

Regular Meeting
Thursday, July 22, 2021 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

1. **Call to Order**
2. **Certification of Posting of Notice**

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
JULY 22, 2021**

It is hereby certified that a notice of this meeting was posted on the 15th day of July 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 15th day of July, 2021.



Robert J. Exley, Ph.D.
President

3. **Executive Session**
4. **Call to Order**
5. **Pledge**
6. **Invocation**
7. **Citizen Inquiries**
8. **Board Chairman Report/Comments**
9. Information Items



Dr. Robert J. Exley, Ph.D
President

Your College > Right Now

MEMORANDUM NO: 99-2021

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 15, 2021
SUBJECT: Personnel Action (Replacement): Senior HR Generalist

The individual listed below has been recommended to fill the full-time position of Senior HR Generalist.

Candidate
Recommended: Jessica Eddy

Education: *University of Texas at El Paso*
B.B.A., Management/Human Resources

Experience:

Emperon-Constar

Regional Human Resources & Facilities Manager July 2018 – Present
Human Resources & Facilities Manager June 2016 – July 2018

Dish Network

Call Center Trainer January 2016 – May 2016
Human Resources Manager December 2013 – January 2016
Human Resources Representative II September 2010 – December 2013

Encore Healthcare

Human Resources Director June 2010 – September 2010

Firstlight Federal Credit Union

Human Resources Representative August 2005 – August 2007

Salary: \$65,790.96
Grade 207
2020-21 Admin/Professional Salary Schedule

RJE :tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Sr. HR Associate/ Sr. HR Generalist		
Department:	Human Resources	FLSA Status:	Exempt
Reports to:	VP President Human Resources	Grade Level:	207
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:		Date:	
Last updated by:	Human Resources/KC	Date:	12/14/2020

SUMMARY

The Sr. HR Associate/Sr. HR Generalist performs human resources related duties at the professional level and will carry out responsibilities in the following areas but not limited to: benefits, leave administration, compensation, talent acquisition, development and implementation of policies and procedures in accordance with the mission and vision of Alvin Community College.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Assists in the development and implementation of personnel procedures.
- Responsible for overseeing web content (internet/intranet) assigned to the Office of Human Resources to ensure that it is continually current.
- Participates in developing department goals, objectives, processes and systems.
- Assists with program reviews and/or development.
- Works to assure full compliance with all applicable state and federal laws and regulations related to employment, employee relations, compensation and all other aspects of human resources.
- Reviews and creates reports.
- Maintains employee records in the Human Resources Information System (Colleague/Ellucian).
- Responsible for tracking and reporting on the completion of the employees' annual performance evaluation process.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Facilitates and serves as a resource to all screening committees.
- Acts as trainer and liaison with NEOGOV Insight Online Recruiting.
- Prepare, distribute, receive, record and maintain files of job applications in the final stage of interview process. Ensure complete screening packet and HR meeting area is ready for screening committee meetings.
- Oversees an annual audit of I-9 forms to confirm compliance with applicable federal and state laws.
- Plans and conducts new employee orientation (NEO).
- Completes all activities related to on and off boarding employees.
- Assists with data requests, research for reports and surveys, such as IPEDS, CUPA, etc.
- Updates salary tables in Colleague/Ellucian and updates employees' salaries in the HR/Payroll system.

- Cross trains on all benefit setups and employee enrollment.
- Oversees the reporting of all employee training originating from the Office of Human Resources (i.e. Preventing Workplace Harassment, Preventing Employment Discrimination, FERPA, etc.).
- Prepares and distributes employment contracts as directed by the Vice President, Human Resources.
- Serve as the leave administrator by processing and tracking employees on FMLA, Military, Wellness, Worker's Compensation, and etc.
- Ensures maintenance of employee records and applicant records.
- Serves as the coordinator for the HR records retention guidelines and schedules.
- Manage specific projects as determined by the Vice President, Human Resources.
- Executes other duties or tasks as assigned by the Vice President, Human Resources.
- Performs 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 Business, Human Resource Management, Management, or related field required.

EXPERIENCE

- A minimum of 7 years human resources experience in human resources as a generalist or HR manager. Preference for candidates with at least 5 years of experience working public education or higher education. At least 3 years working with an ERP system, specifically Ellucian/Colleague preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work confidentially with discretion.
- Ability to work cooperatively as part of a team.
- Ability to establish and maintain effective and efficient working relationships with employees at all levels of the organization.
- Ability to prepare and maintain accurate employee records and reports.
- Ability to complete assignments within specified deadlines accurately and efficiently.
- Ability to communicate effectively and respectfully with individuals at all levels, both to internal Alvin Community College District populations and external customers.

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.

ALVIN COMMUNITY COLLEGE
EMPLOYEE CATEGORIES
SUMMER 2021

JULY

	Budgeted 2020-21	JULY 2021	Funded Vacancies
Administrative	11	10	1
Professional	74	67	7
Faculty	113	106	7
Technical Support, Clerical & Maintenance (TSCM)	116	110	6
Total Full-Time (FT) Employees	314	293	21

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Quincy Henderson	Pathways Success Coach	6/15/2021	Resignation
2	Elizabeth McLane	FT Faculty, Government (10.5)	7/7/2021	Retirement
3	Leslie Bartosh	FT Faculty, Culinary Arts (10.5)	7/7/2021	Retirement
4	Toby Herzog	FT Pathways Advisor	7/31/2021	Retirement
5	Christal Albrecht	President (<i>Moving to consultant eff. 7/1/2021</i>)	6/30/2021	Retirement

10. **President's Report**
11. **Consent Agenda**
 - A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JUNE 24, 2021
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 24th day of June at 6:00 p.m. in the Nolan Ryan Center, with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Rick Morris	John Tompkins	Alyssa Bullock
Tammy Giffrow	Dr. Terry Sawma	Ronny Phillips
Kyle Marasckin	Matt Graves	Hameedah Majeed
Gayland Capps	Mike Pyburn	Laurel Joseph
Jeff Parks	Stacy Ebert	Blaine Kemendo
John Matula	John Tompkins	

1. Call to Order

The meeting was called to order by 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.

Executive Session

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; Deliberate individual employee salaries as determined through the compensation study, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 6:53 p.m.

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

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents commented that on how much they appreciated Dr. Albrecht's service and all that she did for ACC and the Foundation and the pleasure it was to work with and know her and wished her the very best. Also, those who attended the Police Academy graduation commented on how nice it was to be a part of that ceremony.

A farewell reception to celebrate Dr. Albrecht's many accomplishments and service as the 6th President of ACC was held earlier in the afternoon.

Board recognitions included:

During the COVID pandemic, Distance Education Team took on the challenge of shifting much of the coursework to an online format. And they did so in an urgent fashion. Despite the obstacles this team helped ACC go online almost completely and kept it running in an unprecedented circumstance. Recognized were: Pat Sanger, Interim Distance Education Director, Laura Pool, Distance Education Coordinator, Brian Berger, Faculty Fellows and Chemistry faculty member, Johanna Hume, History faculty member and Haley Collins, English faculty member.

Distance Education Team members: Dr. Rhonda Boone, Pharmacy Technology Director, Charzetta Fleming, Web Administrator, Craig Fos, Criminal Justice faculty member, Dr. Esther Kempen, Chemistry faculty member, Edmund Luquette, Economics faculty member, Saul Olivares, Foreign Language faculty member, Don Parus, Process Technology faculty member, Dr. Chris Pulido, Biology faculty member, Amy Terbrock Foreign Language faculty member and Sheila Woods, Accounting faculty member.

Two staff members spent hours revising class schedules during the past 15 months in response to changes in instructional delivery methods, class locations, and classroom capacities. They were responsive, maintained calm demeanors in the midst of numerous changes, and always went above and beyond the call of duty to take care of the students, faculty, and staff. Recognized were: Instructional Support Specialists Lori King and Patty Boswell.

Approval of Consent Agenda

Chair Sanchez said she would entertain a motion to approve the consent agenda that included the approval of Minutes Regular Board Meeting May 27, 2021, Minutes of the Board Workshop of June 14, 2021 and approval of Personnel Action Replacement for Government Faculty, Culinary Arts Faculty, and Director, TDCJ Programs, and approval of correction to Contract submitted for Tenure. A motion to approve the consent agenda was made by Vice Chair Droege. Seconded by Dr. Crumm. Motion passed unanimously.

President's Report

Dr. Albrecht gave her final President's report and the overall accomplishments of the Alvin Community College Strategic Plan 2016-2021. She noted that the first priority given to her by the Board was to develop a Strategic Plan. The five year plan included the six listed goals of: 1) being a data driven institution, 2) plan and develop a west side campus and to improve the ACC campus, 3) develop branding that effectively represents the college, 4) develop programs and partnerships to meet employment needs of the community, 5) maximize revenue and 6) strengthen human resources. Dr. Albrecht gave the final accomplishments of each goal and the successes of the Strategic Plan. This report was for information only.

Consider Approval of Policy DEC (LOCAL)

Mr. Marvel made the motion to approve the proposed amendment the Board Policy DEC Local as written, with the exception of all provisions related to compensation for developmental leave. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Board Policy BFF (LOCAL)

Mr. Starkey made the motion to approve the addition of Local Board Policy BFF regarding local President Emeritus status to its policy manual as written. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Adoption of Resolution Conferring President Emeritus Status to Dr. Albrecht

Chair Sanchez made the motion to adopt the resolution granting President Emeritus Status to Dr. Christal M. Albrecht. Seconded by Vice Chair Droege.

Second Presentation of the 2021-2022 Budget

Mr. Karl Stager presented information on the scenarios of salary percentage increases ranging from 1% - 6%, the upcoming 2021-2022 required increased employee contribution to TRS, the addition of the Evergreen recommended increases and the effects of totals on the budget with various funding sources. This report was for information only.

Financial Reports Ending May 2021

Mr. Marvel made the motion to approve the financials May 2021. Seconded by Mr. Starkey. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:45 p.m.

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JULY 12, 2021
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 12th day of July, 2021 in the Nolan Ryan Center at Noon, with the following members, administrative personnel, and guests present:

‘Bel Sanchez	Chair
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Darren Shelton	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Robert J. Exley	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

Beth Nelson	Kyle Marasckin
Hameedah Majeed	Tammy Giffrow

Call to Order

The meeting was called to order by Chair Sanchez at 12:02 p.m.

Certification of Posting of Notice

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

Executive Session

Chair Sanchez announced that the Board of Regents were convening into Executive Session at 12:03 p.m.

Call to Order

Chair Sanchez called the meeting back to order at 1:02 p.m. and the invocation was given by Mr. Shelton.

Initial Presentation of the Fiscal Analysis and Proposed 2021-2022 Budget

Mr. Karl Stager presented the third draft of the 2021-2022 budget along with the fiscal analysis. The overview and discussion included the addition of proposed positions salaries, tuition and fees estimated revenue, and the law regarding surcharge fees for hiring of full-time retired employees. This item for information only.

Adjournment

The meeting was adjourned at 1:38 p.m.

Dr. Patty Hertenberger, Secretary

‘Bel Sanchez, Chair

B. **Consider Approval of Board of Regents Meeting Schedule for 2021-2022**



Dr. Robert J. Exley, Ph.D
President

Your College > Right Now

MEMORANDUM NO: 97-2021

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: July 14, 2021

SUBJECT: Schedule of Board Meeting Dates for 2021-2022

The College Board adopts a schedule for Board meetings taking into consideration the College calendar as it applies to students. In reviewing academic year 2021-2022, most Board meetings are proposed for the third or fourth Thursday of the month, with a few exceptions due to scheduled college events, state or national meetings, and various holidays. Board Workshops are also scheduled for various Monday afternoons throughout the year. All meetings and workshops are scheduled in compliance with Texas Open Meetings Rules and Regulations.

It is recommended that the Board approve the attached schedule for academic year 2021-2022.

RJE :tg

ALVIN COMMUNITY COLLEGE
BOARD of REGENTS
MEETING SCHEDULE with REGULAR MEETINGS and WORKSHOPS
September 2021 - August 2022

Thursday	September 16, 2021	Regular Board Meeting	6:00 p.m.
Monday	October 11, 2021	Board Workshop	NOON – 3:30 p.m.
Thursday	October 21, 2021	Regular Board Meeting	6:00 p.m.
Thursday	November 18, 2021	Regular Board Meeting	6:00 p.m.
Thursday	January 13, 2022	Regular Board Meeting	6:00 p.m.
Monday	January 24, 2022	Board Workshop	NOON – 3:30 p.m.
Thursday	February 24, 2022	Regular Board Meeting	6:00 p.m.
Thursday	March 24, 2022	Regular Board Meeting	6:00 p.m.
Monday	April 11, 2022	Board Workshop	NOON – 3:30 p.m.
Thursday	April 28, 2022	Regular Board Meeting	6:00 p.m.
Tuesday	May 17, 2022	Special Board Meeting	6:00 p.m.
Thursday	May 26, 2022	Regular Board Meeting	6:00 p.m.
Monday	June 13, 2022	Budget Workshop	NOON – 3:30 p.m.
Thursday	June 23, 2022	Regular Board Meeting	6:00 p.m.
Monday	July 11, 2022	Budget Workshop	NOON – 3:30 p.m.
Thursday	July 28, 2022	Regular Board Meeting	6:00 p.m.
Monday	August 1, 2022	Goal Setting Workshop	NOON – 3:30 p.m.
Thursday	August 11, 2022	Regular Board Meeting	6:00 p.m.

- C. **Consider of Personnel Action (Replacement): Faculty/Program Director,
Law Enforcement Academy**



Your College > Right Now

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 102-2021

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 15, 2021
SUBJECT: Personnel Action (Replacement): Instructor/Program Director, Law Enforcement Academy

The individual listed below has been recommended to fill the full-time position of Instructor / Program Director, Law Enforcement Academy.

Candidate

Recommended: Kevin Rogers

Education: Capital Area Council of Governments
Law Enforcement Academy

Experience: Alvin Community College
In-Service Training Coordinator November 2019 – Present

Santa Fe ISD Police Department
School Resource Officer / Rangemaster August 2018 – November 2019

Austin Community College
Patrol Sergeant / Campus Police August 2015 – August 2018
Patrol Officer April 2013 – August 2015

Capitol Armory
Rangemaster / Law Enforcement Rep / Armorer August 2013 – September 2020

Bastrop Police Department
Police Officer April 2009 – August 2012

Salary: \$60,948.06
Technical Programs / Step 2
2020-21 12-Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	FT Faculty/Program Director, Law Enforcement Academy		
Department:	Criminal Justice Law Enforcement Academy	FLSA Status:	Exempt
Reports to:	Dean of Legal and Health Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LH	Date:	05/25/2021
Last updated by:	Stacy Ebert	Date:	05/24/2021

SUMMARY

This position is for a twelve (12) month FT instructor for the Law Enforcement Academy. The incumbent will serve as the Program Director/Training Coordinator to ensure compliance with TCOLE rules and guidelines and to prepare, maintain, and submit required reports as specified by TCOLE and the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- 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 and by the Texas Commission On Law Enforcement.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Maintain current knowledge of the Texas Commission On Law Enforcement Rules and Regulations.
- 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.
- Submit appropriate forms and reports to the Texas Commission on Law Enforcement as required by the Commission.
- Provide recommendations to the Division Dean 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.
- Other duties as assigned.

Duties specific to the Program Director/ Training Coordinator Include:

- Ensure compliance with commission rules and guidelines.
- Prepare, maintain, and submit the following reports within the time frame specified.
- Reports of training.
- Self-assessment reports as required by the commission.
- Maintain a copy of advisory board minutes during an on-site evaluation.
- Training calendars/schedules must be available for review and posted on the internet, or another public venue, no later than thirty (30) days prior to the beginning of each calendar quarter or academic semester. A continually updated and posted (live) calendar will meet this requirement.
- Prepare any other reports or records as requested by the commission.
- Be responsible for the administration and conduct of each course, including those conducted at ancillary sites, and specifically:
 - Appointing and supervising qualified instructors.
 - Maintaining course schedules and training files.
 - Enforcing all admission, attendance, retention, and other standards set by the commission and approved by the advisory board.
 - Securing and maintaining all facilities necessary to meet the inspection standards of this section.
 - Controlling the discipline and demeanor of each student and instructor during class.
 - Distributing a current version of the Texas Occupations Code, Chapter 1701 and commission rules to all students at the time of admission to any course that may result in the issuance of a license.
 - Distributing learning objectives to all students at the beginning of each course.
 - Ensuring that all learning objectives are taught and evaluated.
 - Proctoring or supervising all examinations to ensure fair, honest results and maintaining training files, records of tests, and other evaluation instruments for a period of five (5) years.
- Receive all commission notices on behalf of the training provider and forward each notice to the appointing authority and attend or have a designee attend each academy coordinator's workshop conducted by the commission.
- 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/CERTIFICATIONS

- Must possess an Instructor License issued by the Texas Commission on Law Enforcement.
- Must possess and maintain current Peace Officer licensure.
- Associate's degree or Certificate in Law Enforcement or Criminal Justice required.

EXPERIENCE

- At least three (3) years of experience in a related field required.
- At least one (1) year of college level teaching experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Must be familiar with interactive teaching methods and instruction via the Internet.
- Working knowledge of Blackboard course management system preferred.

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 Action (Replacement): Drafting & Design Engineering Technology Faculty**

MEMORANDUM NO: 101-2021

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 15, 2021
SUBJECT: Personnel Action (Replacement): FT Faculty, Drafting & Design Engineering Technology

The individual listed below has been recommended to fill the full-time position of FT Faculty, Drafting & Design Engineering Technology.

Candidate

Recommended: Jessica Means

Education: University of Houston – Clear Lake
B.S., Legal Studies

Alvin Community College
A.A.S., Industrial Design Technology

Experience: Champion Hi-Tech Manufacturing
CAD Drafter February 2020 – Present

Ethos Energy
Mechanical Designer September 2017 – January 2018

Cornerstone Survey Group
Civil 3-D Drafter January 2017 – April 2017

Superior Energy Services
Mechanical Designer 2 October 2014 – November 2016

CNPC USA
Mechanical Designer September 2013 – October 2014

Schlumberger
Rapid Response Mechanical Designer January 2008 – May 2011
Loss Prevention Team – Team Leader March 2010 – May 2011

Schlumberger

Project Specific CAD Designer 1	March 2009 - March 2010
Sustaining CAD Designer 1	April 2008 - March 2009
CAD Designer 1	January 2008 - March 2008

Salary: \$60,948.06
Technical Programs / Step 2
2020-21 12-Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Drafting and Design Engineering Technology	
Department:	Drafting and Design Engineering Technology	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:	Human Resources/LH	Date: 05/20/2021
Last updated by:	Dean Jeffrey Parks	Date: 05/04/2021

SUMMARY

The instructor will teach courses within the Drafting and Design Engineering Technology Department curriculum, including freshman and sophomore level courses.

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.

- Instructor is expected to help maintain equipment and laboratories

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.

QUALIFICATIONS

- Associate degree in Industrial Design, Drafting and Design Engineering Technology, Engineering Design Graphics or Drafting /A&E CAD or related field.

EXPERIENCE

- At least three years non-teaching work experience in the field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of CAD Software (AutoCAD, Revit, Civil 3D, and SolidWorks preferred).
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.

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.

E. **Consider Approval of Personnel Action (Replacement): Director, Distant Education**

MEMORANDUM NO: 100-2021

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 15, 2021
SUBJECT: Personnel Action (Replacement): Director, Distance Education

The individual listed below has been recommended to fill the full-time position of Director, Distance Education.

Candidate Recommended: Dr. Barkley "Huff" Mann

Education: *University of Houston, Clear Lake*
Ed.D., Educational Leadership
M.S., Instructional Technology
B.S., General Studies

Experience: University of Houston - Clear Lake
Adjunct Instructor, Classroom Technology July 2016 - Present

San Jacinto College District

LMS Manager (Blackboard)	December 2012 - Present
Adjunct Faculty	January 2008 - Present
Instructional Designer	September 2004 - December 2012

Pasadena Independent School District (Title I)

Science Teacher	September 2004 - September 2007
-----------------	---------------------------------

Salary: \$77,834.90
Grade 209
2020-21 Administrative/Professional Salary Schedule

RJE :tg

JOB DESCRIPTION

Job Title:	Director, Distance Education & Instructional Design		
Department:	Distance Education	FLSA Status:	Exempt
Reports to:	Dean, General Education & Academic Support	Grade Level:	209
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/15/2020

SUMMARY

The Director is responsible for the organization, operation, and management of Distance Education as well as the day to day operation, support and maintenance of online, hybrid and web-enhanced courses and the Blackboard learning management system. He or she is also responsible for all instructional design issues in online instruction, training for faculty/staff in the use of Blackboard and instructional design, and various distance education projects, and overseeing the Center for Success operations.

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

- Develop and administer annual goals/objectives for Distance Education and Center for Success.
- Supervise and evaluate Distance Education staff and faculty fellows.
- Establish and supervise general operating procedures of the Distance Education Department.
- Supervise selection of departmental equipment and supplies to include inventory maintenance of all Distance Education equipment.
- Evaluate and oversee Distance Education courses to ensure that they meet guidelines and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Texas Higher Education Coordinating Board (THECB), and National Council for State Authorization Reciprocity Agreements (SARA).
- Serve as the institutional representative for Distance Education with the THECB and SACSCOC.
- Serve as ACC Coordinator for the Virtual College of Texas, TexasDistanceEducation.com, Gulf Coast Education Network, and the Southern Regional Electronic Campus.
- Maintain the Distance Education website, intranet, and updates the catalog and schedule with necessary revisions.
- Develop, manage, and act as a resource for all Distance Education grants.
- Assist faculty in the design, development, design, coordination and delivery of online, hybrid, and web-enhanced courses.
- Serve as a resource for departments and faculty with regard to instructional design, educational technology, and Distance Education best practices.
- Train faculty in the appropriate use of software and equipment in online and on-campus classrooms to include best teaching techniques and strategies.
- Maintain online classroom equipment in cooperation with the Network Administrator.
- Serves as a learning management system administrator by providing administrative and technical support for students, faculty and staff.

- Oversee the creation, revision, and administration of the Online Faculty Certification program and the online orientation course for students.
- Provide leadership and oversight of ongoing effectiveness of distance education courses through an established review process.
- Provide leadership, oversight, and participation of members on the Distance Education and Professional Development Committees.
- Develop and manage the Distance Education and Center for Success budgets, to include processing and approval of departmental purchases. Responsible for all surveys and questionnaires related to Distance Education and Center for Success including, evaluation of online faculty, evaluating courses, Petersons Annual report, professional development needs assessments and other surveys as requested.
- Develop and manage all marketing efforts for the recruitment of online students.
- Provide oversight, planning, and services of the professional development Center for Success.
- Provide administrative support for faculty online professional development services.
- Represent the college on various institutional committees and events.
- Collaborate with other departments to coordinate advisement, registration, library, bookstore and all student related services for distance education students.
- Collaborate with faculty to enhance their instructional delivery with the latest technology, on-campus or online.
- Serve as an instructional resource for faculty during the development and creation/implementation of their online, hybrid and web-enhanced courses using best practices and current theory.
- Assist, as needed, with training instructional personnel in the use of online software, tools and office applications to enhance faculty instruction.
- Work with faculty, individually and in group settings, to provide instruction in effectively utilizing Blackboard, Respondus, Turnitin, and other programs related to the delivery of online instruction Organize faculty/staff vendor training to increase their abilities and understanding of our online course management system (Blackboard).
- Develop distance education training, provide ongoing assessment of its effectiveness, and improve training as appropriate.
- Create and deliver presentations for a variety of constituents.
- Research, interpret, apply and collaborate with colleges on effective strategies to incorporate best practices in distance education.
- Collaborate with the Office of Instruction and Deans for institutional compliance of House Bill 2504.
- Collaborate with the Office of Instruction and divisions/departments to maintain syllabi templates for all ACC courses.
- 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

- Requires Master's degree in instructional technology or related field.

EXPERIENCE

- At least five (5) years of related experience.
- Experience administering and overseeing a distance education program.
- Classroom teaching skills and/or experience is highly desirable.

F. **Consider Approval of Personnel Action (Replacement): Mathematics Faculty**

12. **Consider Approval of “Reinstatement” of Alvin Community College Money Purchase Plan (Part-time Employee Retirement)**

13. Financial Report

14. **Adjournment**