



Mission

“Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical, and cultural educational opportunities for the diverse communities it serves.”

Vision

“As a premier college that provides high-quality academic, technical, and cultural programs, Alvin Community College’s focus will be to promote student success, enhance quality of life, and support economic development.”

Agenda
Board of Regents

Regular Meeting

September 26, 2019
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
September 26, 2019 at 6:00 PM
NOLAN RYAN CENTER**

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<i>Deliberate the self-evaluation of the ACC College Board of Regents, in accordance with Tex. Gov't Code Section 551.074; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074</i>	
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In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes.	
Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.	
A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.	
G. <u>Board Chairman Report/Comments</u>	
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**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
SEPTEMBER 26, 2019**

It is hereby certified that a notice of this meeting was posted on the 20th day of September 2019, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 20th day of September, 2019.



Dr. Christal M. Albrecht
President

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF AUGUST 15, 2019
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 15th day of August, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Jim Crumm	Regent
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cynthia Griffith	Alvin Community College
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
Nadia Nazarenlo	Alvin Community College

Amos Byington
Debbie Kraft
Gayland Capps
Hameedah Majeed
John Tompkins
Kelly Klimpt

Kyle Marasckin
Lloyd Cox
Michael Lovaglio
Matt Graves
Pam Shefman
Randi Faust

Rhonda Hull
Ronny Phillips
Terry Sawma
Tammy Giffrow

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:02 p.m.

2. Certification of Posting of Notice

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

Executive Session:

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

The Executive Session ended at 7:05 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:08 p.m.

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

Invocation by Vice Chair Sanchez.

Citizen Inquiries

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

Board Chairman Report/Comments

Vice Chair Sanchez talked about supporting ACC through the ACC Facebook page and how proud she was of the Healthcare program.

Mrs. Cheryl Knape welcomed back the staff and was looking forward to the ice cream social.

Mr. Kam Marvel thanked the staff and leadership for all their hard work.

Chair Mike Pyburn recognized and congratulated Mr. John Matula on becoming the new Dean of Arts and Sciences and wished everyone the best with the beginning of the new semester.

Dr. Patty Hertenberger welcomed everyone back.

Mrs. Jody Droege welcomed everyone back.

Dr. Jim Crumm welcomed everyone back.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of July 25, 2019 and Called Board Meeting of August 5, 2019 and Board Workshop of August 5, 2019, he would entertain a motion to approve. A motion to approve the minutes was made by Vice Chair Sanchez. Seconded by Dr. Crumm. Motion passed unanimously.

President's Report

Dr. Albrecht updated the Board of Regents with the following information:

The Super Saturday Registration and Career Exploration Blitz will be on August 17 from 8:00am-1:00pm in Admissions and the Student Center. This event will allow students to visit with local employers and community organizations, take a career assessment, learn more about career pathways and participate in activities and demonstrations from our programs. Students will also be able to see an advisor, take testing, purchase books, register for classes and more. In addition to the annual Super Saturday event this year a Career Blitz is being offered thanks to a grant from Workforce Solutions.

ACC staff members talked about the many services the college offers during the Community Resource Fair on July 24 which was hosted by the Alvin Manvel Area Chamber of Commerce.

Registration for the Fall 16-week and 8-week mini semester is now open. Classes begin on August 26.

The 2019 Dental Assistant graduates delivered their end of year presentations on August 5. The graduates talked about their experiences as students and in clinicals. They also discussed the impact that the program has had on their lives.

Faculty and staff members were treated during the ice cream social today at the Student Center to celebrate the start of the new school year.

Status Update Regarding Regular Maintenance and Renovation Projects - AGCM

Mr. Amos Byington, AGCM, presented the monthly report on the construction planning of the Maintenance Tax Note project. He gave a report on the value study of Building G and an update on the landscape plan. He also noted that he would be asking the Board of Regents for their recommendation on how to move forward on these projects in the near future. This report is for information only.

Consider Approval of ACC Mobile Go Project Grant

Mrs. Knape made the motion to approve the submittal of the ACC Mobile Go Grant. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of the 2019-2020 Budget

Mr. Karl Stager, Vice President, presented the final version of the budget to the Board of Regents. Dr. Hertenberger made the motion to approve the budget of \$34,533,568 as presented for 2019-2020. Seconded by Mrs. Knape. Motion passed unanimously.

Propose Tax Rate

Dr. Jim Crumm made the motion to propose a tax rate of \$.185862, which is a tax increase of 7.12% above the Effective Tax Rate, to be adopted at a future meeting. Seconded by Mrs. Droege. Motion passed unanimously.

Personnel Action

Mr. Marvel made the motion to approve Ashley Fonteno-Bellard as new English faculty. Seconded by Mr. Stuksa. Motion passed unanimously.

Consider Approval of Cooperative Purchasing Agreement with TACCBO Members

Vice Chair Sanchez made the Motion to approve the cooperative purchasing agreement with TACCBO members. Seconded by Mrs. Knape. Motion passed unanimously.

Consider Approval of Fiscal Year 2019-2020 Cooperative Purchasing Programs.

Vice Chair Sanchez made the motion to approve utilization of purchasing cooperatives and interlocal agreements on as as-needed basis for authorized expenditures utilizing fiscal year 2019-2020 funds. Seconded by Mr. Marvel. Motion passed unanimously.

Consider of Fiscal Year 2019-2020 Annual Purchasing Requests Over \$50,000

Mrs. Randi Faust presented the information regarding the purchases over \$50,000. The motion was made by Mrs. Droege to approve the purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000 during the 2019-2020 fiscal year. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of Investment Policy

Mr. Marvel made the motion to approve the investment strategy which will supplement Policies CAK Legal and Local as is required by the Public Funds Invest Act. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of President's Goals

The motion was made by Dr. Crumm to approve the eight goals established for the President for the 2019-2020 year. Seconded by Mr. Marvel. Motion passed unanimously.

Financial Report Ending July 2019

Dr. Hertenberger made the motion to approve the financial report for July 2019. Seconded by Mrs. Droege. Motion passed unanimously.

Executive Session

Chairman Pyburn stated that the Board of Regents would go into Executive Session at 8:20 pm and would reconvene to vote on the final agenda item. The Board came back into session at 9:00 p.m.

Consider Approval of Amendment to President's Contract

Mrs. Droege made the motion to approve the fourth amended contract for Dr. Albrecht as discussed in closed session. Seconded by Mrs. Knappe. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Marvel. Seconded by Dr. Hertenberger. Motion passed unanimously. The meeting was adjourned at 9:02 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman

**ALVIN COMMUNITY COLLEGE
PUBLIC TAX HEARING
BOARD OF REGENTS
SEPTEMBER 5, 2019**

The Board of Regents of Alvin Community College met in a public tax hearing session on the 5th day of September, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Amos Byington
Debbie Kraft
Hammedah Majeed

John Matula
John Tompkins
Kyle Marasckin

Matt Graves
Randi Faust
Tammy Giffrow

Call to Order

Chairman Pyburn called the September 5, 2019 hearing to order at 6:03 p.m. and Dr. Albrecht certified the posting of notice.

Public Hearing

The Alvin Community College District conducted a public hearing on September 5, 2019 on a proposal to increase the total tax revenues of the Alvin Community College District from properties on the tax roll in the preceding year by 7.12 percent over the effective tax rate. The tax rate would decrease from 0.187775 to 0.185862. A second tax hearing is scheduled for September 12, 2019 at 6:00 p.m. in Room C227.

The Board of Regents of Alvin Community College District is scheduled to vote on the tax rate that will result in a tax increase at a public meeting to be held on September 26, 2019 at the Nolan Ryan Center 2925 South Highway 35 By Pass in Alvin, Texas 77511 at 6:00 p.m.

There were no requests by the public to speak and the meeting was adjourned at 6:08 p.m.

Mike Pyburn, Chairman

Jody Droege, Secretary

**ALVIN COMMUNITY COLLEGE
CALLED BOARD MEETING OF SEPTEMBER 5, 2019
BOARD OF REGENTS
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Called Board Meeting on the 5th day of September, 2019 immediately following Tax Hearing at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Amos Byington
Debbie Kraft
Hammedah Majeed

John Matula
John Tompkins
Kyle Marasckin

Matt Graves
Randi Faust
Tammy Giffrow

1. Call to Order

The meeting was called to order by Chairman Pyburn at 6:09 p.m.

2. Certification of Posting of Notice

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

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

Invocation by Chairman Pyburn.

Consider Approval of Improvements to Building G – Value Review

Mr. Amos Byington, AGCM, presented the four options for improvements after the value review of Building G. The Regents discussed the options and gave their thoughts regarding the relevance of each option. Option 1 included the following information: Currently it is estimated that approximately \$1.8 million of Maintenance Tax note funds will be spent on Building G, plus the cost of moving and storing existing furniture during construction. In addition, another \$1.9 million would be need to be budgeted in the future from the college's maintenance and operation budget to continue renovations not covered in the Maintenance Tax note such as a new roof, new ceilings, additional restroom renovations, window replacements and more.

Building G contains 20 classrooms. Six classrooms are sized appropriately for Active Learning. One of the six classrooms is a computer lab, and another is a student study area/lounge. The student study area/lounge can be relocated to a smaller classroom giving ACC a total of five Active Learning classrooms in Building G with the addition of appropriate furniture. It should be noted that these five classrooms are still deficient in daylighting, acoustic control, and ceiling heights, among other things. Fourteen classrooms are significantly undersized for Active Learning.

Mr. Marvel made the motion to approve Option 1 presented by AGCM. Seconded by Dr. Hertenberger. Votes for: Mr. Stuksa, Vice Chair Sanchez, Chairman Pyburn, Mr. Marvel, Dr. Hertenberger. Votes against: Mrs. Droege, Mrs. Knape. Motion passed.

Consider Approval of Method of Construction for Maintenance Tax Note

Mrs. Randi Faust, Purchasing Director, gave an explanation of the Competitive Sealed Proposal (CPS) method for purchases of various items and services that are included in the Maintenance Tax Note that could best benefit ACC's criteria and pricing. The motion to approve the Competitive Sealed Proposal (CSP) method of procurement for Maintenance Tax Note projects was made by Dr. Hertenberger. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Acceptance of Donation of Goods and Services from Ruben Davila, D-3 Industries

Dr. Albrecht informed the Board that Mr. Ruben Davila, a father of one of the Baseball athletes, has offered to donate good and services to enhance the baseball facilities and that the ACC Foundation would accept the donation, if approved and transfer ownership of the donated goods and services to ACC. The motion to approve acceptance of the donation of goods and services from D-3 Industries to benefit College facilities and authorize the President to negotiate and execute a donation agreement was made by Vice Chair Sanchez. Seconded by Mrs. Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Dr. Hertenberger. Seconded by Mrs. Knape. Meeting was adjourned at 7:03 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman

**ALVIN COMMUNITY COLLEGE
PUBLIC TAX HEARING
BOARD OF REGENTS
September 12, 2019**

The Board of Regents of Alvin Community College met in a public tax hearing session on the 12th day of September, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Vice Chair
Jim Crumm	Regent
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Karl Stager	Alvin Community College
Debbie Kraft	Alvin Community College
Laurel Joseph	Alvin Community College
Bill Lewis	Alvin Community College
Kyle Marasckin	Alvin Community College

Call to Order

Vice Chair Sanchez called the September 12, 2019 hearing to order at 6:00 p.m. and Dr. Albrecht certified the posting of notice.

- **Pledge**
- **Invocation**
Invocation by Mr Marvel.

Public Hearing

The Alvin Community College District conducted a public hearing on September 12, 2019 on a proposal to increase the total tax revenues of the Alvin Community College District from properties on the tax roll in the preceding year by 7.12 percent over the effective tax rate. The tax rate would decrease from 0.187775 to 0.185862.

The Board of Regents of Alvin Community College District is scheduled to vote on the tax rate that will result in a tax increase at a public meeting to be held on September 26, 2019 at the Nolan Ryan Center 2925 South Highway 35 By Pass in Alvin, Texas 77511 at 6:00 p.m.

There were no requests by the public to speak and the meeting was adjourned at 6:03 p.m.

Mike Pyburn, Chairman

Jody Droege, Secretary

**ALVIN COMMUNITY COLLEGE
CALLED BOARD MEETING OF SEPTEMBER 12, 2019
BOARD OF REGENTS
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Called Board Meeting on the 12th day of September, 2019 immediately following Tax Hearing at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Vice-Chair
Jim Crumm	Regent
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Debbie Kraft	Kyle Marasckin
Hammedah Majeed	Tammy Giffrow

1. Call to Order

The meeting was called to order by Vice Chair Sanchez at 6:03 p.m.

2. Certification of Posting of Notice

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

Consider Approval of Compensation Study Contract

Mr. Marvel made the motion to approve a contract with Evergreen Solutions, LLC to provide compensation study services. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of Personnel (Replacement): Senior Human Resources Associate

The motion to approve Kelly Caleb as Senior Human Resources Associate made by Dr. Hertenberger. Seconded by Mrs. Knape. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Mr. Marvel. Meeting was adjourned at 6:07 p.m.

Mike Pyburn, Chairman

Jody Droege, Secretary

ALVIN COMMUNITY COLLEGE
EMPLOYEE CATEGORIES
FALL 2019

SEPTEMBER

	Budgeted 2019-20	SEPTEMBER 2019	Funded Vacancies
Administrative	11	10	1
Professional	74	63	11
Faculty	114	103	11
Technical Support, Clerical & Maintenance (TSCM)	111	109	2
Total Full-Time (FT) Employees	310	285	25

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Randi Faust	Director, Purchasing	9/30/2019	Resignation
2	Rachel Garry	Academic Advisor	9/27/2019	Resignation

Alvin Community College Board of Regents

Calendar of Events

OCTOBER 2019

Saturday, October 5	ACC Theatre Presents - "Art"	7:30 p.m.	Theatre
Sunday, October 6	ACC Theatre Presents - "Art"	2:30 p.m.	Theatre
Thurs – Sat, October 10-12	ACC Theatre Presents - "Art"	7:30 p.m.	Theatre
Thursday, October 17	Fall Band Concert	7:30 p.m.	Theatre
Monday, October 21	Fall Mini 2 Classes Begins		
Thursday, October 24	Board of Regents Meeting	6:00 p.m.	Nolan Ryan Center
Saturday, October 26	Fall Festival	5:00 - 9:00 p.m.	ACC Campus



MEMORANDUM NO: 139-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 12, 2019

SUBJECT: Fall 2019 Census Day Report and Internal Enrollment by Location Report

This month's report is the Fall 2019 Census Day Internal Enrollment by Location Report. As you can see from the report, as compared to Fall 2018 census data, Fall 2019 contact hours have increased from 877,520 to 912,384 (4.0 %) and headcount has increased from 5,645 to 5,993 (6.2%). This report represents our 2019 Census Day enrollment and this data will be reviewed and certified by the Texas Higher Education Coordinating Board. The Certified Report numbers may be slightly different from those reported today.

The attached chart details the enrollment by location and indicates the increase or decrease in enrollment by those locations.

This report is for information only.

CMA:tg

2019 Fall Enrollment Comparison

Fall census data is provided as unduplicated headcount and contact hours with the percent change from 2018. This includes the enrollment for the Fall 16 week and M1 terms.

Fall Census Data	2018 Certified	2019 Estimate	% Change
Enrollment	5,645	5,993	6.2%
Contact Hours	877,520	912,384	4.0%

Location data is a comparison, on census date, based on class location and does contain duplicate students (i.e. dual enrollment students take classes at ACC & other locations and their campus and are counted at least twice). The percent change from 2018 is included.

Location Data		2018 Fall	2019 Fall	% Change
Dual Enrollment	Alvin High School	298	312	4.7%
	Danbury High School	51	67	31.4%
	Glenda Dawson High School	186	295	58.6%
	JB Hensler DC Career Tech	214	273	27.6%
	Manvel High School	213	279	31.0%
	Pearland High School	203	291	43.3%
	Shadow Creek High School	252	307	21.8%
	Turner High School	654	665	1.7%
	TOTAL	2,071	2,489	20.2%
TDCJ	Clemens Unit	42	41	-2.4%
	Jester 3 Unit	92	103	12.0%
	Jester 4 Unit	10	14	40.0%
	Ramsey Unit	113	139	23.0%
	Stringfellow Unit	83	72	-13.3%
	TOTAL	340	369	8.5%
ACC & Other Locations	Main Campus	2,855	2,766	-3.1%
	Hybrid Course	272	288	5.9%
	Internet Course	1,118	1,131	1.2%
	Virtual College		5	
	Shadow Creek Evening	68	76	11.8%
	UHCL - Pearland Campus	65	85	30.8%
	TOTAL	4,378	4,351	-0.6%



MEMORANDUM NO: 133-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 6, 2019

SUBJECT: Brazoria County Appraisal District – Resolution to Nominate Candidate (s)

Background:

The Brazoria County Appraisal District’s Board of Directors is composed of five members who serve two year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. Alvin Community College may participate in the selection of the Board of Directors by adopting a resolution to nominate one to five candidates by formal board action. If the Board of Regents wishes to nominate one to five candidates, the Board Chair must submit the nominee’s names and addresses to the Chief Appraiser before October 15, 2019.

Names of all nominees will be compiled and submitted to each taxing unit in the county and before December 15, 2019 each taxing unit may cast votes for any of the candidates on the ballot. This must occur by written resolution of the Board of Regents. The chief appraiser has notified us that ACC may cast 115 votes for the five directors. Votes can be cast to one candidate or votes may be distributed amongst any number of candidates.

If the ACC Board of Regents wishes to participate in the nomination of Brazoria County Appraisal District’s Board of Directors, action must occur during the September 26, 2019 Board meeting in order to meet the October 15, 2019 nomination deadline.

Recommendation:

It is recommended that the Board take action on this request by nominating one or up to five candidates for consideration to serve on the Brazoria County Appraisal District’s Board of Directors.

CMA:tg

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Ro'Vin Garrett
Tommy King
Ruby Jo Knight
Gail Robinson
Glenn Salyer
Susan Spoor

CHIEF APPRAISER

Cheryl Evans
500 N. Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

September 3, 2019

Dr. Christal M. Albrecht
President
Alvin Community College
3110 Mustang Rd.
Alvin, TX 77511

Dear Dr. Albrecht,

In reference to the selection of the Appraisal District Board of Directors, your 2018 total tax levy was **\$ 18,768,277**. This tax levy has entitled you to **115** votes for the five (5) directors to be elected to the Brazoria County Appraisal District.

Each voting taxing unit nominates **by resolution**, one to five candidate(s) to fill the five (5) positions of the Board of Directors. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2019**.

Please address all submissions to Cheryl Evans, Chief Appraiser, at the above address.

Sincerely,



Cheryl Evans
Chief Appraiser

CE/td

RESOLUTION NO. _____

**A RESOLUTION OF THE _____
OF THE _____**

**NOMINATING CANDIDATE(S) FOR A POSITION ON THE BOARD OF DIRECTORS OF
THE BRAZORIA COUNTY APPRAISAL DISTRICT**

WHEREAS, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate from one to five candidate(s) to fill the five (5) positions of the Board of Directors of the Brazoria County Appraisal District for a term of office commencing on January 1, 2020 and extending through December 31, 2021; and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED BY THE _____
OF THE _____ :**

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District for a two-year term of office commencing on January 1, 2020.

- Name & Address: _____

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2019.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2019.

Presiding Officer

ATTEST:

Secretary

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Ro'Vin Garrett
Tommy King
Ruby Jo Knight
Gail Robinson
Glenn Salyer
Susan Spoor

CHIEF APPRAISER

Cheryl Evans
500 North Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

M E M O

To: All Voting Taxing Units
From: Cheryl Evans, Chief Appraiser
Subject: 2019 Board of Directors Election For
Years 2020 – 2021
Date: September 3, 2019



Your taxing unit participates in selecting members of the Brazoria County Appraisal District's Board of Directors. The board is composed of five members who serve two-year terms, all of which expire December 31, 2019. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a non-voting director. This memorandum sets out the process of selecting directors for the two-year term that begins January 1, 2020.

Section 6.03, Property Tax Code, establishes the selection process for Appraisal District Directors.

Selection Procedures

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2020 are as follows:

Nomination

Before **October 15, 2019**, the voting unit must **adopt a resolution nominating** from one to five candidate(s) by formal action. The presiding officer of the voting unit must submit the nominees name(s) and addresses to the Chief Appraiser.

September 3, 2019

Election

Before **October 30, 2019**, the Chief Appraiser will prepare a ballot listing the nominees in alphabetical order by last name.

Before **December 15, 2019** each voting unit must cast its vote by **written resolution** naming the person or persons for whom it votes, and submit a certified copy to the Chief Appraiser. **Ballots received by the Chief Appraiser after December 15, 2019 may not be counted.**

The Chief Appraiser will count the votes, declare the results, and notify the five candidates who received the largest vote totals before December 31, 2019. The Chief Appraiser also notifies all taxing units (voting and non-voting) and all candidates (winners & losers) of the outcome. If a tie occurs, the Chief Appraiser must solve it through any method of chance.

To assist you in this process, I have enclosed the following:

1. A calendar that lays out the procedures and dates for conducting the 2019 election.
2. Letter showing the number of votes your entity is entitled to cast in the ballot after candidate nominations are due. (See October 30 on the election calendar.)
3. A suggested form of resolution for the nomination(s) of a candidate(s) to the board of directors of the Brazoria County Appraisal District.

I would like to thank you in advance for your help in carrying out this important task and I invite your questions or comments on the board selection process. Please do not hesitate to call me.

Enclosures (3)

**BRAZORIA COUNTY APPRAISAL DISTRICT
2019 BOARD OF DIRECTORS ELECTION CALENDAR**

Before Oct. 1
(Sep. 3, 2019)

The chief appraiser notifies each voting taxing unit of the number of votes it may cast.

Each voting unit may nominate one candidate for each position to be filled. Since the board of directors consists of five members, **the unit may nominate from one to five candidates.**

Before Oct. 15

The presiding officer of the unit submits the names and addresses of the nominees **by written resolution** to the chief appraiser.

Before Oct. 30

The chief appraiser prepares and submits to each voting taxing unit a ballot listing the nominees alphabetically by each candidate's last name and provides the number of votes it may cast, with a resolution sample.

Before Dec. 15

Each voting unit cast votes for any of the candidates on the ballot and submits to the chief appraiser **by written resolution**. The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates.

Before Dec. 31

The chief appraiser counts the votes and certifies as winner the five candidates who received the largest vote totals. The chief appraiser notifies all taxing units (voting and non-voting) and all the candidates (winners and losers) of the outcome.

If a tie occurs, the Chief Appraiser must resolve it through any method of chance.



MEMORANDUM NO: 140-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 12, 2019

SUBJECT: ACC Campus Consortium Student Recruiting CRM Grant

Alvin Community College desires to submit a grant proposal for up to \$150,000 for the ACC Campus Consortium Student Recruiting Customer Relations Management Grant provided by Campus Consortium.

The grant would provide funds for a customer relations management software system to improve communications with students in the areas of recruitment and admissions, as well as in-kind contributions of technical assistance, training and maintenance upgrades.

Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

It is recommended that the Board approve the college's submittal of the grant described on the following page.

CMA:tg

Grant Information Form

Grant Program Title: ACC Campus Consortium Student Recruiting CRM Grant Project

Grant Provider: Campus Consortium

Amount Requested by ACC: Estimate \$150,000

Expected Date of Funding: Nov 2019

Proposed Grant Period: Nov 2019-Oct 2024

Matching Funds: None Required

ACC Proposed use of Funds:

The grant will provide the following:

- Provide an advanced customer relations management software system to ACC to improve and speed up methods of communicating with students for recruitment and admissions to the college programs
- In-kind contributions with the new system to include technical assistance, training and maintenance upgrades for 5 years



MEMORANDUM NO: 148-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 19, 2019

SUBJECT: Personnel Action (Replacement): Academic Advisor

The individual listed below has been recommended to fill the full time position of Academic Advisor.

Candidate
Recommended: Yoroba Russell

Education: M.A., Business Management October 2008
University of Phoenix
B.A., Communications June 2004
Notre Dame College

Experience:

South Mountain Community College
Adjunct Faculty, Human Communications January 2012 - Present

University of Houston Clear Lake
Graduate Enrollment Management Counselor August 2018 – Present

Maricopa Community College District
Director of Advisement – Transfer & GPS January 2017 – August 2018
Director of Recruitment & New Student Orientation January 2013 – January 2017
Senior Student Services Specialist January 2012 – December 2012



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Kaplan University

Academic Manager

November 2009 – November 2010

Apollo Group University of Phoenix

Senior Enrollment Counselor / Team Lead

June 2006 – November 2008

Salary: \$59,126
Grade 3 / Step 6
2019-20 Administrative/Professional Salary Schedul



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Academic Advisor		
Department:	Student Services	Reports To:	Director, Advising Services
Grade Level:	3	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	
Last Updated by:	J.Borne	Date:	07/9/19

SUMMARY

Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Maintains contact with faculty and staff and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Interprets college programs and policies to students, faculty, and the community
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community
- Serves as a liaison to area high schools and universities
- Coordinates projects and special events as assigned
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration
- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- On line advising
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Completes other duties as assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree required

EXPERIENCE

- At least one year working in student services at community college or university
- At least one year advising or counseling high school level or college students
- Case management experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to manage a high work volume with attention to detail and accuracy
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to work well with individuals from diverse backgrounds
- Ability to communicate virtually using a variety of available platforms

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 145-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 19, 2019
SUBJECT: Personnel Action (Replacement): Academic Advisor

The individual listed below has been recommended to fill the full time position of Academic Advisor.

Candidate

Recommended: Jessica Ranero-Ramirez

Education: **Ph.D, Educational Leadership & Policy Studies**
Iowa State University May 2011
M.A., Communications
Virginia Polytechnic Institute & State College May 1999
B.A., Psychology
Mary Washington College May 1997

Experience: **Coastal Carolina Community College**
Director of Admissions & Student Success Services November 2015 – June 2019
DelMar College
Director of Transition Center June 2004 – March 2015
Coordinator of the Transition Center October 2011 – May 2014
George Mason University
Assistant Director, Hispanic/Latino Student Affairs September 2003 – July 2006



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

College of William & Mary

Assistant Director, Office of Multicultural Affairs August 1999 – August 2003

Salary: \$59,126
Grade 3 / Step 6
2019-20 Administrative/Professional Salary Schedule



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Academic Advisor		
Department:	Student Services	Reports To:	Director, Advising Services
Grade Level:	3	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	
Last Updated by: J.Borne		Date: 07/9/19	

SUMMARY

Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Maintains contact with faculty and staff and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Interprets college programs and policies to students, faculty, and the community
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community
- Serves as a liaison to area high schools and universities
- Coordinates projects and special events as assigned
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration
- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- On line advising
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Completes other duties as assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree required

EXPERIENCE

- At least one year working in student services at community college or university
- At least one year advising or counseling high school level or college students
- Case management experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to manage a high work volume with attention to detail and accuracy
- Ability to work collaboratively with faculty, administrators, and other staff members
- Ability to work well with individuals from diverse backgrounds
- Ability to communicate virtually using a variety of available platforms

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 146-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 19, 2019
SUBJECT: Personnel Action (Replacement): Coordinator, Student Activities

The individual listed below has been recommended to fill the full time position of Coordinator, Student Activities.

Candidate

Recommended: Querencia Joshua

Education:

B.A., Communications
McNeese State University December 2017

Experience:

Sowela Technical Community College
Student Engagement Coordinator June 2018 - Present

Calcasieu Parish School Board
Graphic Arts Teacher January 2018 – May 2018

L'Auberge Casino & Resort
Marketing Events Intern May 2017 – August 2017

Lake Charles American Press
Web Management Intern May 2017 – August 2017



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

McNeese State University
Student Activities Coordinator

March 2016 – May 2017

*Advising Assistant & Student Coordinator
of Freshman Orientation*

December 2014 – January 2017

Salary: \$49,108
Grade 2 / Step 2
2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Coordinator, Student Activities		
Department:	Student Services	Reports to:	Vice President, Student Services
Grade Level:	2	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:	Karen Edwards	Date:	06/19/2019
Last Updated by:	J. Borne	Date:	06/17/2019

SUMMARY

The Coordinator of Student Activities is responsible for the operation of the Student Center and the planning, presentation and evaluation of programs and services for the students, faculty, staff, alumni, community, and guests of Alvin Community College. Incumbent serves in a leadership role in the implementation of health and wellness events, student leadership programming, intramural activities, new student orientation, critical components of the first-year-experience (FYE) program, and cultural, service and political awareness opportunities. Additionally, the Coordinator will use best practices and student success data to develop and implement a yearly calendar of student activities events in consultation with the Vice President, Student Services, and student leaders. The Coordinator will develop monthly activities reports and track student engagement for the purposes of future planning and program development.

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

- Administration and management of Student Center:
 - Directs and coordinates day-to-day operations of the Student Activities Center, game room, and patio
 - Develop, coordinate, and assess a comprehensive student activities program of educational, recreational, social, and cultural programs to appeal to a diverse college
 - Track Student Center utilization
 - Plans, prepares, implements, and monitors the Student Activities budget accounts
 - Assists as requested in the development and evaluation of events and activities of various ACC departments to encourage faculty and student interaction.
 - Supervises and evaluates the work of an administrative assistant, student employees, and directs support staff as required by specific events
 - Oversees the production of student IDs including procurement of supplies and staff training
 - Responsible for coordination and presentation of new student orientations
 - Approves and monitors requests for posting of all fliers and announcements. Regularly publish weekly calendar of activities and events through social and print media.
 - Maintains campus digital signage including outdoor marquees and closed circuit TV system
 - Plans, presents, and evaluates campus activities such as concerts, movies, dances, lectures, intermurals, and special events
 - Coordinates all entertainment contracts, including those generated by clubs/organizations
 - Develops and implements trainings and programs related to ACC board policies and federal and state laws and policies including Title IX, drug and alcohol awareness, suicide prevention, Constitution Day and voter registration.
 - Serves as a member of the ACC Retention Committee and other committees as assigned.
 - Recruits students to serve on key campus committees including President's Council, judicial committee, Student Government Association (SGA), food service review committee, etc.
- Clubs/Organizations:
 - Approves and provides guidance to student clubs/organization and their advisors including, budgets and fundraising, risk management, event planning, etc.

- Maintains records on all clubs/organizations to include updated constitutions, current list of officers and advisors, minutes, and year-end reports
- Provide and conduct leadership training opportunities (workshops, seminars, meetings, etc.) to assist faculty advisors and student leaders in gaining the knowledge, skills, and abilities necessary to perform leadership functions.
 - Develops and implements annual risk management training for club sponsors and officers
- Assists in the start-up of new student organization clubs
- Serve as (SGA) sponsor and assist in monthly board presentation
- Responsible for the creation and design of event advertising
- Plans, supervises, and evaluates intramural athletic events in coordination with the Athletic Director
- Plans and implements health and wellness activities
- Assists in the planning and production of the College Preview Day and other student recruitment events
- Participates in college recruiting activities including campus tours, parade participation, community festivals, high school visits, and other events as requested.
- Coordinates the annual community Fall Festival arranging vendor set up, contracts, and student clubs
- May perform other duties assigned to maintain operations and services

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree required
- Master's degree in student personnel, student affairs, higher education administration, or related field preferred

EXPERIENCE

- Three to five years of student activities experience
- Experience in a similar capacity at a community college is highly preferred.
- Demonstrated experience using data to guide the development of student engagement programming
- Understanding of the community college mission and goals
- Demonstrated experience developing a yearly calendar of college-wide student activities events
- Demonstrated experience developing new student orientation programs
- Demonstrated experience developing critical college-wide student activities programs that support a successful comprehensive first-year experience program
- Demonstrated experience developing and leading student leaders and student employees
- Demonstrated experience developing college-wide student activities budgets.
- Demonstrated experience motivating students to increase overall participation in student activities events

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess highly developed interpersonal and communication skills to work with sensitive, emotional, or potentially controversial interpersonal situations.
- This position requires leadership skills, conflict resolution, organization,
- Excellent oral and written communication,
- Excellent presentation skills,
- Ability to develop detailed student engagement and budget reports,
- Community outreach, and the ability to be creative and innovative in the delivery of programs and services. Requires understanding of being a role model to students on campus.
- Ability to work independently, to handle multiple tasks, set priorities, and meet deadlines
- Ability to work a flexible schedule. Some evening and/or weekend hours will be required.
- Skills in computer literacy including experience with Microsoft Publisher is required.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 147-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 19, 2019
SUBJECT: Personnel Action (Replacement): Dean of Technical, Professional and Human Performance

The individual listed below has been recommended to fill the full time position of Dean of Technical, Professional and Human Performance.

Candidate

Recommended: Jeffrey Parks

Education: M.A., Human Resource Development August 2009
University of Texas at Tyler
B.A., Technology July 1995
Wayne State College
A.A., Automotive Technology May 1985
Northeast Community College

Experience: Hennepin Technical College
Provost (Chief Academic & Student Affairs Officer) June 2018 – Present

San Jacinto College
Interim Dean of Administration August 2017 – June 2018
Dean, Business & Technology July 2014 – June 2018
Dean, Industry & Technology September 2014 – July 2014



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Tyler Junior College

Associate Dean, Industry & Technologies

March 2009 – August 2011

Director, Industrial Trades Programs

January 2007 – March 2009

Tarrant County College

Coordinator/Instructor, Applied Automotive Technology

Program Coordinator, Alternative Fuels Training January 1999 – December 2006

Instructor, Automotive Technology

January 1997 – August 1999

Salary: \$103,848
Grade 10 / Step 6
2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dean (Academic or Technical)		
Department:	Instruction	Reports to:	Vice President, Instruction
Grade Level:	10	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	2/28/2017
Last Updated by:		Date:	4/22/2019

SUMMARY

The Dean provides leadership in the planning, development, implementation, operation, supervision, and evaluation of assigned programs; supervises, mentors, and evaluates full-time faculty, Department Chairs, and staff according to College guidelines.

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

- Provide division leadership to develop a culture of success and foster a culture of evidence.
- Ensure compliance with THECB, ACGM, WECM, SACSCOC, programmatic accreditors, and other regulatory agencies. Serves as a resource to THECB on assigned educational programs.
- Recruit, interview, and recommend appointment of highly qualified division faculty and staff. Provide orientation session(s) for all new full-time faculty and staff.
- Participate in the selection process of Department Chairs and Faculty Leads to provide academic leadership for division disciplines/programs.
- Supervise, mentor, and evaluate full-time faculty, Department Chairs, and staff according to College guidelines.
- Coordinate and collaborate with Department Chairs, Faculty Leads, and faculty to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources.
- Oversight of enrollment management processes to meet student needs and ensure efficiency in course scheduling, classroom utilization, class section combinations/cancellations, and distribution of class loads.
- Provide instructional leadership for ongoing development of an innovative and current curriculum that incorporates interactive learning, technology, and effective pedagogies focused on student success.
- Responsible for leadership, oversight, and review of outcomes and assessments related to program learning outcomes, including annual and comprehensive program reviews.
- Participate in college-wide strategic planning processes to provide leadership and accountability for division unit planning and outcomes.
- Communicate effectively to implement division programs, advocate for growth, and meet the needs of students and the community.
- Provide mediation and conflict resolution for student and personnel concerns. Responsible for oversight of the academic appeal process, as appropriate.
- Develop budget recommendations and manage division allocations for effective, efficient, and productive educational programs and support services.
- Coordinate, maintain, and assure currency of all formalized agreements related to division programs/disciplines.
- Monitor systems, policies, and procedures in order to ensure consistent delivery of division programs and services.

- Develop, maintain, and expand collaborative partnerships with businesses, industries, school districts, and others to facilitate the responsiveness of division programs.
- Participate in research, creation, and submission of institutional grant proposals. Responsible for oversight, administration, outcomes, and reporting of grants associated with division programs/disciplines.
- Serve on institutional committees, attend community functions, and serve on external committees for betterment of the college and community relations.
- Develop innovative and entrepreneurial partnerships to leverage college resources.
- Responsible for other related tasks as assigned.

QUALIFICATIONS

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

EDUCATION

- Master's degree from a regionally accredited college or university required.
- Doctorate degree from a regionally accredited college or university preferred.

EXPERIENCE

- A minimum of five (5) years of community college or university teaching experience required.
- A minimum of three (3) years of progressive administrative experience with at least three (3) years of equivalent supervisory experience at the community college or university level required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated success in an administrative leadership role within an educational, governmental, or business/industry setting
- Experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 149-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 19, 2019
SUBJECT: Personnel Action (Replacement): Instructor/Program Director, Diagnostic Cardiovascular Sonography

The individual listed below has been recommended to fill the full time position of Instructor/Program Director, Diagnostic Cardiovascular Sonography.

Candidate

Recommended: Kristina Etheridge

Education: B.A., Exercise Science
University of Southern Mississippi May 2007

Certification: Methodist Hospital Diagnostic Medical Sonography
Cardiac Sonography March 2011

Experience: Children’s Memorial Hermann Hospital
Pediatric Cardiac Sonographer July 2016 – Present

Queens Medical Center
Cardiac Sonographer November 2013 – March 2016

Lebonheur Children’s Hospital
Pediatric Cardiac Sonographer May 2011 – August 2013

Salary: \$67,252; 12-Month Faculty Contract
Technical Programs / Step 6
2019-20 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Diagnostic Cardiovascular Sonography		
Department:	Diagnostic Cardiovascular Sonography	Reports to:	Dean of Legal and Health Sciences
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	5/1/2016
Last Updated by:	Human Resources	Date:	5/1/2016

SUMMARY

The instructor will teach a variety of courses within the Diagnostic Cardiovascular Sonography Department

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Assist in the recruitment and retention of students.
- Advise students in academic matters or refers students to appropriate resources.
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.

- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.

QUALIFICATIONS

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

EDUCATION

Associate's degree or higher in Sonography, minimum of 3 years non-teaching experience, current credentials specific to the concentration of the course content (see ACC Faculty Credentials Guide).

EXPERIENCE

At least 3 years full-time experience in cardiovascular sonography.

KNOWLEDGE, SKILLS, AND ABILITIES

- Additional experience in education, research, or supervision preferred.
- Current CME's for registry, TB skin test, immunizations and CPR certification.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.



MEMORANDUM NO: 143-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 13, 2019
SUBJECT: Revisions to Board Policy FLDB (LOCAL)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As we use these Policies, we have noticed areas that require edits.

It has come to our attention that the wording of Board Policy FLDB (Local) is unclear. The proposed changes reflect the language that clarifies the form used, the steps to be taken and the timing of the steps that students should take when requesting a grade change. It also makes it clear that the final decision authority on a grade change rests with the vice president, instruction. Legal Counsel was consulted for their interpretation of the policy and has advised that the recommended language is appropriate and reflective of current practice in academia.

It is recommended that the Board of Regents approve the revisions to policy FLDB (LOCAL).

CMA:tg

Grade Appeal

A student shall have one year from the date a grade is assigned to submit a grade appeal. ~~A student shall not be permitted to submit a grade appeal will only be occur if there is evidence of the following: (1) deviation from the syllabus or ACC Board Policy; (2) grade calculation errors; (3) disparate treatment of a student other than those addressed by Title IX processes; or (4) inappropriate grade penalty for academic dishonesty. A student shall not be permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. In addition, disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal.~~

Procedures

In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal ~~grade appeal process through completion of the Academic Grade Appeal Form and submission to the vice president, instruction. to request a grade change by submitting a written grade appeal to the appropriate dean that contains the basis for the request.~~ A copy of the student's grade appeal shall be forwarded to the faculty member ~~and appropriate dean. and he or she~~ The faculty member shall provide a written response to the appropriate dean within five College District business days.

Once the faculty member has provided his or her response to the appropriate dean, the dean shall meet with the student to discuss the written response and seek resolution of the dispute. The dean shall provide a written response to the student and faculty member with his or her decision ~~within five College District business days.~~

The student shall be permitted to appeal the dean's decision by submitting ~~the original completed Academic Grade Appeal Form, the written response from the dean, and any additional information as appropriate. a written grade appeal to the vice president, instruction.~~ Upon receipt of ~~an~~ the grade appeal, the vice president, instruction shall ~~determine if the grade appeal meets the requirements of this policy. If the appeal does not meet the requirements of the policy, the vice president, instruction, will notify the student in writing schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days. The decision of the vice president, instruction, is final.~~

~~If an~~ the grade appeal meets the requirements of the policy, the vice president, instruction, will refer the grade appeal ~~is referred to the Academic Appeals Committee, the vice president, instruction, shall notify the student of the date and~~ ~~within five College District~~

business days. If the grade appeal is referred to the Academic Appeals Committee, the vice president, instruction shall notify the student of the date and time of the committee meeting and of the student's rights regarding the Academic Appeals Committee process.

The chairperson of the Academic Appeals Committee shall set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the faculty member to each make a presentation and provide rebuttal and an opportunity for questioning by the members of the Academic Appeals Committee. The committee meeting shall be recorded to document the presentations, discussion, and decisions.

The Academic Appeals Committee shall then consider the grade appeal, make its ~~decision~~ recommendation, and prepare a final report for the vice president, instruction within five College District business days of the hearing. The vice president, instruction, will review the Academic Appeals Committee recommendation and make a final decision. ~~shall notify the student, the faculty member, and the appropriate dean of the committee's decision.~~ The decision of the vice president, instruction, is final.

~~Further appeals shall be made in accordance with FLD(LOCAL), beginning at Level Three.~~

The vice president, instruction will provide written notification to the student, faculty member, and the appropriate dean of the Academic Appeals Committee's decision no later than five College District business days following receipt of the Academic Appeals Committee's recommendation. If the decision requires a grade change, the Registrar will be notified of the decision.



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

Dr. Christal M. Albrecht
President
Office 281 756 3598
Fax 281 756 3858

MEMORANDUM NO: 136-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 4, 2019
SUBJECT: Consider Approval of New Board Policy BGC (LOCAL)

In preparation of the decennial report for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), it was discovered that the college lacks a Board Policy on Shared Governance. The language proposed below is similar to that found at other Texas Association of School Boards (TASB) policies.

It is recommended that the Board approve the addition of the new policy BGC (LOCAL) to the college's policy manual.

CMA:tg

Administration, faculty, and staff share a role in governance of the College District through an effective structure of standing committees, ad hoc committees, and task forces. In academic matters, faculty involvement in standing committees, ad hoc committees, task forces and the faculty senate is essential to ensure the quality of the educational programs as required by the Principles of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The President is responsible for the administrative organization of the College District. Standing committee information is further described in administrative procedures.



MEMORANDUM NO: 144-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 19, 2019

SUBJECT: Resolution of Payment for Personnel during September School Closures

According to ACC Board Policy DEA (LOCAL) states that:

“If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure;”

Due to the threat of flooding and poor driving conditions, the college administration closed the campus at 5:00 p.m. on Tuesday September 17, 2019 until 11:59 p.m. on Wednesday September 18, 2019 and again on Thursday, September 19 at 12:30 p.m. on until 11:59 p.m. The resolution that follows authorizes the payment of employees for these days.

It is recommended that the Board approve the resolution authorizing payment to employees per the resolution.

CMA:tg

**RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE**

WHEREAS, the Alvin Community College (“ACC” or the “College”) Board of Regents recognizes that the territory included within the College recently suffered inclement weather conditions and significant damage associated with Hurricane Harvey and its aftermath;

WHEREAS, in order to prepare for poor weather conditions, including its strong winds, precipitation (including flooding), and hazardous road conditions, ACC ceased operations beginning on Tuesday, September 17, 2019 at 5:00 p.m. and continued through Wednesday, September 18, 2019 at 11:59 p.m. and ceased again on Thursday, September 19, 2019 at 12:30 p.m. until 11:59 p.m.;

WHEREAS, ACC Board Policy DEA (Local) provides, “If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure;”

WHEREAS, the Board of Regents of Alvin Community College seeks to retain its employees, facilitate efficient operation of educational activities, assist with emergency operations, staff and support of shelter operations and for any and all reasonable support services due to this state and federally determined disaster;

WHEREAS, the Board of Regents of Alvin Community College finds that compensating employees for work days missed as a result of inclement weather serves an important public purpose in that continued retention of such employees shall enable the school district to continue efficient operation(s) of educational and community activities; and

WHEREAS, the Board of Regents of Alvin Community College also finds that there is a public purpose in the continued retention and morale for such employees to be compensated for workdays missed as a result of the College’s closure.

IT IS THEREFORE:

RESOLVED that the Board of Regents of Alvin Community College hereby authorizes the administration to compensate all employees for the workday when the College was closed due to inclement weather at their regular hourly or daily rate of pay, according to the regular duty schedule the employee would have otherwise worked if not for the closure, or other schedule(s), as determined by the College President. Substitutes and independent contractors are not eligible for the emergency pay outlined herein; and

FURTHER RESOLVED that the Board of Regents of Alvin Community College hereby authorizes the College President to award additional pay to non-exempt employees who were required to report to duty during the College’s closure, at their regular rate of pay. Substitutes and independent contractors are not eligible for the additional emergency pay outlined herein.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Regents of Alvin Community College during the May 23, 2019 Board Meeting. A quorum of the Board of Regents being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____ Nays: _____ Abstentions: _____

Passed the 26th day of September, 2019. This Resolution may be signed electronically and in counterparts.

Mike Pyburn
Chairman, Board of Regents
Alvin Community College

Attest: _____
Jody Droege
Secretary, Board of Regents
Alvin Community College



MEMORANDUM NO: 129-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 13, 2019
SUBJECT: Tax Rate for 2019-2020 Fiscal Year

During the August 15, 2019 Board meeting, Regents approved the FY 2020 budget of \$34,533,568. At the same meeting, Regents proposed to adopt a total tax rate of .185862 representing a 7.12% increase above the Effective Tax Rate. The Board held the required public tax hearings on Thursday, September 5 and Thursday, September 12, 2019.

Recommendation:

It is recommended that the Board adopt the total tax rate of .185862 for the 2019-20 fiscal year, which is a tax increase of 7.12% above the Effective Tax Rate.

Debt Rate: \$.014424 (must adopt)
M & O Rate: \$.171438
TOTAL RATE \$.185862

CMA:tg

TO: Board of Regents
 FROM: Deborah Kraft
 DATE: September 26, 2019
 SUBJECT: Investment Transactions Report

Report Date: August 31, 2019

Investment Position:

As of August 31, 2019, Alvin Community College had \$ 12,450,000 invested in sixteen certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

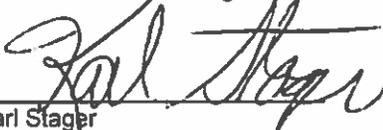
Summary:

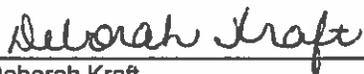
Beginning market value		6/1/2019	\$	14,150,000
Additions/changes to the market value:				
	a.	sales of CDs		(7,050,000)
	b.	purchases of CDs		5,350,000
	c.	TexSTAR, Value at 8/31/19		24,875,507
Ending market value		8/31/2019	\$	37,325,507
Fully accrued interest			\$	53,084

Pooled Funds:

The	\$	37,325,507	currently invested was taken from the following major fund groups:
	\$	12,450,000	General Fund 11
	\$	24,875,507	2018 Maintenance Tax Note 66

We certify that the investments made during this reporting period are in compliance with Alvin Community College's Investment Policy and the Texas Government Code.


 Karl Stager


 Deborah Kraft


 Laurel Joseph

Alvin Community College
 3110 Mustang Road
 Alvin, TX 77511

(281) 756-3509
dkraft@alvincollege.edu

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule

Below is a list of Alvin Community College Foundation's investments for the period June 1, 2019 through August 31, 2019. All securities have been purchased according to the investment policy approved by the ACC Foundation Board of Directors at the February 17, 2015 board meeting.

BEGINNING INVESTMENTS 6/1/19	\$	2,998,000
Increases In Account		
Deposits		160,487
Sales Proceeds/Redemptions		871,918
Dividends		15,972
Interest		89
Capital Gains		-
Securities Purchased		1,032,004
Positive Change in value of priced securities		128,111
Decreases in Account		
Fees		(7,361)
Cash Withdrawals		-
Funds Used to Purchase Securities		(1,032,004)
Securities sold/redeemed		(871,918)
Negative Change in value of priced securities		-
		-
ENDING INVESTMENTS 8/31/19	\$	3,295,298

ALVIN COMMUNITY COLLEGE
Investment Schedule

Below is a list of Alvin Community College's investments for the period June 1, 2019 through August 31, 2019. All securities have been purchased according to the investment policy approved by the Board of Regents at the August 16, 2018 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
520890	02/21/17	02/21/20	1.250%	1095	91	250,000			250,000 a
1019937913	02/23/17	02/20/20	1.250%	1092	91	250,000			250,000 b
200000389	02/13/18	02/13/20	2.054%	730	91	500,000			500,000
200000402	04/12/18	04/12/20	2.189%	731	91	250,000			250,000
1861710	01/10/19	01/10/22	3.050%	1096	91	250,000			250,000
200000435	01/29/19	06/03/19	2.537%	125	3	500,000			500,000
200000432	01/17/19	06/20/19	2.558%	154	20	1,500,000			1,500,000
200000436	01/29/19	07/02/19	2.568%	154	32	500,000			500,000
200000437	01/29/19	07/24/19	2.600%	176	54	1,500,000			1,500,000
200000438	02/01/19	08/01/19	2.563%	181	62	750,000			750,000
200000439	02/01/19	08/26/19	2.581%	206	87	1,500,000			1,500,000
200000440	02/06/19	09/25/19	2.590%	231	91	1,600,000			1,600,000
200000451	04/03/19	09/05/19	2.522%	155	91	300,000			300,000
200000452	04/03/19	10/04/19	2.552%	184	91	300,000			300,000
200000442	02/25/19	10/25/19	2.615%	242	91	1,800,000			1,800,000
200000453	04/03/19	11/04/19	2.478%	215	91	300,000			300,000
200000459	04/30/19	11/22/19	2.513%	206	91	1,100,000			1,100,000
200000463	05/28/19	11/22/19	2.486%	178	91	600,000			600,000
200000464	05/28/19	12/04/19	2.486%	190	91	400,000			400,000
Subtotal for CD Investments for Beginning of the Period						\$ 14,150,000	\$ -	\$ -	\$ 14,150,000
SALES									
200000432	01/17/19	06/20/19	2.558%	154		1,500,000	16,189		1,516,189
200000435	01/29/19	06/03/19	2.537%	125		500,000	4,344		504,344
200000436	01/29/19	07/02/19	2.568%	154		500,000	5,417		505,417
200000437	01/29/19	07/24/19	2.600%	176		1,500,000	18,805		1,518,805
200000438	02/01/19	08/01/19	2.563%	181		750,000	9,532		759,532
200000439	02/01/19	08/26/19	2.581%	206		1,500,000	21,850		1,521,850
200000468	06/27/19	08/01/19	2.160%	35		800,000	1,657		801,657
Total Sales						7,050,000	77,795	-	7,127,795
PURCHASES:									
200000465	06/03/19	12/11/19	2.420%	191		500,000			500,000
200000468	06/27/19	08/01/19	2.160%	35		800,000			800,000
200000469	07/03/19	12/11/19	2.243%	161		500,000			500,000
200000470	08/06/19	01/24/20	2.930%	171		1,200,000			1,200,000
200000471	08/26/19	12/11/19	1.972%	107		600,000			600,000
200000472	08/26/19	01/06/20	1.957%	133		1,300,000			1,300,000
200000473	08/30/19	02/03/20	1.985%	157		450,000			450,000
Total Purchases						5,350,000	-	-	5,350,000
ENDING INVESTMENTS:									
520890	02/21/17	02/21/20	1.250%	1095	0	250,000			250,000 a
1019937913	02/23/17	02/20/20	1.250%	1092	0	250,000			250,000 b
200000389	02/13/18	02/13/20	2.054%	730	91	500,000		2,560	502,560
200000402	04/12/18	04/12/20	2.189%	731	91	250,000		1,364	251,364
1861710	01/10/19	01/10/22	3.050%	1096	31	250,000		648	250,648 c
200000440	02/06/19	09/25/19	2.590%	231	91	1,600,000		10,332	1,610,332
200000442	02/25/19	10/25/19	2.615%	242	91	1,800,000		11,735	1,811,735
200000451	04/03/19	09/05/19	2.522%	155	91	300,000		1,886	301,886
200000452	04/03/19	10/04/19	2.552%	184	91	300,000		1,909	301,909
200000453	04/03/19	11/04/19	2.478%	215	91	300,000		1,853	301,853
200000459	04/30/19	11/22/19	2.513%	206	91	1,100,000		6,892	1,106,892
200000463	05/28/19	11/22/19	2.486%	178	91	600,000		3,719	603,719
200000464	05/28/19	12/04/19	2.486%	190	91	400,000		2,479	402,479
200000465	06/03/19	12/11/19	2.420%	191	89	500,000		2,950	502,950
200000469	07/03/19	12/11/19	2.243%	161	59	500,000		1,813	501,813
200000470	08/06/19	01/24/20	2.930%	171	25	1,200,000		2,408	1,202,408
200000471	08/26/19	12/11/19	1.972%	107	5	600,000		162	600,162
200000472	08/26/19	01/06/20	1.957%	133	5	1,300,000		349	1,300,349
200000473	08/30/19	02/03/20	1.985%	157	1	450,000		24	450,024
Total for End of Period for CD Investments						\$ 12,450,000	\$ -	\$ 53,084	\$ 12,503,084
INVESTMENT POOL									
TexSTAR						\$ 24,875,507	\$ -	\$ -	\$ 24,875,507

a Texas Advantage Bank
b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)
c Amoco Federal Credit Union

Alvin Community College
Consolidated Statement of Net Assets

	UNAUDITED August 31, 2019	August 31, 2018	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	1,903,212	1,174,045	729,167	
Short-term investments	36,325,507	36,252,664	72,843	Tax maintenance note included
Accounts receivable, net	2,366,815	1,425,055	941,760	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	293,810	508,959	(215,149)	
Prepays	677,859	577,955	99,904	Travel advances and prepaid expenses
Total Current Assets	41,567,203	39,938,678	1,628,525	
Noncurrent assets				
Restricted cash	-	-	-	
Long-term investments	1,000,000	750,000	250,000	
Capital assets, net	27,157,972	27,157,972	-	
Total Assets	69,725,175	67,846,650	1,878,525	
Deferred Outflows of Resources				
Deferred charge on refunding	303,794	303,794	-	Bonds
Deferred outflows - pensions	673,306	1,093,212	(419,906)	TRS pension
Deferred outflows - OPEB	793,739	793,739	-	OPEB
Total Deferred Outflows of Resources	1,770,839	2,190,745	(419,906)	
Liabilities				
Accounts payable & accrued liabilities	717,925	971,538	(253,613)	
PARS	-	327,043	(327,043)	Annual Payment
Net pension liability	5,761,791	5,761,791	-	GASB 68
Net OPEB liability	28,072,470	28,072,470	-	GASB 75
Funds held for others	37,165	36,381	784	Agency funds - groups, clubs, etc on campus
Deferred revenues	4,432,446	4,358,048	74,398	Grants paid in advance and fall registrations
Compensated absences	414,719	428,516	(13,797)	Entry made annually for change in liability
Bonds payable	9,518,861	10,731,486	(1,212,625)	Annual payment
Tax note payable	21,870,000	22,565,000	(695,000)	Annual payment
Total Liabilities	70,825,377	73,252,273	(2,426,896)	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,996	1,226,902	(419,906)	TRS pension
Deferred inflows - OPEB	6,206,958	6,206,958	-	OPEB
Deferred inflows - premium on tax note	2,598,024	2,734,762	(136,738)	Tax Note
Total Deferred Inflows of Resources	9,611,978	10,168,622	(556,644)	
Net Assets				
Fund Balance - Equity	(8,941,341)	(13,383,500)	4,442,159	
Total Net Assets	(8,941,341)	(13,383,500)	4,442,159	

Alvin Community College
Consolidated Statement of Revenue and Expense
August 31, 2019 and August 31, 2018

	UNAUDITED					UNAUDITED				
	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	2,251,911	7,227,582	7,546,142	(318,560)	95.78%	1,939,496	7,360,680	7,744,783	(384,103)	95.04%
Federal grants and contracts	6,828,195	-	-	-	0.00%	6,330,352	-	-	-	0.00%
State grants	617,808	-	-	-	0.00%	296,447	-	-	-	0.00%
Local grants	309,835	-	-	-	0.00%	291,079	-	-	-	0.00%
Auxiliary enterprises	2,458,823	-	-	-	0.00%	2,592,082	-	-	-	0.00%
Other operating revenues	356,821	118,477	105,000	13,477	112.84%	356,831	121,524	105,000	16,524	115.74%
Total operating revenues	12,823,393	7,346,059	7,651,142	(305,083)	96.01%	11,806,287	7,482,204	7,849,783	(367,579)	95.32%
Expenses										
Operating expenses										
Administrative	-	5,518,293	5,935,669	417,376	92.97%	-	5,346,262	5,598,812	252,550	95.49%
Institutional	-	5,800,577	6,553,258	752,681	88.51%	-	5,138,456	4,807,265	(331,191)	106.89%
Designated for Institutional Reserve	-	-	150,000	150,000	0.00%	-	-	750,000	750,000	0.00%
Occupational Technical Instruction	-	5,603,120	5,982,762	379,642	93.65%	-	5,817,231	6,159,768	342,537	94.44%
University Parallel Instruction	-	6,665,740	6,955,735	289,995	95.83%	-	6,656,253	6,841,035	184,782	97.30%
Student Services	-	4,033,995	4,258,129	224,134	94.74%	-	3,630,742	3,992,080	361,338	90.95%
Physical Plant	-	2,751,595	3,086,653	335,058	89.14%	-	3,326,588	2,986,995	(339,593)	111.37%
Unbudgeted Unrestricted	1,351,424	-	-	-	0.00%	1,411,439	-	-	-	0.00%
Continuing Ed (Fund 13)	1,195,629	-	-	-	0.00%	1,222,801	-	-	-	0.00%
Auxiliary enterprises	2,377,902	-	-	-	0.00%	2,640,360	-	-	-	0.00%
Local Grants	25,097	-	-	-	0.00%	24,374	-	-	-	0.00%
TPEG	244,844	-	-	-	0.00%	278,341	-	-	-	0.00%
Institutional Scholarships	158,269	-	-	-	0.00%	14,815	-	-	-	0.00%
State Grants	617,808	-	-	-	0.00%	296,447	-	-	-	0.00%
Federal Grants	6,828,195	-	-	-	0.00%	6,330,352	-	-	-	0.00%
Donor Scholarships	348,143	-	-	-	0.00%	513,167	-	-	-	0.00%
Unexpended Plant Fund	384,816	-	-	-	0.00%	1,027,324	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	(465,277)	-	-	-	0.00%
Debt Retirement	577,194	-	-	-	0.00%	885,677	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Construction in Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	14,109,321	30,373,320	32,922,206	2,548,886	92.26%	14,179,820	29,915,512	31,135,955	1,220,423	96.08%
Operating Gain/(Loss)	(1,285,928)	(23,027,261)	(25,271,064)	2,243,803		(2,373,533)	(22,433,328)	(23,286,172)	852,844	
Nonoperating revenues										
State appropriations*	-	7,945,958	7,930,935	15,023	100.19%	-	7,947,404	7,930,935	16,469	100.21%
Property tax revenue - Current	1,573,770	16,776,366	17,065,129	(288,763)	98.31%	1,564,277	14,179,876	14,580,237	(400,361)	97.25%
Property tax revenue/Insttit Reserve	-	150,000	150,000	-	0.00%	-	750,000	750,000	-	0.00%
Property tax revenue - Delinquent	24,934	257,008	257,008	257,008	0.00%	28,482	256,826	256,826	256,826	0.00%
Property tax revenue - Interest & Penalties	10,265	118,315	118,315	118,315	0.00%	10,394	107,500	107,500	107,500	0.00%
Investment income	576,745	297,216	125,000	172,216	237.77%	3,859	178,987	25,000	153,987	715.95%
Other non-operating revenues	1,002,574	22,140	-	22,140	0.00%	788,260	24,502	-	24,502	0.00%
Total nonoperating revenues	3,188,288	25,567,003	25,271,064	295,939	101.17%	2,395,272	23,445,095	23,286,172	158,923	100.68%
Provided by the State										
Revenue for Insurance and Retirement	-	2,370,609	-	2,370,609	0.00%	-	3,187,639	-	3,187,639	0.00%
State Insurance Match	-	(1,208,666)	-	(1,208,666)	0.00%	-	(1,143,837)	-	(1,143,837)	0.00%
State Retirement Match	-	(588,729)	-	(588,729)	0.00%	-	(1,483,006)	-	(1,483,006)	0.00%
State Retiree Insurance	-	(573,214)	-	(573,214)	0.00%	-	(560,796)	-	(560,796)	0.00%
Increase/(decrease) in net assets	1,902,360	2,539,742	-	2,539,742		21,739	1,011,767	-	1,011,767	
• State Approp portion generated by CE =	316,249					317,896				
• Institutional Reserve	6,771,294					5,520,431				

Alvin Community College
Consolidated Statement of Revenue and Expense
August 31, 2019 and August 31, 2018

UNAUDITED

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	12,823,393	7,346,059	7,651,142	(305,083)	96.01%	11,806,287	7,482,204	7,849,783	(367,579)	95.32%
Nonoperating revenues										
Total nonoperating revenues	3,188,288	25,567,003	25,271,064	295,939	101.17%	2,395,272	23,445,095	23,286,172	158,923	100.68%
Less Expenses										
Operating expenses										
Total operating expenses	(14,109,321)	(30,373,320)	(32,922,206)	(2,548,886)	92.26%	(14,179,820)	(29,915,532)	(31,135,955)	(1,220,423)	96.08%
Increase/(decrease) in net assets	1,902,360	2,539,742	-	2,539,742		21,739	1,011,767	-	1,011,767	

* State Approp portion generated by CE =

316,249

317,896

* Institutional Reserve

6,771,294

5,520,431

Alvin Community College
Consolidated Detail Expense by Type
August 31, 2019 and August 31, 2018

UNAUDITED

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	98,351	1,226,254	1,303,599	77,345	94.07%	106,852	1,282,916	1,271,774	(11,142)	100.88%
Professional Sal	1,050,809	4,236,819	4,582,443	345,624	92.46%	799,145	3,954,133	4,136,260	182,127	95.60%
Tech/Clerical Sal	819,656	4,159,289	4,384,603	225,314	94.86%	792,786	4,040,806	4,340,693	299,887	93.09%
Faculty Sal	572,314	10,539,033	10,975,582	436,549	96.02%	618,112	10,835,085	11,112,065	276,980	97.51%
Misc Sal	66,534	84,640	79,195	(5,445)	106.88%	52,321	71,405	84,761	13,356	84.24%
Reg Students Sal	36,670	88,312	200,028	111,716	44.15%	58,489	100,610	222,839	122,229	45.15%
Work Study Students Sal	59,653	-	-	-	0.00%	77,314	-	-	-	0.00%
Staff Benefits	402,917	3,390,793	3,844,695	453,902	88.19%	347,659	4,256,150	3,841,664	(414,486)	110.79%
Subtotal	3,106,904	23,725,140	25,370,145	1,645,005	93.52%	2,852,678	24,541,105	25,010,056	468,951	98.12%
Equipment	276,145	148,380	125,900	(22,480)	117.86%	243,467	366,563	15,000	(351,563)	2443.75%
Computer Hardware	440,630	79,989	102,460	22,471	78.07%	359,136	43,104	73,460	30,356	58.68%
Capital Improvements	-	-	-	-	0.00%	71,699	957	-	(957)	0.00%
Designated for Instit Reserve	-	-	1,917,000	1,917,000	0.00%	-	-	750,000	750,000	0.00%
Travel/Prof Development	125,344	438,458	479,411	40,953	91.46%	59,899	433,839	474,479	40,640	91.43%
Supplies & Exp	1,996,678	5,878,180	4,811,960	(1,066,220)	122.16%	2,088,094	4,446,119	4,714,060	267,941	94.32%
Institutional Scholarships	194,479	103,173	115,330	12,157	89.46%	77,587	83,845	98,900	15,055	84.78%
Financial Aid	5,500,343	-	-	-	0.00%	5,205,278	-	-	-	0.00%
Donor Scholarships	348,143	-	-	-	0.00%	423,809	-	-	-	0.00%
Purchases (Store/Concession)	1,156,245	-	-	-	0.00%	1,371,729	-	-	-	0.00%
Contingency Expense	2,400	-	-	-	0.00%	5,483	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	(465,277)	-	-	-	0.00%
Debt Retirement (Int & Amort)	577,194	-	-	-	0.00%	858,914	-	-	-	0.00%
Construction In Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Unexpended Plant	384,816	-	-	-	0.00%	1,027,324	-	-	-	0.00%
	14,109,321	\$ 30,373,320	\$ 32,922,206	\$ 2,548,886	92.26%	14,179,820	\$ 29,915,532	\$ 31,135,955	\$ 1,220,423	96.08%
State Insurance Match	-	1,208,666	-	(1,208,666)	0.00%	-	1,143,837	-	(1,143,837)	0.00%
State Retirement Match	-	588,729	-	(588,729)	0.00%	-	1,483,006	-	(1,483,006)	0.00%
State Retiree Insurance	-	573,214	-	(573,214)	0.00%	-	560,796	-	(560,796)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
August 31, 2019

UNAUDITED

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	316,249			316,249	463,969	(147,720)
Motorcycle Safety	8,140			8,140	13,440	(5,300)
GED	12,495			12,495	12,203	292
Law Enforcement	699	(42)		657	-	657
Real Estate	2,457			2,457	1	2,456
Dental Assistant	80,515	(4,761)		75,754	69,146	6,608
Information Technology Training	-	-		-	-	-
Phlebotomy	47,930	(2,876)		45,054	15,849	29,205
Medication Aide	40,548	(2,433)		38,115	6,182	31,933
Welding	216,708	(11,890)	(7,386)	197,432	130,626	66,806
Certified Nursing	47,802	(2,857)		44,945	74,570	(29,625)
Truck Driving	108,893	(5,729)		103,164	106,302	(3,138)
Center for Professional Workforce Dev	14,066	(324)		13,742	-	13,742
Education to Go	5,150			5,150	1,606	3,544
Concealed Handguns	222			222	179	43
Occupational Health & Safety	6,459			6,459	2,007	4,452
Community Programs	9,286	(204)		9,082	1,793	7,289
Clinical Medical Assistant	60,980	(3,659)		57,321	16,013	41,308
Vet Assistant	33,334	(1,909)		31,425	23,719	7,706
NonCert Radiology	-			-	384	(384)
Yoga	6,675			6,675	4,200	2,475
Activity Director Program	3,335	(200)		3,135	774	2,361
Machinist Program	14,754	(885)		13,869	84,817	(70,948)
TWC Pipefitter Program	34,704	(2,082)		32,622	66,746	(34,124)
STRIVE	85,370	(4,906)	(3,274)	77,190	70,905	6,285
TWC INEOS/TEAM	-	-		-	79	(79)
TWC Fast Start IV	26,022	(1,187)		24,836	4,590	20,246
Industrial Maintenance	520	(30)		490	696	(206)
TWC Explore		(450)		(450)	6,138	(6,588)
TWC Building Construction Trades	41,043	(2,549)		38,494	11,683	26,811
TWC Building Construction Trades II	1,512	(91)		1,421	7,012	(5,591)
Total	1,225,868	(49,062)	(10,660)	1,166,146	1,195,629	(29,483)

*3.98% of the state appropriation for FY2018/19 is attributed to CE hours. This funding is used to offset administrative costs. It is recorded as revenue in M&O (Fund 11).

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

Alvin Community College
Auxiliary Profit/(Loss) Statement as of August 31, 2019 and August 31, 2018

	UNAUDITED						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
Revenue								
Sales & services	278,899		1,555,020	7,602	310,166	30,992	2,182,679	2,336,049
Student Fees		276,144					276,144	256,033
	278,899	276,144	1,555,020	7,602	310,166	30,992	2,458,823	2,592,082
Expenses								
Purchases & Returns			1,155,267	978			1,156,245	1,371,728
Salaries	76,569	66,506	243,023		204,441	30,613	621,152	611,239
Staff Benefits	19,030	16,555	69,186		82,647	794	188,212	186,507
Supplies & Other Operating Expenses	179,161	53,286	97,412	4,365	27,854	34	362,112	359,886
Equipment	3,304						3,304	19,604
Building Repairs							-	25,170
Bank Charges			17,990		3,951	136	22,077	27,400
Contingency		2,400					2,400	5,483
Scholarships		22,400					22,400	33,343
	278,064	161,147	1,582,878	5,343	318,893	31,577	2,377,902	2,640,360
Excess revenue over expenses	835	114,997	(27,858)	2,259	(8,727)	(585)	80,921	(48,278)
Assets:								
Cash & Petty Cash			12,013			55	12,068	12,068
Accounts Receivable			139,856				139,856	12,164
Interfund Receivables	357,399	414,912	737,869	2,274	726	51,908	1,565,088	1,419,061
Prepaid Expenses							-	-
Inventory			293,810				293,810	508,959
Total Assets	357,399	414,912	1,183,548	2,274	726	51,963	2,010,822	1,952,252
Liabilities:								
Accounts Payable/Gift Certificates	1,911		60,744	15	6,971	111	69,752	85,470
Deferred Revenue	103,746	103,746				1,400	208,892	215,525
Deposits							-	-
Total Liabilities	105,657	103,746	60,744	15	6,971	1,511	278,644	300,995
Restricted Fund Balance (includes inventories)		-	293,810	-			293,810	508,959
Unrestricted Fund Balance	251,742	311,166	828,994	2,259	(6,245)	50,452	1,438,368	1,142,298
Total Liabilities & Fund Balance	357,399	414,912	1,183,548	2,274	726	51,963	2,010,822	1,952,252

Alvin Community College
Auxiliary Profit/(Loss) Statement as of August 31, 2018

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	259,784		1,759,056	9,016	267,049	41,144	2,336,049
Student Fees		256,033					256,033
	259,784	256,033	1,759,056	9,016	267,049	41,144	2,592,082
Expenses							
Purchases & Returns			1,370,565	1,163			1,371,728
Salaries	71,476	65,142	249,664		190,295	34,662	611,239
Staff Benefits	20,532	16,738	75,903		72,813	521	186,507
Supplies & Other Operating Expenses	137,423	74,416	117,732		29,802	513	359,886
Equipment	19,604						19,604
Building Repairs	25,170						25,170
Bank Charges			20,322		6,862	216	27,400
Contingency		5,483					5,483
Scholarships		23,040		10,303			33,343
	274,205	184,819	1,834,186	11,466	299,772	35,912	2,640,360
Excess revenue over expenses	(14,421)	71,214	(75,130)	(2,450)	(32,723)	5,232	(48,278)
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			11,654		510		12,164
Interfund Receivables	360,791	304,042	695,058	27	6,530	52,613	1,419,061
Prepaid Expenses							-
Inventory			508,959				508,959
Total Assets	360,791	304,042	1,227,684	27	7,040	52,668	1,952,252
Liabilities:							
Accounts Payable/Gift Certificates	2,744	733	77,020	27	4,557	389	85,470
Deferred Revenue	107,141	107,141				1,243	215,525
Deposits							-
Total Liabilities	109,885	107,874	77,020	27	4,557	1,632	300,995
Restricted Fund Balance (includes inventories)			508,959				508,959
Unrestricted Fund Balance	250,906	196,168	641,705		2,483	51,036	1,142,298
Total Liabilities & Fund Balance	360,791	304,042	1,227,684	27	7,040	52,668	1,952,252