

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

**OFFICIAL AGENDA OF REGULAR MEETING
March 25, 2021 at 6:00 PM
ALVIN COMMUNITY COLLEGE
3110 MUSTANG ROAD
ALVIN, TX 77511**

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1. **Call to Order**

A. **Certification of Posting of Notice**

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**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
MARCH 25, 2021**

It is hereby certified that a notice of this meeting was posted on the 19th day of March 2021, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 19th day of March, 2021.



Dr. Christal M. Albrecht
President

2. **Executive Session**
 - A. **Call to Order**
 - B. **Pledge**
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 - D. **Citizen Inquiries**
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MEMORANDUM NO: 37-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 11, 2021
SUBJECT: Personnel Action (New): QEP Coordinator/Lead Success Coach

The individual listed below has been recommended to fill the full-time position for the QEP Coordinator/Lead Success Coach.

Candidate

Recommended: Dr. Jessica Thompson Falla

Education: *University of St. Thomas*
Doctorate of Education in Ethical Leadership

Hunter College
Master of Science in Education, School Counseling

Queens College
Bachelor of Arts in Religious Studies

Experience:

University of St. Thomas January 2020 – Present
Instructor/Program Advisor

Lee College November 2019 – August 2020
Learning Support Services Manager

Lee College March 2018 – November 2019
Success Coach



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

Lee College July 2015 – March 2018
College Completion Coach

Lee College December 2013 – July 2015
Academic Advisor

University of Houston August 2012 – December 2013
Program Coordinator

CUNY Prep July 2011 – July 2012
College Success Coach

Salary: \$62,543.00
Grade 206
2020-21 Profession/Administrative Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	QEP Coordinator / Lead Success Coach		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Director, Student Success & Advising	Grade Level:	206
Safety Sensitive:	No	Job Category:	Professional
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	03/04/2021

SUMMARY

The Quality Enhancement Plan (QEP) Coordinator/Lead Success Coach provides leadership and support to the Pathways Success Coaches, Pathways Advisors, faculty, and staff to facilitate students' success through engaged advising. This position is responsible for implementation and management of the QEP, including the documentation and reporting requirements to ensure alignment with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards. This position also provides direct supervision for the Pathway Success Coaches and may supervise others as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Works with faculty, administration, and students to guarantee the successful implementation and submission of QEP reports.
- Possess a commitment to student career pathways, advising, success, and completion.
- Works to ensure the College's QEP, Success through Engaged Advising (SEA), meets and maintains SACSCOC Standards.
- Works closely with the VP, Student Services, Dean of Student Support and Director of Student Success and Advising to provide leadership and oversight of SEA planning, implementation and assessment.
- Foster a collaborative culture within the SEA Implementation team on the design of new policies, procedures, curricula, facilities, job descriptions, and professional development necessary to achieve QEP goals.
- Directly supervises the Pathways Success Coaches as they serve students.
- Works directly with students during the onboarding and advising process.
- Assist in the hiring process for pathways success coaches and other positions.
- Develop and conduct training experiences for all new pathways success coaches and others involved in the SEA program.
- Work with the appropriate College staff members to maintain and update the SEA intranet and website.
- Work closely with Deans, Directors, Department Chairs, advisors, faculty, and staff to seek input and recommendations for activities to enhance student engagement, persistence, and completion.
- Promote participation in the SEA throughout the college campus and community.
- In coordination with the Dean, Student Support Services, Director of Student Success and Advising and the Executive Director of Institutional Effectiveness and Research, develop and manage the SEA assessment plan.

- Collaborate with the Marketing and Media department on outreach to students to increase understanding and expectations of the SEA goals.
- Partner with the Executive Director of Institutional Effectiveness and Research to collect and evaluate outcomes of SEA to identify and plan improvements to increase effectiveness.
- Assist with the management of the SEA budget in compliance with ACC policies and administrative procedures.
- Provide oversight and updates to the campus community regarding the SEA.
- Serve on institutional committees and attend community functions.
- Other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in a relevant field awarded from an accredited institution required.
- Master's degree in a related field preferred.

EXPERIENCE

- Two (2) recent years of experience in a similar student services department (admissions, new student orientation, advising, financial aid, etc.).
- Experience supervising a team of staff of various experience levels.
- Experience in training.
- Experience in assessing learning outcomes in an advising or coaching environment.
- Community College experience is preferred.
- Direct experience working in Guided Pathways is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Knowledge of student information systems.
- Use of data in decision making and program improvement process.
- Program development or program planning.
- Project management.
- Collaborative working with other departments.
- Communication skills, including verbal and written.
- Presentation skills.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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: 38-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 11, 2021
SUBJECT: Personnel Action Reallocated (Replacement): Pathways Success Coach

The individual listed below has been recommended to fill the full-time position for the Pathways Success Coach.

Candidate
Recommended: Quincy Henderson

Education: *Texas Southern University*
Bachelor of Science, Human Services & Consumer Sciences

Experience:

- Houston Community College February 2019 - Present
Career Services Specialist
- The Harris Center for IDD December 2015 – January 2019
Employment Specialist
- City of Houston October 2013 – February 2015
Community Relations Specialist
- The Geo Group January 2013 – September 2013
Special Needs Case Manager I



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Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

**Harris County Community Supervision and
Corrections Dept.**

Community Supervision Officer

March 2015 – October 2015

Memorial Herman Hospital

Patient Escort

August 2010 – December 2013

Shamar Hope Haven

Childcare Worker/Direct Care Staff

April 2006 – April 2008

Salary: \$41,278
Grade 111
2020-21 TSCM Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Pathways Success Coach		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Coordinator, QEP	Grade Level:	111
Safety Sensitive:	No	Job Category:	TSCM
HR approved:	Karen Edwards	Date:	12/15/2020
Last updated by:	Human Resources/LH	Date:	12/15/2020

SUMMARY

Under the Guided Pathways Model, the Pathways Success Coach provides direct services for enrollment, registration, financial aid, retention, recruitment, and general student services for new and prospective students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Provides enrollment case-management services for prospective students related to all aspects of the enrollment process.
- Works with assigned case-loads of new students to determine their individual enrollment needs.
- Provides triage services for students related to all aspects of the enrollment process.
- Determine the appropriate testing requirements for new students and provide testing referrals to the Testing Center.
- Assist students with identifying test preparation materials and workshops.
- Facilitate activities related to career exploration and guidance for new students.
- Communicate degree plan information for all ACC degrees and certificate programs to new students.
- Communicate developmental education requirements to new students.
- Communicate available academic pathways to new students.
- Assist students with completing the financial aid application process.
- Assist students in determining the appropriate documents needed for the financial aid application process.
- Serve as liaison between Financial Aid and the student regarding the financial aid process and needed documents.
- Assist students with online enrollment process.
- Assist students with completing the application for admissions.
- Assist students with completing the appropriate paperwork related to veteran student benefits.
- Assist students with the completing the appropriate paperwork related to international student admissions.
- Perform outreach and recruitment services for students who have expressed interest in attending ACC.
- Transition students to their assigned academic advisor and assist with scheduling advising appointments.
- Communicate and screen withdrawal requests for new students.
- Information source.
- Releases departmental holds.

- Determines need and makes referrals for academic advising, career and personal counseling.
- Guides and directs students regarding course registration.
- Determines and processes residency classifications.
- Processes Change of Major Program requests.
- Accepts documentation and forms needed for admission and registration.
- Advises students about the status of the financial aid application.
- Serves as the primary information source for new students on campus.
- Answers general information inquiries directed to the Call Center or via chat services.
- Perform group presentations on or off campus to prospective students.
- Assist with group advising sessions and New Student Orientation.
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal financial aid regulations, federal privacy laws
- 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

- Associate's Degree required.

EXPERIENCE

- One (1) year of related customer service experience required.
- Bachelor's degree in a related field preferred.
- Related certifications or continuing education training beyond the required education as listed above, preferred.
- One (1) year of experience in a directly related role at a community college or university preferred.
- Bilingual-Spanish preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires demonstrated customer service skills.
- Requires accuracy and attention to detail.
- Must be able to maintain a professional demeanor when dealing with difficult situation and persons.
- Must be able to process and handle multiple tasks simultaneously.
- Requires stamina during peak periods.
- Must be able to problem solve and think creatively.
- Must be patient and even tempered.
- Excellent communication skills both verbally and in writing.
- Ability to make presentation to large groups of students and others.
- Proficient with computer and office machines.
- Ability to sit for long periods of time in one location.
- Ability to speak clearly and concisely.
- Ability to work extended office hours during peak periods of enrollment and registration.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit (for extended periods of time), talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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EMPLOYEE PRINTED NAME

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SUPERVISORS PRINTED NAME

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EMPLOYEE SIGNATURE AND DATE

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SUPERVISOR SIGNATURE AND DATE

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



MEMORANDUM NO: 39-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 11, 2021
SUBJECT: Personnel Action Reallocated (Replacement): Pathways Success Coach

The individual listed below has been recommended to fill the full-time position for the Pathways Success Coach.

Candidate

Recommended: Kim Taliaferro (Internal Candidate)

Education: *Lamar University*
Bachelor of Business Administration

Experience:

- Alvin Community College August 2018 - Present
Academic Support Specialist
- San Jacinto College August 2012 – July 2018
Adjunct Instructor
- La Porte ISD August 2011 – June 2012
6th Grade Teacher - Science
- Port Neches – Groves ISD December 2003 – June 2011
4th/5th Grade Teacher – Science & Math
- Union Public Schools February 2000 – September 2001
Computer Specialist



<u>Union Public Schools</u> Teacher's Aide	August 1998 – January 2000
<u>Union Public Schools</u> Substitute Teacher	August 1997 – May 1998
<u>University of Memphis</u> Controller	February 1993 – May 1995
<u>Jackson State Community College</u> Chief Fiscal Officer	March 1988 – January 1993
<u>Lamar University</u> Budget Director	June 1985 – September 1987
<u>Lamar University</u> Accounting Student Assistant	September 1981 – May 1985

Salary: \$41,744
Grade 111
2020-21 TSCM Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Pathways Success Coach		
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Safety Sensitive:	No	Job Category:	TSCM
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SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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	Budgeted 2020-21	MARCH 2021	Funded Vacancies
Administrative	11	11	0
Professional	74	67	7
Faculty	113	110	3
Technical Support, Clerical & Maintenance (TSCM)	116	110	6
Total Full-Time (FT) Employees	314	298	16

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Yoroba Russell	Academic Advisor	2/25/2021	Termination
2	Rebecca McClain	Head Librarian	3/5/2021	Resignation
3	Kacina Spruell	Accounts Payable Specialist	3/31/2021	Retirement

5. **Consent Agenda**
A. **Minutes**

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**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF FEBRUARY 25, 2021
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a regular session on the 25th day of February at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	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

Laurel Joseph
Rick Morris

Tammy Giffrow
Kelly Klimpt

Matt Graves
Eberochi Onye-Franklin

1. Call to Order

The meeting was called to order by Chair Sanchez at 6:00 p.m.

Chair Sanchez went on to state that on March 16, 2020, Governor Gregg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19). In accordance with those suspended rules, the board certifies the following:

a) Although members of the Board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by video conference.

b) This meeting is being held by video conference because the convening at one location of a quorum of the governmental body is not appropriate during the COVID-19 Public Health Emergency.

c) Based on current guidance from federal, state, and county authorities concerning large gatherings and social distancing during the COVID-19 public health emergency, there is no established location for an audience to observe the meeting, however, the live meeting is accessible through a web link that was timely and appropriately provided to the public and media as part of the meeting posting and via the district's website.

- d) As we would at any in-person meeting, members of the public who have followed the standard instructions for registering to speak during the public comment portion will be allowed 5 minutes to speak.
- e) All other meeting procedures will adhere to board-adopted procedures to the extent practicable.
- f) A video recording of this meeting is being made and will be available to the public on the College's website.

Tammy Giffrow took a roll call for attendance.

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

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney; To deliberate the Presidential selection process, as in accordance with Tex. Gov't Code Section 551.074; To deliberate the dismissal of an ACC Advisor, in accordance with Tex. Gov't Code Section 551.074.*

Executive Session ended at 6:28 p.m.

The meeting was called back into session by Chair Sanchez at 6:33 p.m.

- **Pledge**
- **Invocation**
Invocation by Dr. Crumm.

Citizen Inquiries

There were no citizen inquiries.

Board Comments/Recognitions

The Regents thanked the staff and faculty for all their dedication to keep students, staff and the campus safe and communications in place during the winter storm, Regent attendance at the Alvin Manvel Chamber and Pearland Chamber events, and prayers for Vice Chair Droege's granddaughter's upcoming surgery.

ACC student Jacob Wendorf was recently named to the Texas Music Educators All State Band. Jacob performs with the euphonium and was chosen for the honor among entries from 22 other community colleges. Ordinarily Jacob would be participating in an All State Band concert at the organization's annual conference but this year a solo competition will be held instead. Please recognize Jacob Wendorf.

As future generations will have to combat the effects of climate change, ACC student Logan Marquis hopes to learn more about the issue to help address it through research. He will soon get an opportunity to do just that as NASA recently selected him as a National Community College Aerospace Scholar. The internship program encourages students from two-year colleges to continue their STEM education at a four-year university. Please recognize Logan Marquis.

This month is National Procurement Month to recognize the dedication and hard work of procurement professionals. This Board recognizes and holds our entire Purchasing Department in high esteem. This group of individuals have been vital to the College's response to the COVID-19 pandemic. Please recognize Purchasing Director Alan Phillips, Shipping and Receiving supervisor Bill Campos, purchasing assistant Hannah Moore, buyer Sonya Emmert and director Alan Phillips.

Approval of Minutes

Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of January 14, 2021 and Board Workshop of January 25, 2021, she would entertain a motion to approve. A motion to approve the minutes was made by Dr. Crumm. Seconded by Mr. Marvel. Motion passed unanimously.

Student's Report

SGA Vice President, Eberechi Onye-Franklin, presented the following SGA items and spring events:

On February 5th, the board and a selected student body, met to prepare for the ACC Loves You appreciation event. This event took place on February 11th during the lunch hour. Students and staff were given a special Valentine's Day treat as they drove-thru the health screening at S Building.

Tuesday, January 19th, the SGA Executive Board and Student Activities hosted Taco Tuesday – a morning drive-through event at campus screening for students, faculty, and staff. The response was extremely rewarding, and students were pleased to have served the campus on the first day of the semester.

February 20th, SGA and Student Activities hosted Boom Boom Bingo. There was an enormous turnout, and prizes were given out to all winners. The first SGA General Body Meeting took place on January 8th. Discussion and planning of various activities was held during this meeting. Events continue to be in the planning stages and details are still pending.

Throughout the month of February, the SGA Executive Board and Student Activities collaborated with the Black Student Association for several events to celebrate Black History Month which included Black History Month Game Night on February 3rd, Black Mental Health Presentation on February 10th, and a Virtual Cultural Table Talk on February 24th. During the Virtual Table Talk panelists were invited to discuss pressing issues in the community.

President's Report

Dr. Albrecht gave a summary that included the following:

ACC students are now eligible to receive aid from \$1.14 million the college was allocated from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Under the terms of the new stimulus law, the college will be able to issue Higher Education Emergency Relief Student Share

funds which can be used by students for any expenses related to the disruption of campus operations due to coronavirus. The college also received an additional \$3.6 million for campus support in the new law.

For the ninth consecutive year, the Licensed Vocational Nursing grads posted a 100 percent pass rate on their national licensure exams. The program was also listed as the second-best vocational nurse program in the Southwest United States by Nursing Progress.

On February 22, the college signed an articulation agreement with Stephen F. Austin State University to streamline the transition between our programs and SFA's Bachelor's Degree programs.

Manvel Councilman Dan Davis donated 10 cases of water this week to the ACC Blessing Box program. Many of our students and staff have been impacted by the recent winter storm. Also, Regent Darren Shelton and the Alvin Police Chaplains Program have also added donations after making the Blessing Box program one of its community projects.

The ACC family is saddened to learn about the passing of Hoyt Clark. Mr. Clark was a former regent who served on the board from 1972-76.

February is Black History Month and throughout the month our Student Activities Department has hosted many virtual events for students including a culture table talk, a presentation on mental health, a Black History Game night and more.

This past month ACC students and staff members from the Nursing (ADN & LVN), the Medical Assistant and Respiratory Care programs are assisting with the Covid 19 vaccine distribution through the Community Health Network.

On February 12 ACC hosted our annual Across the Curriculum Conference. The conference provided local educators with an opportunity to share their methods in the classroom while also learning about how to make improvements. The keynote speaker for the event was Dr. Tamara Clunis, vice president of Academic Affairs at Amarillo College.

The Neurodiagnostic Technology program recently implemented a new software platform to allow students to read test results online. With the new software, called Rendrneuro, students can continue their education safely from their home and require fewer visits to campus. Prior to the implementation of Rendrneuro, students had to be in a lab at ACC to read the EEGs.

The Baseball and Softball teams have started their spring seasons. They played their first home games earlier this month.

This report was for information only.

Consider Action Relating to the Dismissal of an ACC Advisor

Vice Chair Droege made the motion that the Board move to take action to terminate Ms. Yoroba Russell's employment contract with ACC effective February 25, 2021 and direct Dr. Albrecht to deliver written notice of termination to her. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of Revisions of Local Bard Policy BD (LOCAL)

The motion to approve the revisions to policy BD (LOCAL) was made by Mr. Shelton. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of a Resolution of Payment for Personnel During Closure – Winter Ice Storm

The motion to approve the resolution for payment during Closure due to a Winter Storm was made by Mr. Tacquard. Seconded by Dr. Crumm. Motion passed unanimously. Dr. Albrecht noted that the premium pay for the ten employees who were on campus during the closure equaled \$3,174.82.

Discussion included the confirmation of costs of payroll during the closure and Mr. Stager stated that the normal operating payroll cost is approximately \$400,000.00 per week.

Census Day Internal Enrollment by Location Report

Dr. Pam Shefman presented information regarding census day internal enrollment by location that included spring to spring comparisons showing that enrollment was lower this spring but there were increases in some of the dual enrollment areas, student learning preferences and the modalities in which classes were taught, and finally ACC had a 70% retention of Fall 2020 students for the Spring 2021 semester. This report was for information only.

Comprehensive Program Review Report – Continuing Education and Workforce Development Programs – CDL, GED and Pipefitting

Dr. Albrecht stated that the Comprehensive Program Review for Continuing Education and Workforce Development included the CDL, GED and Pipefitting programs for 2020-2021. Dr. Pam Shefman presented the data points and suggestions for increasing training capacity, stakeholder engagement and enrollment for each program. This report was for information only and represented President's goal #6.

Strategic Plan Report Relating to Goal #5

Mr. Karl Stager updated the Board of Regents on the Strategic Plan Goal #5 which included Budget Manual completion and distribution, Procedures for applying for a grant, amount of grants obtained over the last 5 years, adequate future staffing for grants, the expansion of the Foundation's efforts for fund development and financial support for students, and the increase of Pell recipients on campus over the past 5 years. This report was for information only.

Consider Approval of Personnel Action (Replacement): Associate Dree Nursing Faculty

Dr. Crumm made the motion to approve Lorretta Kauffman as Associate Degree Nursing Faculty. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Change Order to O'Donnell Snider Construction Contingency Fund

The motion was made by Vice Chair Droege to approve the \$625,000 change order to the O'Donnell Snider Construction contingency fund as presented in this memo. This money will only be used if needed, and upon college approval, any unused portion will be credited back to the ACC bond program. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of a Change Order to O'Donnell Snider Construction's Contract to Fund Projects Outside of Bond Program. Vice Chair Droege made the motion to approve a \$736,030 change order to O'Donnell Snider Construction's contract to supplement the \$862,653 of funding already approved by the Board for the above additional projects that are outside of the Bond Program. Seconded by Dr. Hertenberger. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:20 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair



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: 33-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 4, 2021
SUBJECT: Annual Racial Profiling Data Report

Under Senate Bill 1074 Section 1, Chapter 2 and the Code of Criminal Procedure, Articles 2.131 through 2.138, Interim Police Chief Ronny Phillips is required to submit a report on racial profiling to the Texas Commission on Law Enforcement and to the Alvin Community College Board of Regents. This report covers the period from January 1, 2020 through December 31, 2020.

This report is for information only.

CMA:tg

Racial Profiling Report | Full

Agency Name: ALVIN COMMUNITY COLLEGE POLICE DEPT.

Reporting Date: 02/23/2021

TCOLE Agency Number: 039005

Chief Administrator: GEORGE R. PHILLIPS

Agency Contact Information:

Phone: (281) 756-3700

Email: rphillips@alvincollege.edu

Mailing Address:

CAMPUS POLICE

3110 MUSTANG ROAD

ALVIN, TX 77511

This Agency filed a full report

ALVIN COMMUNITY COLLEGE POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the ALVIN COMMUNITY COLLEGE POLICE DEPT. if the individual believes that a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the ALVIN COMMUNITY COLLEGE POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The ALVIN COMMUNITY COLLEGE POLICE DEPT has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: CHARLOTTE K. LOOTENS
Admin Sgt.

Date: 02/23/2021

Total stops: 61

Street address or approximate location of the stop

City street	43
US highway	0
County road	0
State highway	0
Private property or other	18

Was race or ethnicity known prior to stop?

Yes	1
No	60

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	36
Hispanic / Latino	22

Gender

Female	26
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	15
Hispanic / Latino	8
Male	35
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	21
Hispanic / Latino	14

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	49
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	25
Hispanic / Latino	21
Vehicle traffic violation	12
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	11
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	61
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	36
Hispanic / Latino	22
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Contraband	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Probable	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Inventory	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Incident to arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was Contraband discovered?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	61
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	36
Hispanic / Latino	22

Did the finding result in arrest?

(total should equal previous column)

Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0

Description of contraband

Drugs 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Weapons 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Currency 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Alcohol 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Stolen property 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Other 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Result of the stop

Verbal warning 0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	56
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	33
Hispanic / Latino	20
Citation	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	5
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	61
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	36
Hispanic / Latino	22

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Submitted electronically to the



The Texas Commission on Law Enforcement

Alvin Community College Police Dept.
 Racial Profiling Statistical Report
 01-01-2020 to 12-31-2020

Table 1: Detention Disposition by Race

Disposition	Asian/Pacific Islander	% of Race	% of Disposition	Black	% of Race	% of Disposition
Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Ticketed	0	0.0%	0.0%	0	0.0%	0.0%
Warned (Written)	1	100.0%	1.8%	2	100.0%	3.6%
	1	100.0%	1.6%	2	100.0%	3.3%
	Total	% of Race	% of all Detentions	Total	% of Race	% of all Detentions

Disposition	Hispanic/Latino	% of Race	% of Disposition	White	% of Race	% of Disposition
Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Ticketed	5	20.0%	100.0%	0	0.0%	0.0%
Warned (Written)	20	80.0%	35.7%	33	100.0%	58.9%
	25	100.0%	41.0%	33	100.0%	54.1%
	Total	% of Race	% of all Detentions	Total	% of Race	% of all Detentions

Disposition	Alaska Native/American Indian	% of Race	% of Disposition
Arrested	0	#DIV/0!	#DIV/0!
Released	0	#DIV/0!	#DIV/0!
Ticketed	0	#DIV/0!	0.0%
Warned (Written)	0	#DIV/0!	0.0%
	0	#DIV/0!	0.0%
	Total	% of Race	% of all Detentions

Disposition	Total %	Number
Arrested	0.0%	0
Released	0.0%	0
Ticketed	8.2%	5
Warned (Written)	91.8%	56
	100.0%	61

Table 2: Stop Reason and Disposition by Race

StopReason	cboStopDisposition	Asian/Pacific Island	% of Race	% of Stop	Black	% of Race	% of Stop
Hazardous Traffic	Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Hazardous Traffic	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Hazardous Traffic	Ticketed	0	0.0%	0.0%	0	0.0%	0.0%
Hazardous Traffic	Warned (Written)	1	50.0%	2.2%	2	100.0%	4.3%
Investigation	Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Investigation	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Investigation	Ticketed	0	0.0%	0.0%	0	0.0%	0.0%
Investigation	Warned (Written)	0	0.0%	0.0%	0	0.0%	0.0%
Non-Hazardous Traffic	Arrested	0	0.0%	0.0%	0	0.0%	#DIV/0!
Non-Hazardous Traffic	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Non-Hazardous Traffic	Ticketed	0	0.0%	0.0%	0	0.0%	0.0%
Non-Hazardous Traffic	Warned (Written)	1	50.0%	10.0%	0	0.0%	0.0%
		2	100.0%	3.3%	2	100.0%	3.3%
Total			of Race	of all Detentions	Total	of Race	of all Detentions

StopReason	cboStopDisposition	Hispanic/Latino	% of Race	% of Stop	White	% of Race	% of Stop
Hazardous Traffic	Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Hazardous Traffic	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Hazardous Traffic	Ticketed	4	18.2%	100.0%	0	0.0%	0.0%
Hazardous Traffic	Warned (Written)	17	77.3%	37.0%	26	72.2%	56.5%
Investigation	Arrested	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Investigation	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Investigation	Ticketed	0	0.0%	0.0%	0	0.0%	0.0%
Investigation	Warned (Written)	0	0.0%	0.0%	0	0.0%	0.0%
Non-Hazardous Traffic	Arrested	0	0.0%	0.0%	0	0.0%	0.0%
Non-Hazardous Traffic	Released	0	0.0%	#DIV/0!	0	0.0%	#DIV/0!
Non-Hazardous Traffic	Ticketed	1	4.5%	100.0%	0	0.0%	0.0%
Non-Hazardous Traffic	Warned (Written)	0	0.0%	0.0%	10	27.8%	100.0%
		22	100.0%	36.1%	36	100.0%	59.0%
Total			of Race	of all Detentions	Total	of Race	of all Detentions

StopReason	cboStopDisposition	Native/ American	% of Race	% of Stop
Hazardous Traffic	Arrested	0	0.0%	#DIV/0!
Hazardous Traffic	Released	0	0.0%	#DIV/0!
Hazardous Traffic	Ticketed	0	0.0%	0.0%
Hazardous Traffic	Warned (Written)	0	0.0%	0.0%
Investigation	Arrested	0	0.0%	#DIV/0!
Investigation	Released	0	0.0%	#DIV/0!
Investigation	Ticketed	0	0.0%	0.0%
Investigation	Warned (Written)	0	0.0%	0.0%
Non-Hazardous Traffic	Arrested	0	0.0%	0.0%
Non-Hazardous Traffic	Released	0	0.0%	#DIV/0!
Non-Hazardous Traffic	Ticketed	0	0.0%	0.0%
Non-Hazardous Traffic	Warned (Written)	0	0.0%	0.0%
		0	0.0%	0.0%
Total			of Race	of all Detentions

StopReason	cboStopDisposition	Total %	Number
Hazardous Traffic	Arrested	0.0%	0
Hazardous Traffic	Released	0.0%	0
Hazardous Traffic	Ticketed	6.6%	4
Hazardous Traffic	Warned (Written)	75.4%	46
Investigation	Arrested	0.0%	0
Investigation	Released	0.0%	0
Investigation	Ticketed	0.0%	0
Investigation	Warned (Written)	0.0%	0
Non-Hazardous Traffic	Arrested	0.0%	0
Non-Hazardous Traffic	Released	0.0%	0
Non-Hazardous Traffic	Ticketed	1.6%	1
Non-Hazardous Traffic	Warned (Written)	16.4%	10
		100.0%	61

b

C. Consider Approval of Personnel (Replacement): Fiscal Director



MEMORANDUM NO: 40-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 11, 2021
SUBJECT: Personnel Action (Replacement): Director of Fiscal Affairs

The individual listed below has been recommended to fill the full-time position of Director of Fiscal Affairs.

Candidate

Recommended: Elizabeth Nelson

Education: *Texas A & M University*
Bachelor of Business Administration, Accounting

License: Certified Public Accountant

Experience: Public Practice 1998 - Present
Elizabeth Nelson, C.P.A.

Transocean Inc. 1992 - 1998
Financial Reporting Supervisor

Computer Productivity Group 1990 - 1992
Controller

Arthur Andersen 1986 - 1990
Audit Senior

Salary: \$107,848
Grade 209
2020-21 Administrative/Professional Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Director, Fiscal Affairs		
Department:	Fiscal Affairs	FLSA Status:	Exempt
Reports to:	Vice President, Administrative Services	Grade Level:	214
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:			Date:
Last updated by:	Human Resources/LH	Date: 12/01/2020	

SUMMARY

Position has overall responsibility for managing financial reporting, financial controls, policies and accounting functions within Alvin Community College.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Responsible for managing annual operating budget.
- Responsible for development of financial policies and procedures that ensure the financial integrity of the college.
- Create and maintain a positive working environment in the division as well as a service-oriented relationship with faculty, staff, and administration.
- Primary responsibility includes college business services: general accounting, accounts payable, accounts receivable, payroll, financial reporting, financial statement preparation and internal controls.
- Directs the production of all general accounting and monthly budget reports and ensures their integrity.
- Reviews all financial transactions and financial reports to external agencies including, but not limited to the Legislative Appropriation Request (LAR), Integrated Post-secondary Education Data System (IPEDS), and Fiscal Operations Report and Application to Participate (FISAP), to ensure accuracy and consistency with district policies, state and federal regulations and standards, as well as Coordinating Board rules and regulations.
- Provides resource materials used in the development of the institutional budget and fiscal policy. Analyzes college's revenue sources. Streamlines and standardizes revenue recognition practices.
- Recommends policies and formulates procedures for the collection, custody, investment, disbursement, and accounting of all monies of the College District; maintains a system of financial and related statistical reporting.
- Works closely with the independent auditor. Helps prepare for the annual audit.
- Serves as a member of the Planning and Assessment Council.
- Recommends hiring, promotion, and termination of personnel in the Office of Fiscal Affairs.
- Drafts depository contracts and coordinates selection process in accordance with State law and Texas Education Code.
- Serves as Chief Investment Officer. Invests College funds in accordance with the investment policy of the District.
- Maintains accounts for all grants and contracts.
- Administers the inventory system (i.e., equipment transfers, deletions, removal).

- Assures conformance with state and federal guidelines, as well as generally accepted accounting principles.
- Structure Business Office service functions to reflect institutional needs and objectives; i.e., interfacing with budget managers, IT, HR, Planning Team, Records Office, and auxiliary enterprises.
- Establish and monitor a set of internal controls relating to payroll, receipts, disbursements, registration, cash management, financial aid, inventory, external financial reports and document retention.
- 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

- Must have Master's degree in business, accounting, finance or related field or must have a Bachelor's degree in same, with a current Certified Public Accountant License from the State of Texas.

EXPERIENCE

- Requires five (5) years of experience; preferably within higher education.
- Requires progressively responsible experience leading to in-depth understanding of finance, budgeting, physical facilities and purchasing functions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting and financial management for public institutions is highly preferred.
- Colleague/Elucian software knowledge also preferred.
- Requires service orientation with proper transfer of information and often careful explanation of Board Policy or Coordinating Board rules. Contact with outside agencies include: auditors, bank managers, vendors, and Coordinating Board staff.
- Proven organizational and leadership skills including effective communication of strategic initiatives, goals, expectations, and performance feedback.
- High degree of integrity, team-building and problem-solving abilities, and the ability to build mutual customer/peer trust and respect.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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.

D. **Consider Approval of Personnel (Replacement): Faculty, Communications /Radio, Television Broadcasting**

48



MEMORANDUM NO: 41-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 11, 2021
SUBJECT: Personnel Action (Replacement): Faculty, Communications/Radio, Television Broadcasting

The individual listed below has been recommended to fill the full-time position for the FT Faculty, Communications/Radio, Television Broadcasting.

Candidate

Recommended: Denise Bates

Education:

Northwestern University
Master of Science, Integrated Marketing Communication

Indiana University – Purdue University Indianapolis
Bachelor of Science

Experience:

<u>Alvin Community College</u> Adjunct Faculty	August 2019 – Present
<u>Houston Habitat for Humanity</u> Communications Director	June 2013 – March 2019
<u>KTRK-TV</u> VP of Community Affairs	May 2002 – September 2011



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

WISH-TV
Public and Community Affairs Director

January 1997 – April 2002

WISH-TV
Special Projects Producer

January 1995 – December 1996

Salary: \$67,557 / \$19,302 (Prorated)
Grade MA / Step 10
2020-21 10.5-Month Faculty Salary Schedule

CMA:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Communications/Radio, Television Broadcasting		
Department:	Communications/Radio Television Broadcasting	FLSA Status:	Exempt
Reports to:	Dean of Professional, Technical, and Human Performance	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:			Date:
Last updated by:	Human Resources/KC	Date:	01/08/2021

SUMMARY

The Instructor of Communications/Radio and Television Broadcasting is responsible for the daily operations of KACC-TV, as well as maintaining strict technical parameters as defined by the Federal Communications Commission and the local cable provider. He/She is responsible for all programming material as well as the training and supervision of students and volunteers. In addition, he/she is responsible for securing all necessary maintenance and engineering duties required for successful video operations.

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.
- Responsible for the operational aspects of the local PEG (Public, Educational, Government) access channel and internet video applications including program scheduling, planning and production.
- Act as primary engineer for studio and field production equipment.
- Responsible for the continued development of the digital networking and programming transfer systems within the automated playback scheduling equipment.
- Responsible for all programming for KACC-TV and supervision of same as it relates to departmental and college goals and objectives.
- Assure KACC-TV equipment, television studios and edit bays are current with technology trends as the budget allows; recommend purchases in accordance with trends.
- On-going training for changing technological needs.
- Plan and supervise all television remotes, including all sports and community events. Involves scheduling, booking, setup and operation of remote equipment and evaluation of video product.
- Maintain character generator bulletin board for cable announcements.
- Coordinate file-sharing applications between editing facilities and video server applications.

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 in Communication, or a Master's with 18 graduate hours in Communication or related area.

Or Workforce Only

- Associate's or Bachelor's degree in Radio-Television-Film and 3 years non-teaching work experience in the field. (RTVB)

EXPERIENCE

- Three years of television broadcasting and/or commercial video experience required
- Two years of experience in an educational community college television environment such as an access or PEG access channel preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have extensive knowledge of Avid non-linear video editing software, Grass Valley Video Switchers, Adobe production software, digital videotape formats, Final Cut Studio non-linear video editing software, high-definition video signals, digital playback devices and the 360 Systems video server.
- Must be able to troubleshoot and repair or assign for repair video production equipment in both a studio and field production environment and utilize all equipment associated with the operation of single and multi-camera production environments including lighting, audio, video cameras and Clear-Com internal communications systems or equivalent.
- Must have extensive experience as a videographer and director with live, multi-camera video productions including corporate and sporting events.

- Must have knowledge of various internet video formats and production parameters for implementing video production into a server-based on-demand environment.
- Must be able to manage resources of time, facilities, and personnel for the successful completion of each day's production and broadcast activities.
- 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.

WORK ENVIRONMENT

The incumbent typically works in a classroom environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of a classroom. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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.

6. **Students's Report**
7. **President's Report**
8. **Strategic Plan Update Relating to Strategic Plan Goal #6**

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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: 34-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht *CMA*
DATE: March 4, 2021
SUBJECT: Strategic Plan Update Goal #6

In November 2015, the Board of Regents approved the five year (2016-2021) Strategic Plan for Alvin Community College. Ms. Karen Edwards, Vice President of Human Resources will present an update on the status of the Strategic Plan Goal 6. This goal states that:

“Alvin Community College will strengthen its human resources’ capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.”

This report is for information only.

CMA:tg

9. **Consider Approval of Property and Casualty Insurance**

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MEMORANDUM NO: 35-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: March 8, 2021
SUBJECT: Property and Casualty Insurance Renewal

Request for Proposals (RFP) #18-02 was issued December 2017 in accordance with Texas Education Code §44.031 to procure property and casualty insurance coverage. The Board approved the initial policy period with Gallagher Victory Insurance in February 2018.

The estimated premium is \$562,722 This renewal will exercise the third of four one-year renewal options available. The new policy period is April 1, 2021 to April 1, 2022.

It is recommended the Board of Regents approve the purchase of property and casualty insurance from Gallagher Victory Insurance.

CMA:tg

ALVIN COMMUNITY COLLEGE INSURANCE PREMIUM HISTORY

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Commercial Property	460,096	352,251	292,140	275,468	277,512	354,901	417,547	577,659	508,006	554,240	498,284	553,886	613,221	557,792
General Liability	10,261	9,784	7,504	10,422	9,393	11,162	10,792	10,519	9,794	9,199	8,153	6,342	6,612	7,152
Commercial Auto	20,897	12,970	9,608	10,685	14,658	14,015	14,619	13,498	10,624	8,874	8,571	11,218	11,819	8,881
Educator's Legal Liability	7,056	7,056	4,625	18,312	17,742	20,082	19,331	18,687	17,552	16,088	15,620	14,417	14,142	13,961
Excess Liability	9,984	8,796	7,275	6,710	6,596	7,309	6,250	6,861	6,331	5,859	5,374	8,041	7,558	8,818
Boiler & Machinery***	5,111	Included	Included	Included	5,776	5,776	5,623	5,474	5,315	5,315	5,196	5,748	5,748	3,508
Crime	375	374	372	352	353	353	353	654	654	606	588	808	832	510
Equipment	Included	Included	Included	Included				13,516	12,434	12,974	12,974	13,103	12,387	11,980
Cyber Liability	20,776	16,857	16,857	16,850	16,250									
Active Shooter*	3,200	3,150	3,150											
Law Enforcement Liability**	10,381	7,322	5,194											
Employment Practices**	14,585	14,585	14,585											
TOTAL	562,722	433,145	361,310	338,799	348,280	413,598	474,515	646,868	570,710	613,155	554,760	613,563	672,319	612,602

* New policies

** Previously included in Excess Liability Policy

*** Now included in Commercial Property Policy

NOTE: Instead of \$100,000 limit, ACC can have \$1,000,000 liability coverage for School Violence within General Liability that will cost an additional \$1,902 and \$186 for Excess Liability.

Alvin Community College
Consolidated Statement of Revenue and Expense
January 31, 2021 and January 31, 2020

	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	1,483,632	5,561,499	6,052,116	(490,617)	91.89%	1,885,347	5,799,119	7,195,698	(1,396,579)	80.59%
Federal grants and contracts	3,788,296	-	1,138,749	(1,138,749)	0.00%	5,332,406	-	-	-	0.00%
State grants	193,850	-	-	-	0.00%	232,914	-	-	-	0.00%
Local grants	205,131	-	-	-	0.00%	429,551	-	-	-	0.00%
Auxiliary enterprises	999,757	-	-	-	0.00%	1,247,464	-	-	-	0.00%
Other operating revenues	170,190	25,524	52,500	(26,976)	48.62%	179,509	29,895	105,000	(75,105)	28.47%
Total operating revenues	6,840,856	5,587,023	7,243,365	(1,656,342)	77.13%	9,307,191	5,829,014	7,300,698	(1,471,684)	79.84%
Expenses										
Operating expenses										
Administrative	-	3,152,301	6,891,734	3,739,433	45.74%	-	2,783,479	6,466,153	3,682,674	43.05%
Institutional	-	3,252,187	6,854,512	3,602,325	47.45%	-	3,063,473	6,792,057	3,728,584	45.10%
Designated for Institutional Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Occupational Technical Instruction	-	1,982,110	6,017,287	4,035,177	32.94%	-	2,233,110	6,022,650	3,789,540	37.08%
University Parallel Instruction	-	2,864,930	7,484,982	4,620,052	38.28%	-	2,829,303	7,279,530	4,450,227	38.87%
Student Services	-	1,648,184	4,756,104	3,107,920	34.65%	-	1,727,096	4,478,128	2,751,032	38.57%
Physical Plant	-	986,396	3,203,462	2,217,066	30.79%	-	1,110,127	3,215,050	2,104,923	34.53%
Unbudgeted Unrestricted	569,899	-	-	-	0.00%	773,853	-	-	-	0.00%
Continuing Ed (Fund 13)	471,897	-	-	-	0.00%	609,586	-	-	-	0.00%
Auxiliary enterprises	640,095	-	-	-	0.00%	778,138	-	-	-	0.00%
Local Grants	78,980	-	-	-	0.00%	16,122	-	-	-	0.00%
TPEG	111,008	-	-	-	0.00%	82,508	-	-	-	0.00%
Institutional Scholarships	67,245	-	-	-	0.00%	127,674	-	-	-	0.00%
State Grants	193,850	-	-	-	0.00%	232,914	-	-	-	0.00%
Federal Grants	3,788,296	-	-	-	0.00%	5,332,406	-	-	-	0.00%
Donor Scholarships	185,557	-	-	-	0.00%	163,417	-	-	-	0.00%
Unexpended Plant Fund	253,898	-	-	-	0.00%	131,229	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	152,019	-	-	-	0.00%	178,706	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	5,551,548	-	-	-	0.00%	542,625	-	-	-	0.00%
Total operating expenses	12,064,292	13,886,108	36,685,421	22,799,313	37.85%	8,969,178	13,746,588	34,533,568	20,786,980	39.81%
Operating Gain/(Loss)	(5,223,436)	(8,299,085)	(29,442,056)	(24,455,655)		338,013	(7,917,574)	(27,232,870)	(22,258,664)	
Nonoperating revenues										
State appropriations*	-	3,343,157	7,772,636	(4,429,479)	43.01%	-	3,343,225	7,772,636	(4,429,411)	43.01%
Property tax revenue - Current	1,116,810	13,331,793	20,117,080	(6,785,287)	66.27%	1,156,241	13,742,673	19,030,234	(5,287,561)	72.21%
Property tax revenue/Insttit Reserve	-	1,477,340	1,477,340	-	0.00%	-	-	280,000	(280,000)	0.00%
Property tax revenue - Delinquent	7,438	80,382	-	80,382	0.00%	13,201	130,612	-	130,612	0.00%
Property tax revenue - Interest & Penalties	2,599	27,619	-	27,619	0.00%	1,873	21,581	-	21,581	0.00%
Investment income	6,856	41,224	75,000	(33,776)	54.97%	178,353	98,517	150,000	(51,483)	65.68%
Other non-operating revenues	194,096	7,427	-	7,427	0.00%	223,658	8,084	-	8,084	0.00%
Total nonoperating revenues	1,327,799	18,308,942	29,442,056	(11,133,114)	62.19%	1,573,326	17,344,692	27,232,870	(9,888,178)	63.69%
Provided by the State										
Revenue for Insurance and Retirement	-	993,609	-	993,609	0.00%	-	993,713	-	993,713	0.00%
State Insurance Match	-	(460,856)	-	(460,856)	0.00%	-	(475,465)	-	(475,465)	0.00%
State Retirement Match	-	(274,249)	-	(274,249)	0.00%	-	(274,349)	-	(274,349)	0.00%
State Retiree Insurance	-	(258,504)	-	(258,504)	0.00%	-	(243,899)	-	(243,899)	0.00%
Increase/(decrease) in net assets	(3,895,637)	10,009,857	-	(35,588,769)		1,911,339	9,427,118	-	(32,146,842)	
* State Approp portion generated by CE =	90,934					94,613				
* Institutional Reserve	9,347,000					8,210,059				

Alvin Community College
Consolidated Statement of Revenue and Expense
January 31, 2021 and January 31, 2020

	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	6,840,856	5,587,023	7,243,365	(1,656,342)	77.13%	9,307,191	5,829,014	7,300,698	(1,471,684)	79.84%
Nonoperating revenues										
Total nonoperating revenues	1,327,799	18,308,942	29,442,056	(11,133,114)	62.19%	1,573,326	17,344,692	27,232,870	(9,888,178)	63.69%
Less Expenses										
Operating expenses										
Total operating expenses	(12,064,292)	(13,886,108)	(36,685,421)	(22,799,313)	37.85%	(8,969,178)	(13,746,588)	(34,533,568)	(20,786,980)	39.81%
Increase/(decrease) in net assets	(3,895,637)	10,009,857	-	(35,588,769)		1,911,339	9,427,118	-	(32,146,842)	

* State Approp portion generated by CE =

90,934

94,613

* Institutional Reserve

9,347,000

8,210,059

Alvin Community College
Consolidated Detail Expense by Type
January 31, 2021 and January 31, 2020

	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	22,064	666,196	1,664,975	998,779	40.01%	47,728	545,228	1,309,260	764,032	41.64%
Professional Sal	457,818	1,842,024	4,838,733	2,996,709	38.07%	459,687	1,839,079	4,920,751	3,081,672	37.37%
Tech/Clerical Sal	368,639	1,796,740	4,876,121	3,079,381	36.85%	332,986	1,859,239	4,679,950	2,820,711	39.73%
Faculty Sal	194,832	4,138,328	11,394,578	7,256,250	36.32%	246,820	4,332,059	11,291,202	6,959,143	38.37%
Misc Sal	24,446	29,021	64,980	35,959	44.66%	33,351	34,090	71,245	37,155	47.85%
Reg Students Sal	4,477	23,036	169,454	146,418	13.59%	20,491	47,666	214,089	166,423	22.26%
Work Study Students Sal	18,196	-	-	-	0.00%	37,751	-	-	-	0.00%
Staff Benefits	147,391	1,512,859	4,000,775	2,487,916	37.81%	156,577	1,395,841	3,943,717	2,547,876	35.39%
Subtotal	1,237,863	10,008,204	27,009,616	17,001,412	37.05%	1,335,391	10,053,202	26,430,214	16,377,012	38.04%
Equipment	73,729	3,034	43,400	40,366	6.99%	190,292	9,987	25,000	15,013	39.95%
Computer Hardware	227,564	23,297	93,050	69,753	25.04%	128,512	1,741	108,810	107,069	1.60%
Capital Improvements	-	-	-	-	0.00%	31,761	-	-	-	0.00%
Designated for Instt Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Travel/Prof Development	11,243	35,647	440,524	404,877	8.09%	23,633	144,886	507,192	362,306	28.57%
Supplies & Exp	1,027,244	3,709,209	5,413,866	1,704,657	68.51%	1,203,542	2,245,383	5,009,477	2,764,094	44.82%
Institutional Scholarships	67,245	106,717	323,000	216,283	33.04%	127,674	39,639	292,000	252,361	13.58%
Financial Aid	3,094,207	-	-	-	0.00%	4,628,820	-	-	-	0.00%
Donor Scholarships	185,557	-	-	-	0.00%	163,417	-	-	-	0.00%
Purchases (Store/Concession)	182,175	-	-	-	0.00%	283,576	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	152,019	-	-	-	0.00%	178,706	-	-	-	0.00%
Tax Maintenance Note	5,551,548	-	1,784,625	1,784,625	0.00%	542,625	1,251,750	1,780,875	529,125	70.29%
Unexpended Plant	253,898	-	-	-	0.00%	131,229	-	-	-	0.00%
	12,064,292	\$ 13,886,108	\$ 36,685,421	\$ 22,799,313	37.85%	\$ 8,969,178	\$ 13,746,588	\$ 34,533,568	\$ 20,786,980	39.81%
State Insurance Match	-	460,856	-	(460,856)	0.00%	-	475,465	-	(475,465)	0.00%
State Retirement Match	-	274,249	-	(274,249)	0.00%	-	274,349	-	(274,349)	0.00%
State Retiree Insurance	-	258,504	-	(258,504)	0.00%	-	243,899	-	(243,899)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
January 31, 2021

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	90,934			90,934	177,101	(86,167)
Motorcycle Safety	-			-	-	-
GED	3,548			3,548	2,978	570
Real Estate	587			587	-	587
Dental Assistant	59,845	(3,559)		56,286	34,529	21,757
Phlebotomy	15,525	(874)	(966)	13,685	4,274	9,411
Health and Medical	41,360	(2,292)	(3,159)	35,909	3,427	32,482
Welding	171,005	(10,260)		160,745	90,092	70,653
Certified Nursing	31,838	(1,910)		29,928	31,955	(2,027)
Truck Driving	63,993	(3,094)		60,899	40,103	20,796
Center for Professional Workforce Dev	1,850			1,850	-	1,850
Education to Go	4,445			4,445	-	4,445
Concealed Handguns	-			-	-	-
Occupational Health & Safety	2,999	-		2,999	1,102	1,897
Community Programs	2,213	(133)		2,080	-	2,080
Clinical Medical Assistant	51,715	(3,103)		48,612	4,174	44,438
Vet Assistant	29,603	(1,752)		27,851	4,962	22,889
Yoga	1,300			1,300	1,400	(100)
Human Resource Program	-	-		-	-	-
Activity Director Program	4,280	(257)		4,023	800	3,223
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	17,235	(1,034)		16,201	36,986	(20,785)
STRIVE	58,125	(3,276)	(3,494)	51,355	26,516	24,839
TWC INEOS/TEAM	16,001	(90)		15,911	3,061	12,850
TWC Ascend	-	-		-	-	-
Industrial Maintenance	-	-		-	-	-
TWC Building Construction Trades	-	-	-	-	8,437	(8,437)
Total	668,401	(31,633)	(7,619)	629,148	471,897	157,251

*2.72% of the state appropriation for FY20/21 is attributed to CE hours. This funding is used to offset administrative costs.

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

Alvin Community College
Auxiliary Profit/(Loss) Statement as of January 31, 2021 and January 31, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	178,420		534,200	354	104,868	2,565	820,407	1,048,314
Student Fees		179,350					179,350	199,150
	178,420	179,350	534,200	354	104,868	2,565	999,757	1,247,464
Expenses								
Purchases & Returns			182,175				182,175	283,576
Salaries	41,051	32,794	86,153		94,486		254,484	262,167
Staff Benefits	12,148	9,258	23,417		34,262		79,085	69,487
Supplies & Other Operating Expenses	70,777	23,901	12,039	3,926	8,914		119,557	146,647
Equipment							-	2,115
Building Repairs							-	-
Bank Charges			3,851		943		4,794	9,646
Contingency							-	-
Scholarships							-	4,500
	123,976	65,953	307,635	3,926	138,605	-	640,095	778,138
Excess revenue over expenses	54,444	113,397	226,565	(3,572)	(33,737)	2,565	359,662	469,326
Assets:								
Cash & Petty Cash			2,513				2,513	12,068
Accounts Receivable			53,859				53,859	8,593
Interfund Receivables	253,765	382,812	527,963	2,133	9,683	49,600	1,225,956	1,940,017
Prepaid Expenses							-	-
Inventory			211,054	315			211,369	394,203
Total Assets	253,765	382,812	795,389	2,448	9,683	49,600	1,493,697	2,354,881
Liabilities:								
Accounts Payable/Gift Certificates	4,523	885	45,638		12,188		63,234	60,409
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	4,523	885	45,638	-	12,188	-	63,234	60,409
Restricted Fund Balance (includes inventories)			211,054	315			211,369	394,203
Unrestricted Fund Balance	249,242	381,927	538,697	2,133	(2,505)	49,600	1,219,094	1,900,269
Total Liabilities & Fund Balance	253,765	382,812	795,389	2,448	9,683	49,600	1,493,697	2,354,881

Alvin Community College
Auxiliary Profit/(Loss) Statement as of January 31, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	200,123		682,686	3,195	149,338	12,972	1,048,314
Student Fees		199,150					199,150
	200,123	199,150	682,686	3,195	149,338	12,972	1,247,464
Expenses							
Purchases & Returns			283,576				283,576
Salaries	40,474	28,151	88,796		92,604	12,142	262,167
Staff Benefits	10,077	2,929	19,488		36,650	343	69,487
Supplies & Other Operating Expenses	63,819	27,008	46,014		9,551	255	146,647
Equipment			2,115				2,115
Building Repairs							-
Bank Charges			8,375		1,238	33	9,646
Contingency							-
Scholarships		4,500					4,500
	114,370	62,588	448,364	-	140,043	12,773	778,138
Excess revenue over expenses	85,753	136,562	234,322	3,195	9,295	199	469,326
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			8,593				8,593
Interfund Receivables	432,935	447,472	988,289	5,946	14,037	51,338	1,940,017
Prepaid Expenses							-
Inventory			393,897	306			394,203
Total Assets	432,935	447,472	1,402,792	6,252	14,037	51,393	2,354,881
Liabilities:							
Accounts Payable/Gift Certificates	1,911		51,370		6,971	157	60,409
Deferred Revenue							-
Deposits							-
Total Liabilities	1,911	-	51,370	-	6,971	157	60,409
Restricted Fund Balance (includes inventories)			393,897	306			394,203
Unrestricted Fund Balance	431,024	447,472	957,525	5,946	7,066	51,236	1,900,269
Total Liabilities & Fund Balance	432,935	447,472	1,402,792	6,252	14,037	51,393	2,354,881

Alvin Community College
Consolidated Statement of Net Assets

	February 28, 2021	February 29, 2020	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	6,033,136	2,046,126	3,987,010	
Short-term investments	28,287,616	42,470,205	(14,182,589)	
Accounts receivable, net	3,081,848	1,096,798	1,985,050	Installation Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	211,369	368,398	(157,029)	
Prepays	94,458	53,705	40,753	Travel advances and prepaid expenses
Total Current Assets	37,708,427	46,035,232	(8,326,805)	
Noncurrent assets				
Long-term investments	1,000,000	1,750,000	(750,000)	
Capital assets, net	30,953,322	26,458,542	4,494,780	
Total Assets	69,661,749	74,243,774	(4,582,025)	
Deferred Outflows of Resources				
Deferred charge on refunding	-	151,897	(151,897)	Bonds
Deferred outflows - pensions	4,339,605	4,093,008	246,597	TRS pension
Deferred outflows - OPEB	5,951,439	3,241,398	2,710,041	OPEB
Total Deferred Outflows of Resources	10,291,044	7,486,303	2,804,741	
Liabilities				
Accounts payable & accrued liabilities	175,174	16,747	158,427	
Net pension liability	9,596,705	9,552,203	44,502	
Net OPEB liability	26,895,555	23,714,290	3,181,265	
Funds held for others	48,585	47,600	985	Agency funds - groups, clubs, etc on campus
Deferred revenues	158,641	128,226	30,415	Grants paid in advance and fall registrations
Compensated absences	528,706	414,719	113,987	Entry made annually for change in liability
Bonds payable	6,562,444	8,081,965	(1,519,521)	Annual payment
Tax note payable	20,420,000	21,165,000	(745,000)	Annual payment
Total Liabilities	64,385,810	63,120,750	1,265,060	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,911,006	806,580	1,104,426	TRS pension
Deferred inflow - OPEB	6,709,983	9,178,950	(2,468,967)	OPEB
Deferred inflows - premium on tax note	2,461,286	2,598,024	(136,738)	Tax Note
Total Deferred Inflows of Resources	11,082,275	12,583,554	(1,501,279)	
Net Assets				
Fund Balance - Equity	4,484,708	6,025,773	(1,541,065)	
Total Net Assets	4,484,708	6,025,773	(1,541,065)	

Alvin Community College
Consolidated Statement of Revenue and Expense
February 28, 2021 and February 29, 2020

	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	1,525,470	5,562,858	6,052,116	(489,258)	91.92%	2,068,153	5,813,083	7,195,698	(1,382,615)	80.79%
Federal grants and contracts	6,146,357	-	1,138,749	(1,138,749)	0.00%	5,655,179	-	-	-	0.00%
State grants	262,060	-	-	-	0.00%	403,375	-	-	-	0.00%
Local grants	217,440	-	-	-	0.00%	444,382	-	-	-	0.00%
Auxiliary enterprises	1,021,419	-	-	-	0.00%	1,339,416	-	-	-	0.00%
Other operating revenues	176,134	27,896	52,500	(24,604)	53.14%	190,912	35,244	105,000	(69,756)	33.57%
Total operating revenues	9,348,880	5,590,754	7,243,365	(1,652,611)	77.18%	10,101,417	5,848,327	7,300,698	(1,452,371)	80.11%
Expenses										
Operating expenses										
Administrative	-	3,514,587	6,891,734	3,377,147	51.00%	-	3,198,113	6,466,153	3,268,040	49.46%
Institutional	-	3,663,964	6,854,512	3,190,548	53.45%	-	3,426,352	6,792,057	3,365,705	50.45%
Designated for Institutional Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Occupational Technical Instruction	-	2,435,547	6,017,287	3,581,740	40.48%	-	2,707,133	6,022,650	3,315,517	44.95%
University Parallel Instruction	-	3,407,154	7,484,982	4,077,828	45.52%	-	3,401,851	7,279,530	3,877,679	46.73%
Student Services	-	1,971,963	4,756,104	2,784,141	41.46%	-	2,033,962	4,478,128	2,444,166	45.42%
Physical Plant	-	1,185,037	3,203,462	2,018,425	36.99%	-	1,339,100	3,215,050	1,875,950	41.65%
Unbudgeted Unrestricted	586,589	-	-	-	0.00%	966,597	-	-	-	0.00%
Continuing Ed (Fund 13)	598,069	-	-	-	0.00%	849,488	-	-	-	0.00%
Auxiliary enterprises	894,636	-	-	-	0.00%	946,939	-	-	-	0.00%
Local Grants	79,216	-	-	-	0.00%	17,776	-	-	-	0.00%
TPEG	198,670	-	-	-	0.00%	120,996	-	-	-	0.00%
Institutional Scholarships	146,982	-	-	-	0.00%	127,791	-	-	-	0.00%
State Grants	262,060	-	-	-	0.00%	403,375	-	-	-	0.00%
Federal Grants	6,146,357	-	-	-	0.00%	5,689,955	-	-	-	0.00%
Donor Scholarships	275,399	-	-	-	0.00%	188,355	-	-	-	0.00%
Unexpended Plant Fund	274,274	-	-	-	0.00%	200,388	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	152,019	-	-	-	0.00%	178,706	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	8,010,104	-	-	-	0.00%	1,629,387	-	-	-	0.00%
Total operating expenses	17,624,375	16,178,252	36,685,421	20,507,169	44.10%	11,319,753	16,106,511	34,533,568	18,427,057	46.64%
Operating Gain/(Loss)	(8,275,495)	(10,587,498)	(29,442,056)	(22,159,780)		(1,218,336)	(10,258,184)	(27,232,870)	(19,879,428)	
Nonoperating revenues										
State appropriations*	-	3,343,157	7,772,636	(4,429,479)	43.01%	-	3,343,225	7,772,636	(4,429,411)	43.01%
Property tax revenue - Current	1,467,349	17,980,014	20,117,080	(2,137,066)	89.38%	1,473,830	17,237,413	19,030,234	(1,792,821)	90.58%
Property tax revenue/Insttit Reserve	-	1,477,340	1,477,340	-	0.00%	-	280,000	280,000	-	0.00%
Property tax revenue - Delinquent	8,406	91,435	-	91,435	0.00%	13,829	136,394	-	130,612	0.00%
Property tax revenue - Interest & Penalties	3,322	38,982	-	38,982	0.00%	2,737	32,303	-	32,303	0.00%
Investment income	7,206	43,005	75,000	(31,995)	57.34%	207,900	140,733	150,000	(9,267)	93.82%
Other non-operating revenues	217,409	4,149	-	4,149	0.00%	284,704	8,084	-	8,084	0.00%
Total nonoperating revenues	1,703,692	22,978,082	29,442,056	(6,463,974)	78.05%	1,983,000	21,178,152	27,232,870	(6,060,500)	77.77%
Provided by the State										
Revenue for Insurance and Retirement	-	1,193,332	-	1,193,332	0.00%	-	1,194,068	-	1,194,068	0.00%
State Insurance Match	-	(551,106)	-	(551,106)	0.00%	-	(570,071)	-	(570,071)	0.00%
State Retirement Match	-	(330,100)	-	(330,100)	0.00%	-	(330,832)	-	(330,832)	0.00%
State Retiree Insurance	-	(312,126)	-	(312,126)	0.00%	-	(293,165)	-	(293,165)	0.00%
Increase/(decrease) in net assets	(6,571,803)	12,390,584	-	(28,623,754)		764,664	10,919,968	-	(25,939,928)	
* State Appropriation generated by CE =	90,934					94,613				
* Institutional Reserve	9,347,000					8,210,059				

Alvin Community College
Consolidated Statement of Revenue and Expense
February 28, 2021 and February 29, 2020

	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	9,348,880	5,590,754	7,243,365	(1,652,611)	77.18%	10,101,417	5,848,327	7,300,698	(1,452,371)	80.11%
Nonoperating revenues										
Total nonoperating revenues	1,703,692	22,978,082	29,442,056	(6,463,974)	78.05%	1,983,000	21,178,152	27,232,870	(6,054,718)	77.77%
Less Expenses										
Operating expenses										
Total operating expenses	(17,624,375)	(16,178,252)	(36,685,421)	(20,507,169)	44.10%	(11,319,753)	(16,106,511)	(34,533,568)	(18,427,057)	46.64%
Increase/(decrease) in net assets	(6,571,803)	12,390,584	-	(28,623,754)		764,664	10,919,968	-	(25,934,146)	

- * State Approp portion generated by CE = 90,934 94,613
- * Institutional Reserve 9,347,000 8,210,059

Alvin Community College
Consolidated Detail Expense by Type
February 28, 2021 and February 29, 2020

	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	30,052	804,211	1,664,975	860,764	48.30%	51,324	656,005	1,309,260	653,255	50.11%
Professional Sal	545,215	2,200,730	4,838,733	2,638,003	45.48%	544,240	2,201,998	4,920,751	2,718,753	44.75%
Tech/Clerical Sal	440,626	2,151,679	4,876,121	2,724,442	44.13%	397,260	2,226,984	4,679,950	2,452,966	47.59%
Faculty Sal	226,144	4,997,499	11,394,578	6,397,079	43.86%	296,235	5,232,637	11,291,202	6,058,565	46.34%
Misc Sal	29,840	35,866	64,980	29,114	55.20%	38,658	41,192	71,245	30,053	57.82%
Reg Students Sal	5,028	28,289	169,454	141,165	16.69%	26,324	58,479	214,089	155,610	27.32%
Work Study Students Sal	21,514	-	-	-	0.00%	47,486	-	-	-	0.00%
Staff Benefits	177,748	1,846,459	4,000,775	2,154,316	46.15%	78,789	1,739,668	3,943,717	2,204,049	44.11%
Subtotal	1,476,167	12,064,733	27,009,616	14,944,883	44.67%	1,480,316	12,156,963	26,430,214	14,273,251	46.00%
Equipment	60,671	17,032	43,400	26,368	39.24%	236,906	14,468	25,000	10,532	57.87%
Computer Hardware	272,103	23,297	93,050	69,753	25.04%	-	1,741	108,810	107,069	1.60%
Capital Improvements	-	-	-	-	0.00%	31,761	-	-	-	0.00%
Designated for Instit Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Travel/Prof Development	11,433	40,099	440,524	400,425	9.10%	28,275	181,003	507,192	326,189	35.69%
Supplies & Exp	1,095,055	3,913,044	5,413,866	1,500,822	72.28%	1,891,703	2,403,448	5,009,477	2,606,029	47.98%
Institutional Scholarships	146,982	120,047	323,000	202,953	37.17%	127,791	97,138	292,000	194,862	33.27%
Financial Aid	5,483,721	-	-	-	0.00%	4,975,793	-	-	-	0.00%
Donor Scholarships	275,399	-	-	-	0.00%	188,355	-	-	-	0.00%
Purchases (Store/Concession)	366,447	-	-	-	0.00%	350,372	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	152,019	-	-	-	0.00%	178,706	-	-	-	0.00%
Tax Maintenance Note	8,010,104	-	1,784,625	1,784,625	0.00%	1,629,387	1,251,750	1,780,875	529,125	70.29%
Unexpended Plant	274,274	-	-	-	0.00%	200,388	-	-	-	0.00%
	17,624,375	\$ 16,178,252	\$ 36,685,421	\$ 20,507,169	44.10%	\$ 11,319,753	\$ 16,106,511	\$ 34,533,568	\$ 18,427,057	46.64%
State Insurance Match	-	551,106	-	(551,106)	0.00%	-	570,071	-	(570,071)	0.00%
State Retirement Match	-	330,100	-	(330,100)	0.00%	-	330,832	-	(330,832)	0.00%
State Retiree Insurance	-	312,126	-	(312,126)	0.00%	-	293,165	-	(293,165)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
February 28, 2021

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	90,934			90,934	217,784	(126,850)
Motorcycle Safety	-			-	-	-
GED	4,878			4,878	2,978	1,900
Real Estate	587			587	-	587
Dental Assistant	64,025	(3,810)		60,215	39,592	20,623
Phlebotomy	22,540	(1,294)	(966)	20,280	5,475	14,805
Health and Medical	40,725	(2,254)	(3,158)	35,313	4,445	30,868
Welding	183,337	(11,000)		172,337	105,930	66,407
Certified Nursing	35,894	(2,154)		33,740	38,201	(4,461)
Truck Driving	80,696	(3,782)	(3,835)	73,079	46,015	27,064
Center for Professional Workforce Dev	1,930			1,930	-	1,930
Education to Go	5,245			5,245	-	5,245
Concealed Handguns	-			-	-	-
Occupational Health & Safety	3,789	-		3,789	1,362	2,427
Community Programs	2,213	(133)		2,080	110	1,970
Clinical Medical Assistant	50,180	(3,011)		47,169	5,692	41,477
Vet Assistant	29,603	(1,752)		27,851	6,674	21,177
Yoga	1,300			1,300	1,400	(100)
Human Resource Program	-	-		-	-	-
Activity Director Program	4,280	(257)		4,023	800	3,223
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	17,235	(1,034)		16,201	36,986	(20,785)
STRIVE	58,125	(3,276)	(3,494)	51,355	31,866	19,489
TWC INEOS/TEAM	16,001	(90)		15,911	44,321	(28,410)
TWC Ascend	-	-		-	-	-
Industrial Maintenance	-	-		-	-	-
TWC Building Construction Trades	-	-	-	-	8,438	(8,438)
Total	713,517	(33,846)	(11,453)	668,217	598,069	70,148

*2.72% of the state appropriation for FY20/21 is attributed to CE hours. This funding is used to offset administrative costs.

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

Alvin Community College
Auxiliary Profit/(Loss) Statement as of February 28, 2021 and February 29, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	179,237		538,446	354	120,721	2,591	841,349	1,138,253
Student Fees		180,070					180,070	201,163
	179,237	180,070	538,446	354	120,721	2,591	1,021,419	1,339,416
Expenses								
Purchases & Returns			366,447				366,447	350,501
Salaries	49,116	38,935	102,837		112,730		303,618	317,148
Staff Benefits	14,550	11,103	28,071		41,548		95,272	84,697
Supplies & Other Operating Expenses	70,715	24,399	13,447	3,926	10,508		122,995	173,765
Equipment							-	2,115
Building Repairs							-	-
Bank Charges			5,210		1,094		6,304	10,013
Contingency							-	-
Scholarships							-	8,700
	134,381	74,437	516,012	3,926	165,880	-	894,636	946,939
Excess revenue over expenses	44,856	105,633	22,434	(3,572)	(45,159)	2,591	126,783	392,477
Assets:								
Cash & Petty Cash			2,513				2,513	12,068
Accounts Receivable			783				783	9,570
Interfund Receivables	244,177	375,048	377,447	2,133	(1,739)	49,626	1,046,692	1,864,548
Prepaid Expenses							-	-
Inventory			211,054	315			211,369	368,398
Total Assets	244,177	375,048	591,797	2,448	(1,739)	49,626	1,261,357	2,254,584
Liabilities:								
Accounts Payable/Gift Certificates	4,523	885	46,177		12,188		63,773	39,361
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	4,523	885	46,177	-	12,188	-	63,773	39,361
Restricted Fund Balance (includes inventories)		-	211,054	315			211,369	368,398
Unrestricted Fund Balance	239,654	374,163	334,566	2,133	(13,927)	49,626	986,215	1,846,825
Total Liabilities & Fund Balance	244,177	375,048	591,797	2,448	(1,739)	49,626	1,261,357	2,254,584

Alvin Community College
Auxiliary Profit/(Loss) Statement as of February 29, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	202,561		737,063	3,528	179,781	15,320	1,138,253
Student Fees		201,163					201,163
	202,561	201,163	737,063	3,528	179,781	15,320	1,339,416
Expenses							
Purchases & Returns			350,372	129			350,501
Salaries	47,720	37,600	106,175		111,370	14,283	317,148
Staff Benefits	12,020	3,772	24,344		44,157	404	84,697
Supplies & Other Operating Expenses	72,363	42,326	46,172		12,649	255	173,765
Equipment			2,115				2,115
Building Repairs							-
Bank Charges			8,742		1,238	33	10,013
Contingency							-
Scholarships		8,700					8,700
	132,103	92,398	537,920	129	169,414	14,975	946,939
Excess revenue over expenses	70,458	108,765	199,143	3,399	10,367	345	392,477
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			9,570				9,570
Interfund Receivables	417,640	419,675	954,470	6,150	15,109	51,504	1,864,548
Prepaid Expenses							-
Inventory			368,092	306			368,398
Total Assets	417,640	419,675	1,344,145	6,456	15,109	51,559	2,254,584
Liabilities:							
Accounts Payable/Gift Certificates	1,911		30,302		6,971	177	39,361
Deferred Revenue							-
Deposits							-
Total Liabilities	1,911	-	30,302	-	6,971	177	39,361
Restricted Fund Balance (includes inventories)			368,092	306			368,398
Unrestricted Fund Balance	415,729	419,675	945,751	6,150	8,138	51,382	1,846,825
Total Liabilities & Fund Balance	417,640	419,675	1,344,145	6,456	15,109	51,559	2,254,584

TO: Board of Regents
 FROM: Laurel Joseph
 DATE: March 22, 2021
 SUBJECT: Investment Transactions Report
 Report Date: February 28, 2021

Investment Position:

As of February 28, 2021, Alvin Community College had \$ 18,485,000 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		12/1/2020	\$	9,550,000
Additions/changes to the market value:				
	a.	sales of CDs		(7,800,000)
	b.	purchases of CDs		16,735,000
	c.	TexSTAR, Value at 2/28/21		10,802,616
Ending market value		2/28/2021	\$	29,287,616
Fully accrued interest			\$	11,682
Interest earned on Bond Note funds			\$	833,820

Pooled Funds:

The	\$	29,287,616	currently invested was taken from the following major fund groups:
	\$	18,485,000	General Fund 11
	\$	10,802,616	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
 Karl Stager


 Laurel Joseph

Alvin Community College
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 Alvin, TX 77511

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11. Adjournment