvin Community College

Accounting Clerk / Property Management 2001 – 2008  
Morgan Oaks Ltd / Manchester Homes, Inc.

Financial Representative 1999 – 2001  
(Teller / Loan Assistant / Operations Manager)  
First Community Bank NA

Teller / Floater / Loan Administration 1988 – 1999  
Alvin State Bank

**Salary:** \$34,241  
Grade E / Step 6  
2011-12 Support Staff Salary Schedule

**SENIOR ADMINISTRATIVE ASSISTANT  
ASSISTANT TO THE PRESIDENT EXECUTIVE DIRECTOR OF DEVELOPMENT**

- I.      Organization Unit: Administration  
         Prepared by: Wendy Del Bello  
         Report to: Assistant to the President Executive Director of Development  
         Name: Wendy Del Bello  
         Date: October 10, 2011

II.      Functional Narrative

This position provides support for the Office of Assistant to the President Executive Director of Development whose major functions are staff development, public information, public relations, Media Services, Marketing/Enrollment Management, ACC Foundation, ACC Alumni Association, and assistance to the Office of the President. In addition, the position provides back-up to the Executive Assistant, Office of the President.

III.     Major Duties

A. General Duties

1. Serves as first point of contact for individuals dealing with Assistant to the President Executive Director of Development's Office, the ACC Foundation, and the Office of the President.
2. Substitutes for President's Executive Administrative Assistant in her absence and supervises the Assistant to the President Executive Director of Development's assistant's substitute. Maintains working knowledge of the equipment, programs, and processes that are used by the President's office.
3. Performs routine office duties necessary for support of an Assistant to the President Executive Director of Development and Executive Director of the ACC Foundation - call screening, correspondence, work orders, calendar maintenance, travel arrangements, etc.
4. Provides coordination with the Communications Team members - Media Services, Marketing & Web, Graphics, and Communications Coordinator.
5. Maintains up-to-date bookkeeping records of all budgetary line items in Assistant to the President Executive Director of Development's budget and with the ACC Foundation financial records.
6. Maintains up-to-date bookkeeping records on all budgetary line items for the Communications Team.

### C. Assistant to the President

1. Handles liaison work for standing committees and ad hoc committees to which Assistant to the President Executive Director of Development is assigned, including minutes, meeting arrangements, agendas, etc.
2. Assists with work from the President's office when the office is experiencing a heavy workload or is involved with a special project.
3. Coordinates personal and written communication for Employee of the Quarter program. Maintains files and prepares documents for committee.
4. Provides bookkeeping, inventory, and correspondence assistance for the President's Annual Service Awards program and other recognition programs.
5. Functions as research assistant, obtaining and maintaining data for educational statistical reports for governmental and educational agencies.
6. Provides support services for community relations activities in which Assistant to the President Executive Director of Development is involved - minutes, agendas, participant notification, or support documents, etc., (includes AISD, city government, Chamber of Commerce, and several civic organizations).
7. Assists with support services to Board of Regents as assigned to Assistant to the President Executive Director of Development and attends Board meetings to help record the vote on all motions.
8. Handles written and oral communication for individuals selected for staff development activities (i.e., Great Teachers Seminar and other institutes).
9. Assists Assistant to the President Executive Director of Development and Associate Dean for Instructional Services in selection process for the President's Scholars, reviewing transcripts and screening them for eligibility.

### D. Public Information

1. Produces ACC Calendar (requires collection of data from all departments, composition of calendar)
2. Assists with the coordination of activities planned by and for the ACC Alumni Association.
3. Proofreads all publicity pieces and documents that are handled by this office, including programs, brochures, directories, College Catalog, class schedules, and Community Connections newsletters.

4. Prepares special event pieces for printing, i.e., invitations, awards, etc.
5. Designs and produces brochures and programs for many of this office's special functions and workshops.
6. Works with local agencies to publicize and promote activities at the College.
7. Coordinates the activities involved with producing the College Catalog, from initial call for revisions to making final proofs and mailing to printer (includes making revisions in text and assisting with layout).
8. Coordinates projects with Media Services regarding all materials generated by the office.

#### E. ACC Alumni Association

1. Prepares initial contact with former students (including special benefits package) that is presented to graduating students.
2. Maintains special mailing list, biographical files, and prepares certain correspondence with former students.
3. Prepares written communications and calls to former students for public relations information needed for newsletter and other publicity releases on student success.
4. Assists with planning and preparation for special Alumni events.

#### IV. Job Factors

1. Knowledge - High school diploma, with 2-year college degree preferred, with emphasis in secretarial courses, writing, and communications courses. Advanced word processing skills with typing speed of 70+ words/minute are required and knowledge of graphics layout and design are preferred. WordPerfect and Word at up-dated level. Basic bookkeeping skills needed. Strong narrative writing and proof reading skills are essential. Minimum five years experience.
2. Supervision Exercised - The position requires autonomy for production of a number of projects, such as the ACC Calendar; requires independent ability to write news articles and/or news releases such as the Deans & Merit news releases; requires coordination of projects with the Communications Team (the Director of Communications and the Graphic Artist as well as the Print Shop); requires ability to coordinate elements of special events; requires supervision of student workers; requires directives to Media Services, custodial personnel, and cafeteria staff.

3. Interaction - The amount and level of interaction is very high. Interaction with the following is required: all levels of college faculty, staff, and administrators, the Board of Regents, the President, the ACC Foundation, the ACC Alumni Association, news media, consultants, speakers, community representatives, civic leaders, public officials, high school and college students.
4. Work Complexity - The position requires a large variety of procedures with a considerable range of difficulty. A high level of confidentiality is required. The number of contacts is extensive and varied; requires the continuous use of good judgment, tact, and frequent responses that require immediate resolution. Even-temperament, institutional orientation, proper decorum are essential. The assistant must have the coordination, organization, and patience to handle many jobs simultaneously and to work on varied projects; must be able to make sound decisions regarding priorities and meeting deadlines. Must be willing to share work overload with rest of administrative team and must be willing to work until the job is completed.
5. Supervision Received - The individual in this position functions as an administrative assistant. Many projects require independence of action from initiation to conclusion. Others require working under a directive. Position requires the individual to have the discretion to know the difference—when to act and when to ask.
6. Working Conditions - Works in a spacious, climate-controlled office with up-to-date equipment. However, must deliver materials and prepare bulletin boards around campus and community and will be involved in certain public relations activities in the community.
7. Dexterity - Must have the ability to coordinate a variety of tasks simultaneously and to provide a quick response. A high level of alertness and responsibility, as well as skill, is essential in telephone usage, typing, dictaphone, and computer for fast and efficient turn-around.

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 18, 2011  
**SUBJECT:** Personnel Action: Registration Specialist

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The individual listed below has been recommended to fill the full time position of Registration Specialist.

**Candidate**

**Recommended:** **Laura Hoover**

<b>Experience:</b>	Training Facilitator / CE (INEOS Grant) Alvin Community College	2008 – Present
	Office manager Doran's Enterprises, LLC Tucson, Arizona	2007 – 2008
	Customer Relations Specialist Alvin Community College	2004 – 2007
	Accounts Payable Controller AHI Supply, Inc. Alvin, Texas	1999 – 2004
	Office Clerk Cajun Constructors, Inc. Deer Park, Texas	1998 – 1999
	Data Analyst / Submission Specialist Los Alamos National Laboratory Los Alamos, New Mexico	1989 – 1991
	Bank Teller Los Alamos National Bank Los Alamos, New Mexico	1986 – 1989
	Member Service Representative / Teller Los Alamos Credit Union Los Alamos, New Mexico	1983 – 1986

**Salary:** \$29,436  
Grade C / Step 7  
2011-12 Technical Support, Clerical and Maintenance Salary Schedule

## ALVIN COMMUNITY COLLEGE REGISTRATION SPECIALIST

**Organizational Unit:** Student Services  
**Reports To:** Dean of Students  
**Prepared By:** Irene Montoya Robinson  
**Date:** April 2009

### Functional Narrative

The Registration Specialist is responsible for the processing of official class grade rosters, the resolution of discrepancies found in a student's registration, the processing of census rosters, the processing of online student data change requests, the reconciliation of student records at census date, the supervision of student record scanning and filing, the processing of third-party enrollment verifications and performs commonly shared duties in the Registrar's Office. The Registration Specialist is the primary support to the Dean of Students in the de-registration process and is also the primary back up to the Enrollment Services Center.

### Duties

Essential duties and responsibilities include the following. Other related duties may be assigned by the Registrar as necessary.

#### Official Class Rosters

- Processes semester census rosters
- Maintains log of semester census rosters in order to report to the Deans

#### Grade Processing

- Assists Registrar in processing grade reports
- Scans all grade rosters into imaging system following retention schedule
- Inputs all authorized grade changes in the student database
- Distributes grade change information to student, instructor and appropriate department chair
- Records grade change in grade roster binders and imaging system

#### Enrollment Verifications

- Process enrollment verification for student requested for insurance, loan deferments, etc. made by third-party entities

#### Student Data Change Requests

- Reconciles online demographic changes to students' records in Datatel database

#### Student Record Reconciliation

- Files all official student documents
- Reconciles students' records in the Powerfiles for proper retention and/or destruction
- Reconciles students' records in the Docuware Scanning System for proper retention and/or destruction
- Rebuilds student records from microfiche or microfilm in Datatel database

### Job Factors:

#### Knowledge

A high school diploma or equivalent is required. Knowledge of Microsoft Office applications required. Typing, filing and general office skills are required. Must have excellent interpersonal and communication skills.

### Supervision Exercised

Supervises two student workers in general office procedures, including typing, filing, scanning and other clerical tasks

### Interaction

High volume of contact with the general public and students, in person, by telephone, and by email. This position is often the initial point of contact with the college. This position interacts daily with TSCM staff, faculty, and administrators.

### Work Complexity

Ability to follow general procedures, yet make some decisions on an individual basis. This position is cross-trained to perform most of the duties required by the office. The daily routines of this job require the staff member to complete a variety of duties and tasks simultaneously.

### Working Conditions

Answering telephone and counter inquiries results in constant interruptions.

### Dexterity

Must have the dexterity required to operate keyboard-based equipment such as computers



## *Alvin ISD Education Foundation*

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October 4, 2011

Dr. Rodney Allbright  
President, Alvin Community College  
3110 Mustang Rd.  
Alvin, TX 77511

Dear Dr. Allbright,

We know you've heard about the excitement at the Alvin Memorial Stadium since the school district installed the state-of-the-art scoreboard last year. It is bringing a lot of attention and excitement to all of the events held at the stadium. More importantly, it has provided valuable exposure for the organizations and businesses that have taken advantage of the opportunity to be featured on the scoreboard. But there is one important organization that we feel is missing – Alvin Community College!

Alvin ISD and ACC have enjoyed a long-time partnership that we know will continue for years and years. This scoreboard is going to be here for years and years and we want ACC to be a part of it. That is why we are reaching out to you to see if we can work something out whereby we can get ACC on one of the premier panels on the scoreboard. We know that funds are limited, so we are prepared to work with ACC to reduce the cost and spread payments out over time.

This is your opportunity to become an even bigger part of our community and get widespread exposure with local Alvin and Manvel residents, as well as Brazoria, Harris and Galveston County residents, and visitors from outside our local area too. We encourage you to take advantage of this worthwhile opportunity and look forward to your participation. This venture is a win-win situation, not only for the school district, but for ACC too!

We are looking forward to meeting with you about this unique opportunity, so we will be calling you in the next day to schedule a time to meet. Enclosed is a photo of the scoreboard at the stadium at Cypress-Fairbanks, where Lonestar College CyFair is featured. We can make this happen for ACC at Alvin Memorial Stadium too!

Sincerely,

Sheila Olson  
Executive Director  
Alvin ISD Education Foundation

Michael C. Bass  
Athletic Director  
Alvin ISD

Come join our teams at Memorial Stadium and let the community come to you with some fresh new ideas in advertising

**Option A**

\$15,000 PER YEAR OVER 5 YEARS = \$75,000  
OR  
\$10,000 PER YEAR FOR THE LIFE OF SCOREBOARD  
Est. 10 YEARS FOR LIFE OF SCOREBOARD = \$100,000

**Features Include:**

- 4' high x 8' wide illuminated back lit sponsorship sign panel, which is the largest advertising panel on the scoreboard
- Minimum of two 30 second video board commercials during varsity football games
- Continuous scrolling ads on message center during stadium events

(2 available)

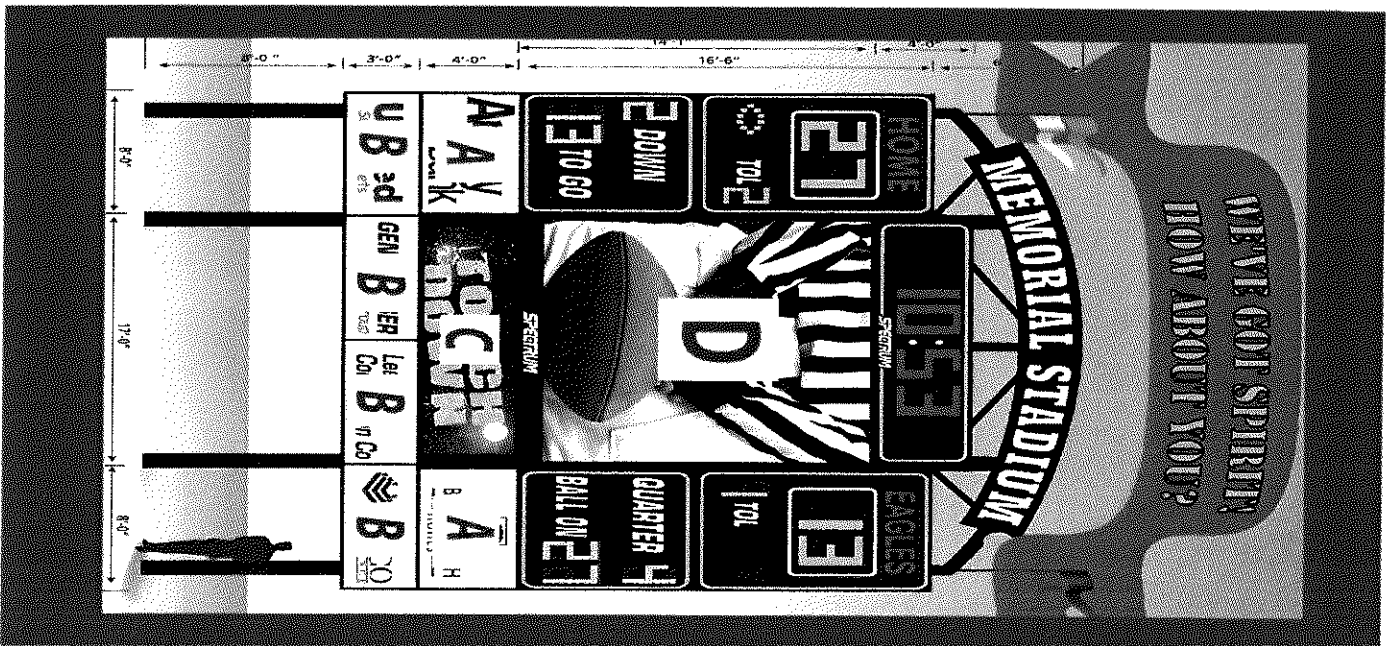
**Option B**

\$5,000 PER YEAR OVER 5 YEARS = \$25,000  
OR  
\$4,000 PER YEAR FOR THE LIFE OF SCOREBOARD  
Est. 10 YEARS FOR LIFE OF SCOREBOARD = \$40,000

**Features Include:**

- 3' high x 8 1/2' wide illuminated back lit sponsorship sign panel
- Minimum of one 30 second video board commercial during varsity football games
- Commercials displayed before and after all home games
- Continuous scrolling ads on message center during stadium events

(4 available)



**Option D**

\$1,700.00 PER YEAR  
OR  
\$1,500 PER YEAR OVER 5 YEARS = \$7,500.00

**Feature Includes:**

- Continuous scrolling ads on message center during stadium events

(12 available)

**Option D1**

**FIRST DOWN SPONSOR  
ALVIN and MANVEL HOME FOOTBALL GAMES**

\$2,700.00 PER YEAR  
OR  
\$2,500 PER YEAR OVER 5 YEARS = \$12,500.00

**Features include:**

- 10 second ad with announcer support
- Continuous scrolling ads on message center during stadium events

(2 available)

**Option D2**

**THE THREE T'S OF FOOTBALL  
TIME OUTS, TOUCHDOWNS, &  
TURNOVERS  
ALL ALVIN / MANVEL HOME FOOTBALL GAMES**

\$2,700.00 PER YEAR  
OR  
\$2,500 PER YEAR OVER 5 YEARS = \$12,500.00

**Features include:**

- 10 second ad with announcer support
- Continuous scrolling ads on message center during stadium events

(2 available)

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** August 16, 2011  
**SUBJECT:** Administrative Procedures Manual

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Alvin Community College's Administrative Procedures Manual is a "working document" that is utilized to carry out College Board policy, state law, and federal law. Alvin Community College's Policy Manual states in part that the Board of Regents will review and approve an Administrative Procedures Manual prior to the beginning of each academic year.

The following modifications were made to the Administrative Procedures Manual. The modifications are detailed as follows:

**All sample forms have been removed from the body of the manual and put in Appendix C Sample Forms.**

- Chapter 1    Introductory Information
  - Sec. 1.05 Hours of Operation
  - Pages 1-3 and 1-4
  
- Chapter 3    Administrative and Professional Personnel
  - Sec. 3.02 Professional Personnel
  - Pages 1-9, 1-10, and 1-11
  - Changed names
  
- Chapter 6:    Organizational Structure Charts and Maps
  - Sec. 6.01 Organizational Charts
  - Added name to Coordinator Workforce Development position Page 2-2
  - Changed Student Activities Coordinator Page 2-2
  - Deleted D. Faust (moved to IT) Page 2-2
  - Marked vacant on Coordinator Communications Page 2-2
  - Added name to Coordinator Workforce Development position Page 2-8
  - Changed Student Activities Coordinator Page 2-9
  - Marked vacant on Coordinator Communications Page 2-10
  
- Chapter 12    Property Accounting
  - Sec. 12.01, Sec. 12.02, Sec. 12.03, Sec. 12.04, Sec. 12.05, Sec. 12.06, Sec. 12.07, Sec. 12.09
  - Pages 4-10, 4-11, and 4-12
  - Changed all occurrences of "Supply Technician" to "Shipping and Receiving Manager" And "Fiscal Affairs/Comptroller" to "Physical Plant"

**TO:** Board of Regents  
**FROM:** A. Rodney Allbright  
**DATE:** October 12, 2011  
**SUBJECT:** Consolidated Computer Purchases

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**Purpose**

This request represents computer purchases for departments on the College campus for academic year 2011-2012. The computers will be utilized in College classrooms, College labs, and the offices of faculty and staff.

**Resource Impact**

- Funding Source: Student Technology Fee: \$59,129.05  
Science/Allied Health Bond Fund: \$60,477.33  
Total: \$119,606.38

**Procedure**

The most cost effective method for the purchase of computers and computer hardware for the College would be through the State of Texas Department of Information Resources (DIR). **The State of Texas Department of Information Resources has met competitive bid requirements, utilizing the State of Texas unified buying power to negotiate discounts with major IT vendors (*Texas Government Code, Section 791.025*).**

**Recommendation**

It is recommended the Board of Regents **approve the low bid** through the State of Texas Department of Information Resources in the amount of \$119,606.38.

ARA:mlp

ALVIN COMMUNITY COLLEGE  
 BID TABULATION SHEET

Project: College Computers: Academic Year 2011-2012

Bid Date: Oct 2011

		<i>Dell</i>	<i>Lenovo</i>	<i>HP</i>
	Count			
Laptop without dock station (Bldg. S)	19	21,080.50	21,033.00	34,352.00
Laptop with docking station (Bldg. S)	5	6,590.50	6,829.95	9,665.00
Fac/Staff/Lab PC's wo/Monitors (Bldg. S)	78	69,622.80	76,752.00	114,114.00
Smart Classroom PC's w/o Monitors (Bldg. S)	2	1,952.10	2,108.00	3,054.00
D111, Instructor : Master	1	1,000.70	1,063.00	1,567.00
D111, Networking Lab	20	18,345.00	19,680.00	29,820.00
S100 (Bldg. S)	1	1,014.78	1,216.00	1,418.00
Totals	126	\$119,606.38	\$128,681.95	\$193,990.00



# *Brazoria County Tax Office*

**Ro'Vin Garrett, RTA**  
*Tax Assessor-Collector*

Brazoria County Courthouse  
111 East Locust  
Angleton, Texas 77515-4682

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Wednesday, October 12, 2011

*Alvin Community College*  
*3110 Mustang Rd.*  
*Alvin, TX 77511*

*Re: See Attached*

Dear Sirs/Madams:

The Property Tax Resale Committee of Brazoria County has received an offer on certain property(s) held in trust.

The Resale Committee has approved the attached offers and asks that you present them to your governing body for approval.

Property tax resale data is as follows:

Tax suit number- 19376\*T02  
Legal description- Lt 14I H T & B, Acres .534  
Court adjudged value- \$4,270.00  
Total taxes due- \$2,766.81  
ACC taxes due- \$268.24  
Bid/Offer- \$1,500.00

When your governing body has made their decision please notify the Brazoria County Tax office with a copy of the minutes. Please include the property Tax Account number in your reply.

If you have any questions, please contact me at 979-388-1329 or 281-756-1329.

Kind Regards,  
*Lacey Powell*  
Lacey Powell

---

*Lacey Powell*  
*Trust Property Deputy*



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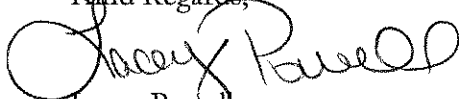
Property tax resale data is as follows:

Tax suit number- 2905\*T97  
Legal description- Highway Acres (A0462 A C H & B), Lot 3  
Court adjudged value- \$2,590.00  
Total taxes due- \$1,829.64  
ACC taxes due- \$134.61  
Bid/Offer- \$1,295.00

When your governing body has made their decision please notify the Brazoria County Tax office with a copy of the minutes. Please include the property Tax Account number in your reply.

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Kind Regards,

  
Lacey Powell

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Property tax resale data is as follows:

Tax suit number- 93T5270  
Legal description- Enchanted Edgewater (Liverpool), Block 2, Lot 3, Acres .1096  
Court adjudged value- \$2,480.00  
Total taxes due- \$2,105.77  
ACC taxes due- \$157.35  
Bid/Offer- \$1,895.00

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Property tax resale data is as follows:

Tax suit number- 93T5270  
Legal description- Enchanted Edgewater (Liverpool), Block 2, Lot 17  
Court adjudged value- \$2,350.00  
Total taxes due- \$1,995.16  
ACC taxes due- \$149.09  
Bid/Offer- \$1,795.64

When your governing body has made their decision please notify the Brazoria County Tax office with a copy of the minutes. Please include the property Tax Account number in your reply.

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Kind Regards,

  
Lacey Powell

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Property tax resale data is as follows:

Tax suit number- 34671  
Legal description- Snug Harbor Sec 1 (A0037 S F Austin), Block 1, Lot 13  
Court adjudged- \$6,310.00  
Total taxes due- \$3,419.88  
ACC taxes due- \$283.68  
Bid/Offer- \$2,500.00

When your governing body has made their decision please notify the Brazoria County Tax office with a copy of the minutes. Please include the property Tax Account number in your reply.

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Kind Regards,

  
Lacey Powell

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*Lacey Powell*  
*Trust Property Deputy*

**ALVIN COMMUNITY COLLEGE  
EXECUTIVE SUMMARY  
COLLEGE BOARD OF REGENTS  
TRUST PROPERTY**

<i>Tax Suit #</i>	<i>Legal Description</i>	<i>Court Adjudged Value</i>	<i>Total Taxes Due</i>	<i>ACC Taxes Due</i>	<i>Bid/Offer</i>
19376*T02	Lt 14I H T & B Acres .534	\$4,270.00	\$2,766.81	\$268.24	\$1,500.00
2905*T97	Highway Acres (A0462 A C H & B) Lot 3	\$2,590.00	\$1,829.64	\$134.61	\$1,295.00
93T5270	Enchanted Edgewater Liverpool, Block 2, Lot 3 Acres .1096	\$2,480.00	\$2,105.77	\$157.35	\$1,895.00
93T5270	Enchanted Edgewater Liverpool Block 2, Lot 17	\$2,350.00	\$1,995.16	\$149.09	\$1,795.64
34671	Snug Harbor Sec 1 (A0037 S F Austin) Block 1, Lot 13	\$6,310.00	\$3,419.88	\$283.68	\$2,500.00