



Mission

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

Vision

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

Agenda
Board of Regents

Regular Meeting

May 12, 2020
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
May 12, 2020 at 6:00 PM
VIRTUAL**

TABLE OF CONTENTS

1. <u>Call to Order</u>	
A. <u>Certification of Posting of Notice</u>	4
B. <u>Pledge</u>	
C. <u>Invocation</u>	
D. <u>Citizens Inquiries</u>	
2. <u>Oath of Office and Election of Officers</u>	5
3. <u>Election of Officers - Chair, Vice Chair and Secretary</u>	6
4. <u>Board Chairman Report/Comments</u>	
<i>Board member reports/comments - Other reports from Board members concerning attendance or participation in a Board or ACC-related conference, event, activity, or committee; accolades for an ACC staff member or other deserving person.</i>	
5. <u>Approval of Board Minutes</u>	7
6. <u>Information Items</u>	
A. Personnel Action (TSCM): Dispatcher, Campus Police	11
B. Personnel Action (TSCM): Dispatcher, Campus Police	15
C. ACC Employee Headcount	19
D. ACC Employee Resignation Report	20
7. <u>President's Report - State of the College Report</u>	21
8. <u>President's Goal #2 Report of Campus Renovations</u>	22
9. <u>Information Regarding Distribution of CARES Act Emergency Financial Aid to Students and Distribution of the Institutional Portion of the CARES Act Fund</u>	52
10. <u>Contract Recommendations 2020-21</u>	71
11. <u>Consider Approval of A-Rocket Moving & Storage for Moving Needs on Campus</u>	76
12. <u>Consider Approval of Corestone Paving & Construction for 2018 Maintenance Bond Parking Lot Renovations</u>	77
13. <u>Financials</u>	78
14. <u>Executive Session</u>	
<i>Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; for the purpose of deliberating the purchase, exchange, lease, or value of real property in accordance with Section 551.072.</i>	

A. Call to Order

- | | |
|---|----|
| 15. <u>Consider Approval of Revision to Board Policy DEA Local Regarding Pay for Employees Working During Time of College Closing (Holiday and Emergency Closings)</u> | 85 |
| 16. <u>Consider Approval of Tuition and Fees Recommendations</u> | 90 |
| 17. <u>Adjournment</u> | |
| Adjournment of meeting | |

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
MAY 12, 2020**

It is hereby certified that a notice of this meeting was posted on the 5th day of May 2020, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.


Signed this 5th day of May, 2020.



Dr. Christal M. Albrecht
President



MEMORANDUM NO: 62-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 30, 2020
SUBJECT: Oath of Office for New Board Members

During the February 27, 2020 Board of Regents meeting, the Board was notified of the Certification of Unopposed Candidates for the May 2, 2020 Board of Regents election. At the same meeting, the Board voted to order the cancellation of the May 2, 2020 Board of Regents election and the candidates below were thereby considered elected for the May, 2020 through May, 2026 six-year term.

- Position 4 – Jody Droege
- Position 5 – Darren Shelton
- Position 6 – Jake Starkey

Mrs. Tammy Giffrow, Notary Public will administer the Oath of Office and issue the Certificate of Election to the newly elected Board Members. The new Regents will sign the Statement of Officer and complete the Conflict Disclosure statement.

This item is for information only.

CMA:tg



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: 71-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 5, 2020
SUBJECT: Election of Board Chair, Vice-Chair, and Secretary

According to Board Policy BCA (Legal):

President - Officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at any time thereafter in order to fill a vacancy.

Secretary - The board shall elect one of its members as president of the board. The board shall elect a secretary of the board who may or may not be a member of the board.

Other Officers - The board shall be authorized to elect any other officers as deemed necessary or advisable.

Education Code 130.082(d)

It is recommended that the Board elect its officers for the next two-year term.

CMA:tg

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF APRIL 23, 2020
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a regular session on the 23rd day of April at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Alan Phillips
Bob Wooten
Debbie Kraft

Gayland Capps
Kelly Klimpt
Rick Morris

Tammy Giffrow

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:10 p.m.

Chair Pyburn went on to say 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. Regent Tacquard joined the meeting at 6:34 p.m.

2. Certification of Posting of Notice

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

- Pledge
- Invocation

Invocation by Vice Chair Sanchez.

Citizen Inquiries

There were no citizen inquires.

Board Comments

The Regents thanked Dr. Albrecht and her staff and personnel for working so hard and doing such a great job of keeping the college going in these pandemic times, very proud of everyone getting through a mountain of work. Also, very proud of all the donations that the college has given to support the community. The Regents also thanked Chairman Pyburn and Regent Knape for their dedicated years of service to the college. Regent Knape said that she is so proud of ACC and proud to have been a part of the college for the last 12 years. Chairman Pyburn stated that it had been a great honor to serve as a Regent and recent Board Chair and that he feels the team in place will continue to take the college in the right direction.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of March 26, 2020 he would entertain a motion to approve. A motion to approve the minutes was made by Dr. Crumm. Seconded by Mrs. Droege. Motion passed unanimously.

President's Goal #6 Report Relating to College Strategic Plan Goal 4.2 Develop and Implement a Data-Driven Program Evaluation Model to Assess the Effectiveness of College Programs

The report for the CEWD Program Review was included in BoardBook for Regents review. Dr. Albrecht gave a summary that included the overarching CEWD vitality, the need for a better integration of CEWD with credit programs for those students wanting to move forward with their education, the finding of areas in which improvements would be made with the hire of a new Dean, the need for automated processes, a suggested that CEWD programs be individually reviewed in the future and a look toward the movement toward more Financial Aid for CEWD programs. This report was for information only.

Consider Approval of Electrical Contract Renewal

The motion to grant authority to the President to execute an electricity contract for a 120-month term starting May 2023 at a rate not to exceed \$0.041/kWh. was made by Dr. Hertenberger. Seconded by Mrs. Knape. Motion passed unanimously.

Consider Approval of Natural Gas Contract Renewal

The motion to renew its existing agreement with ProEnergy for 36 months at the agreement's already-established index rate and that we delegate authority to Dr. Albrecht to execute any required renewal agreement was made by Mr. Marvel. Seconded by Mr. Tacquard. Motion passed unanimously.

Report on Federal, State, and Private Grants Awarded during 2019-20 and Projected for 2020-2021

Mr. Gayland Capps presented an update to the Board of Regents regarding grants awarded during 2019-2020 and projected for 2020-2021. He also informed the Board that four new grants had just been awarded to ACC in the past couple of weeks and what great thing that is in the current pandemic situation. This report was for information only.

Consider Approval of Personnel (Replacement): Academic Advisor

The motion to approve Michael Pounds as Academic Advisor, Student Services list was made by Vice Chair Sanchez. Seconded by Mr. Stuksa. Motion passed unanimously.

Consider Approval of Resale of Trust Property

Action Items:

- Account # 3940-0058-000, Brazoria County suit # 93T5270
- Account # 3940-0059-000, Brazoria County suit # 93T5270
- Account # 3940-0060-000, Brazoria County suit # 93T5270
- Account # 3940-0061-000, Brazoria County suit # 93T5270

The motion to approve the resale of property was made by Dr. Crumm. Seconded by Mrs. Droege. Motion passed unanimously.

Financial Report Ending March 2020

Dr. Hertenberger made the motion to approve the financial report for March 2020. Seconded by Mrs. Knape. Motion passed unanimously.

Executive Session:

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.*

The Executive Session ended at 8:24 p.m.

The meeting was called back into session by Chairman Pyburn at 8:29 p.m.

Consider Approval of Resolution of Payment for Personnel During Closure Due to COVID-19 and During Altered Operations

Mrs. Knape made the motion to approve the Resolution of Payment for personnel during closure due to COVID-19 and during altered operations. Seconded by Mrs. Droege. Vote for: Dr. Crumm, Mrs. Droege, Mrs. Knape, Dr. Hertenberger, Mr. Tacquard, Vice Chair Sanchez. Vote Against: Mr. Marvel, Mr. Stuksa and Chair Pyburn. Motion passed.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Dr. Hertenberger. Seconded by Mr. Tacquard. Motion passed unanimously. The meeting was adjourned at 8:33 p.m.

Note: Chairman Pyburn took a roll call for every vote after providing each Regent the opportunity to ask any questions.

Jody Droege, Secretary

Mike Pyburn, Chairman



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: 63-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: May 1, 2020

SUBJECT: Personnel Action (TSCM): Dispatcher, Campus Police Department

The individual listed below has been recommended to fill the full time position for the Dispatcher Position in the Police Department.

Candidate

Recommended: Stacey Chambless 

Education: Angleton High School
High School Diploma

May 1981

Experience: Serenity Light Recovery
Admissions Specialist

September 2016 – September 2017

Alvin Community College
Marketing Specialist

August 2013 – August 2016

Alvin Community College
Grant Coordinator

September 2011 – July 2013

Alvin Community College
Program Coordinator - CEWD

September 2001 – August 2011

Alvin Community College
Grant Workkeys Specialist -CEWD

May 2000 – August 2001

H C Concrete, Inc.
Secretary

January 1989 – November 1998



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Dun-Par Engineered Form Company
Office Manager/Administrative Assistant

January 1983 – December 1988

Salary: \$32,497
Grade C/ Step 6
2019-20 TSCM Salary Schedule



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dispatcher		
Department:	Campus Police	Reports to:	Chief of Campus Police
Grade Level:	C	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
<hr/>			
HR Approved:			Date: 02/22/2019
Last Updated by:			Date: 03/05/2019

SUMMARY

Position is responsible for the operation of the TLETS computer system which has world-wide capabilities. Position also performs general clerical duties including: typing, filing, radio and other clerical duties, computer data entry, and radio dispatch.

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

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of students with disabilities for any assistance needed.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state Reports – Uniform Crime Records
- Act as campus receptionist after 5PM.
- Telecommunication Operator (TCO's) act as the contact personnel for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, Defensive Driving and Liability insurance).
- Provide assistance for callers and on site visitors, students and employees as needed.

- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.

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 preferred or required.

EDUCATION

- High School diploma or the equivalent required

EXPERIENCE

- At least one (1) year of clerical experience
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License.
- Must be willing to work all shifts, special events and overtime.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures

KNOWLEDGE, SKILLS, AND ABILITIES

- Clerical and operator experience preferred, but not required.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred but not required.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred but not required.
- Knowledge and experience with the TLETS computer and operational procedures is preferred, but not required.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE


X

SUPERVISOR SIGNATURE AND DATE

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



MEMORANDUM NO: 64-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 1, 2020
SUBJECT: Personnel Action (TSCM): Dispatcher, Campus Police Department

The individual listed below has been recommended to fill the full time position for the Dispatcher Position in the Police Department.

Candidate

Recommended: Sierra Riley

Education: River Parish Community College
Associate, Fine Arts May 2016

Experience: Ascension Parish Sheriff's Office
Deputy June 2019 – October 2019

Angleton Police Department
Telecommunicator February 2017 – January 2019

Lugenbuhl, Wheaton, Peck, Rankin & Hubbard
File Clerk June 2015 – August 2015

Breazeale, Sachse & Wilson
File Clerk/Secretary January 2014 – February 2015

REQUEST-A-RECORD
Account Manager October 2013 – December 2014



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

Eustis Engineering/Brooke Staffing
Administrative Assistant

August 2013 – September 2013

Salary: \$31,552
Grade C/ Step 5
2019-20 TSCM Salary Schedule



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dispatcher		
Department:	Campus Police	Reports to:	Chief of Campus Police
Grade Level:	C	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
<hr/>			
HR Approved:			Date: 02/22/2019
Last Updated by:			Date: 03/05/2019

SUMMARY

Position is responsible for the operation of the TLETS computer system which has world-wide capabilities. Position also performs general clerical duties including: typing, filing, radio and other clerical duties, computer data entry, and radio dispatch.

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

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of students with disabilities for any assistance needed.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state Reports – Uniform Crime Records
- Act as campus receptionist after 5PM.
- Telecommunication Operator (TCO's) act as the contact personnel for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, Defensive Driving and Liability insurance).
- Provide assistance for callers and on site visitors, students and employees as needed.

- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.

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 preferred or required.

EDUCATION

- High School diploma or the equivalent required

EXPERIENCE

- At least one (1) year of clerical experience
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date. Must have a valid Texas Driver's License.
- Must be willing to work all shifts, special events and overtime.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures

KNOWLEDGE, SKILLS, AND ABILITIES

- Clerical and operator experience preferred, but not required.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred but not required.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred but not required.
- Knowledge and experience with the TLETS computer and operational procedures is preferred, but not required.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

ALVIN COMMUNITY COLLEGE
 EMPLOYEE CATEGORIES
 SPRING 2020

MAY

	Budgeted 2019-20	MAY 2020	Funded Vacancies
Administrative	12	10	2
Professional	74	70	4
Faculty	114	104	10
Technical Support, Clerical & Maintenance (TSCM)	117	109	8
Total Full-Time (FT) Employees	317	293	24

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Georgette Goodwill	Instruction - Polysomnography	5/31/2020	Retirement




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: 58-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 27, 2020
SUBJECT: State of the College Report

According to Board Policy BFA (LOCAL), annually the CEO is required to present information to the Board on the State of the College. This presentation augments the many reports on the status of the college provided to the Board throughout the year.

This agenda item is for information only.

CMA:tg



MEMORANDUM NO: 67-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: May 5, 2020

SUBJECT: Presidents Goal Report #2 Report on Campus Renovations

On August 15, 2019, Alvin Community College Board of Regents approved eight goals for the President for the 2019-20 year. Goal # 2 states:

"Work with architects and construction managers, and members of the campus facilities teams, to continue the implementation of the maintenance tax note plan for renovation and repair of campus facilities and present report to the Board. Report any opportunities for West Side development to the Board for discussion., by June 2020."

After over a year of planning, renovations to the campus began over the winter holiday with critical infrastructure replacements that could only take place when the campus was closed. By the end of February, construction crews began to occupy the campus with work beginning on the Nolan Ryan Center, Building H, and Building B (see construction schedule).

Weekly planning coordination meetings continue to move the projects along while addressing planned renovations (see sample agenda). At 30-day intervals, beginning with 90 days, occupants of affected buildings are provided notice and packing and moving tips to help ensure a smooth transition to a temporary location (see sample Move-out memos). Arrangements continue to be made to relocate faculty and staff offices as well as classrooms (see emails identifying logistics of moving classrooms and offices and ways to track relocated employees). As if construction itself wasn't complicated enough, the COVID-19 pandemic required the contractors to put in place special guidance to workers, in order to keep them safe, as well as keep employees working on campus safe (see COVID-19 Action Plan).

As is often said, "a picture paints a thousand words". Included in this packet are several photos and drawings to illustrate the work currently underway, predominately in the Nolan Ryan Center and the former Art Gallery, which will become the new Radio and TV studio (see photos).



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

While all of the projects are challenging, the next two buildings, Building E (Bookstore/Cafeteria) and Building G (major academic classroom building) will be perhaps the most challenging for employees as they will need to completely move everything out of the buildings. Work on those buildings is scheduled for the summer when there will be fewer students on campus.

Construction is planned to be complete by the end of 2020 or the beginning of 2021. The last part of this report will be given in executive session.

This report is for information only.

CMA:tg

ACC Maintenance Bond Building Construction Schedule

	90 days out	60 days out	30 days out	Start	Duration	Finish
Building R Offline (NRC)	11/29/2019	12/29/2019	1/28/2020	2/27/2020	94 days	5/31/2020
Building H Offline	12/19/2019	1/18/2020	2/17/2020	3/18/2020	50 days	5/7/2020
Building B Offline	1/19/2020	2/18/2020	3/19/2020	4/18/2020	50 days	6/7/2020
Building G Offline	2/11/2020	3/12/2020	4/11/2020	5/11/2020	94 days	8/13/2020
Building E Offline	2/26/2020	3/27/2020	4/26/2020	5/26/2020	94 days	8/28/2020
Building C Offline	4/27/2020	5/26/2020	6/25/2020	7/25/2020	50 days	9/13/2020
Building D Offline	5/19/2020	6/18/2020	7/18/2020	8/17/2020	50 days	10/6/2020
Building F Offline	6/11/2020	7/11/2020	8/10/2020	9/9/2020	50 days	10/29/2020
Building N Offline	7/4/2020	8/3/2020	9/2/2020	10/2/2020	50 days	11/21/2020
Building A Offline	7/27/2020	8/26/2020	9/25/2020	10/25/2020	50 days	12/14/2020

*All dates are tentative and subject to change.

ACC Maintenance Bond Building Construction Schedule

	Start	Duration	Finish
Building R Offline (NRC)	2/27/2020	94 days	5/31/2020
Building H Offline	3/18/2020	50 days	5/7/2020
Building B Offline	4/18/2020	50 days	6/7/2020
Building G Offline	5/11/2020	94 days	8/13/2020
Building E Offline	5/26/2020	94 days	8/28/2020
Building C Offline	7/25/2020	50 days	9/13/2020
Building D Offline	8/17/2020	50 days	10/6/2020
Building F Offline	9/9/2020	50 days	10/29/2020
Building N Offline	10/2/2020	50 days	11/21/2020
Building A Offline	10/25/2020	50 days	12/14/2020

*All dates are tentative and subject to change.

Weekly Planning Coordination Meeting

Meeting Date: April 22, 2020

Meeting Location: MS Teams Conference

Attendance:

<input checked="" type="checkbox"/>	Dr. Christal Albrecht	ACC	281-756-3598
<input checked="" type="checkbox"/>	Karl Stager	ACC	281-756-3594
<input checked="" type="checkbox"/>	Wendy Del Bello	ACC	823-744-9811
<input checked="" type="checkbox"/>	Hameedah Majeed	ACC	713-550-0051
<input checked="" type="checkbox"/>	Sonya Emmert	ACC	281-756-3618
<input type="checkbox"/>	Cindy Griffith	ACC	281-756-
<input checked="" type="checkbox"/>	Amos Byington, AIA	AGCM	713-213-9886
<input checked="" type="checkbox"/>	Matt Graves	AGCM	713-838-6193
<input checked="" type="checkbox"/>	Michael Medwedeff	AGCM	713-283-8950
<input checked="" type="checkbox"/>	Kelly Klimpt	ACC	281-756-3539
<input type="checkbox"/>	Steve Cabrera	ACC	281-756-3547

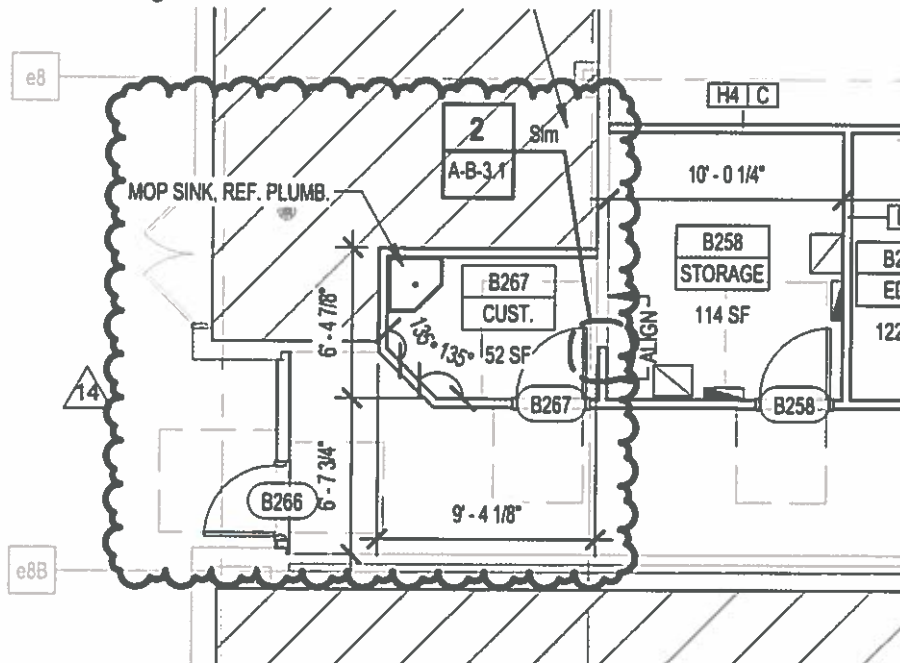
Meeting Schedule:

- 8:30 – 9:00 am - Update / Agenda Items Below
- 9:00 – 9:30 am - R Building AV Presentation (Chris Roberts – BAI)
- 9:30 – 10:00 am - Open Discussion and Decisions
- 10:00 – 10:30 am - Security/Safety Consultant Presentation (Brian Combs – Combs Consulting Group)
- 10:30 – 11:00 am - Scheduling and Closing Discussion

Weekly Planning Coordination Meeting

Update / Agenda Items:

- Boiler Update
 - Contractor working out final details to get boiler running.
- Welding Lab Proposed Accelerated Plan
 - Electrician getting delivery dates for switch gear and developing plan to change out transformer out of sequence.
- Fire Sprinklers
 - R Building will be required to be sprinkled – currently reviewing scope
 - E Building potentially will need to be sprinkled – discussions with fire marshal
- Mailboxes
- B Building Janitor Closet



- Door Hardware
 - Hardware set modifications are being negotiated with the DT and GC
- Architect / End User Interviews for additional projects list
 - A – user intensive
 - C – user intensive
 - D – user intensive

Weekly Planning Coordination Meeting

- H – user intensive
- N – minimal user interaction
- R – college approval of materials
- Can Wendy or Juanita set up these meetings?
- Holiday Project (StructureTone)
 - Closeouts and Punch list complete.
 - Final payment has been approved.

Schedule Time to Discuss:

- Boiler Update
- E - Building - Art Gallery Wall
- Datavox, Mainstage & A Rocket POs
- PO Approval Process – Before it goes to Dr Albrecht
- Scheduling E Building Move Out
- Contractor Notification Process – Be sure the contractors identify areas they need to access before entering and area not under construction.
- Theater Rigging/ Fire Curtain (Mainstage)
 - CMU issue
-

Open Discussion:

Weekly Planning Coordination Meeting

Updates and Reminders without Discussion:

- Other Project Updates
 - IT Refresh (Datavox)
- IT Cabling (Datavox)
 - AGCM and Purchasing working to understand final invoice overage and late fee.
- Color Selections
 - Walkoff carpet tiles installed quarter turn to achieve "checkerboard" look
 - AGCM has color tiles for review
 - Art Gallery Tackboards alternatives
 - Huckabee reviewing alternatives
 - Coffee bar alternates
 - Darker "Wood" floor selection vs "Lighter" selection
-

YOUR MOVING DAY IS ON THE HORIZON!

90
days out

YOU ARE NOW ON THE 90-DAY NOTICE OF YOUR MOVE OUT OF YOUR CURRENT BUILDING.

If you haven't already done so, you need to be making a plan for the move. Your temporary location will not be given to you until closer to the move, but please begin making plans!

This is the time to declutter and mentally prepare for a new location with very limited access to files and storage.

Lori and Juanita are working to develop a temporary location plan for offices and classes. They will be reaching out with any specific questions for your area.

Buildings G, E & R

Those who work in these facilities will have to move **everything** out while the facility is undergoing improvements. Removed items will include supplies, technology, furniture (**EVERYTHING!**) Each item labeled for your office will be essentially transplanted altogether to another location. Please see the **packing tips** on the back which can provide you with the best way of preparing for the move.

Buildings A, B, C, D, H & N

While you will not be fully moving out, you must prepare to only take **some** items with you while you are temporarily out of the facility. Please bring any and all items that are needed in the daily course of work. This may include files, supplies, books and other materials which you need. As for personal items it is highly recommended that you take them home while improvements are being made.

For assistance with:

- IT & uploading digital files
- Boxes & tape for packing
- Surplus questions
- Records retention
- Anything else

Contact:

Kelly Klimpt
Hameedah Majeed
Sonya Emmert
Becky McClain
Wendy Del Bello

Packing Tips

Declutter First & Go Digital

What you need to do:

For those who are moving completely out of their facility, don't wait until the last minute to box up your belongings and work necessities. We recommend that you go digital whenever appropriate! Work on moving anything into a PDF that you still have in hard-copy. Some of your documents can be scanned and saved in your computer, so you don't need to keep that bulky stack of papers. Plus, it's easier to find them in your computer.

Tips for Digital Preparation

- Move data from your local PC to OneDrive or S: Drive.
- Single copies or sensitive information should never be stored on your local C: Drive, USB memory, or external drives. Information Technology can only backup and recover data from OneDrive and the college network storage.
- Laptop Users - your laptop will go with you to your temporary location.

Make an Inventory & Number Your Boxes

Knowing what is in each box can help with unpacking, sorting and organizing your space. This doesn't have to be anything extensive, but can help immensely when you return to your space. We suggest to number your boxes and make a spreadsheet or list to make sure every box is accounted for. It also helps when prioritizing which boxes get opened first.

Label Well, Organize Boxes by Month & Category

Our movers are providing labels, but they are about 2x3" and all one color (so they know where to store them). This can pose a problem once they get them to your space, so label each box well to ensure your unpacking is as streamlined as it can be. Tips: You can make box labels on bright blue paper with your name. You can make a spreadsheet, number the boxes, and type what is in each one so you know if anything is missing when you unpack. Gigantic Sharpies are perfect for this, and you can use them in several different colors.

Color-Coding is Your Friend

Tips: Pick a colored duct tape to use on must-have boxes. Wrap the tape all the way around the box. Labels are great, but if you can't see the label, it's no help. Using different colored Sharpies for different categories can also help when moving boxes to certain areas for unpacking. In a sea of brown boxes, all of these strategies will help your must-have boxes stand out from the rest. You will notice a green box [easily packed with what is needed first once you return to your space] if all the others are brown.

Take Your Really FRAGILE & Personal Items Home

Our movers and contractors will be working around and moving things in your space and you will not have access to them. You do not want your items to accidentally get lost or be damaged. Because of that, we suggest you take your really fragile and personal items home.

Pack Your Two 45 Day Boxes LAST

Pack your two boxes of 45 Day stuff LAST so they will be easy to get to. These are the two most important boxes you will pack!

Take Pictures of Your Space

You may have some difficulty remembering what all was in your office space. Taking lots of pictures can help ensure that your setup is returned to normal once you move back into your space. If it will help, coordinate with your neighbors to ensure your space is documented properly.

YOUR MOVING DAY IS GETTING CLOSER!

60
days out

YOU ARE NOW ON THE 60-DAY NOTICE OF YOUR MOVE OUT OF YOUR CURRENT BUILDING.

Hopefully you are making progress on planning for your move and packing your office space. Remember that you need to bring all items that you will use in the normal course of your daily work. Attached are some packing tips that will help ease your transition both to and from your temporary location.

Pack your two 45-day boxes last so the items will be easily accessed.

Labeling is your friend. Labeling your boxes will make for a smooth transition from place to place. Also consider taking pictures of your workspace to ensure that you have everything once you are moved.

Buildings G, E & R

Those who work in these facilities will have to move **everything** out while the facility is undergoing improvements. Removed items will include supplies, technology, furniture (**EVERYTHING!**) Each item labeled for your office will be essentially transplanted altogether to another location. Please see the **packing tips** on the back which can provide you with the best way of preparing for the move.

Buildings A, B, C, D, H & N

While you will not be fully moving out, you must prepare to only take **some** items with you while you are temporarily out of the facility. Please bring any and all items that are needed in the daily course of work. This may include files, supplies, books and other materials which you need. As for personal items it is highly recommended that you take them home while improvements are being made.

For assistance with:

- IT & uploading digital files
- Boxes & tape for packing
- Surplus questions
- Records retention
- Anything else

Contact:

Kelly Klimpt
Hameedah Majeed
Sonya Emmert
Becky McClain
Wendy Del Bello

Packing Tips

Declutter First & Go Digital

What you need to do:

For those who are moving completely out of their facility, don't wait until the last minute to box up your belongings and work necessities. We recommend that you go digital whenever appropriate! Work on moving anything into a PDF that you still have in hard-copy. Some of your documents can be scanned and saved in your computer, so you don't need to keep that bulky stack of papers. Plus, it's easier to find them in your computer.

Tips for Digital Preparation

- Move data from your local PC to OneDrive or S: Drive.
- Single copies or sensitive information should never be stored on your local C: Drive, USB memory, or external drives. Information Technology can only backup and recover data from OneDrive and the college network storage.
- Laptop Users - your laptop will go with you to your temporary location.

Make an Inventory & Number Your Boxes

Knowing what is in each box can help with unpacking, sorting and organizing your space. This doesn't have to be anything extensive, but can help immensely when you return to your space. We suggest to number your boxes and make a spreadsheet or list to make sure every box is accounted for. It also helps when prioritizing which boxes get opened first.

Label Well, Organize Boxes by Month & Category

Our movers are providing labels, but they are about 2x3" and all one color (so they know where to store them). This can pose a problem once they get them to your space, so label each box well to ensure your unpacking is as streamlined as it can be. Tips: You can make box labels on bright blue paper with your name. You can make a spreadsheet, number the boxes, and type what is in each one so you know if anything is missing when you unpack. Gigantic Sharpies are perfect for this, and you can use them in several different colors.

Color-Coding is Your Friend

Tips: Pick a colored duct tape to use on must-have boxes. Wrap the tape all the way around the box. Labels are great, but if you can't see the label, it's no help. Using different colored Sharpies for different categories can also help when moving boxes to certain areas for unpacking. In a sea of brown boxes, all of these strategies will help your must-have boxes stand out from the rest. You will notice a green box (easily packed with what is needed first once you return to your space) if all the others are brown.

Take Your Really FRAGILE & Personal Items Home

Our movers and contractors will be working around and moving things in your space and you will not have access to them. You do not want your items to accidentally get lost or be damaged. Because of that, we suggest you take your really fragile and personal items home.

Pack Your Two 45 Day Boxes LAST

Pack your two boxes of 45 Day stuff LAST so they will be easy to get to. These are the two most important boxes you will pack!

Take Pictures of Your Space

You may have some difficulty remembering what all was in your office space. Taking lots of pictures can help ensure that your setup is returned to normal once you move back into your space. If it will help, coordinate with your neighbors to ensure your space is documented properly.

YOUR MOVING DAY IS LITERALLY RIGHT AROUND THE CORNER!

30
days out

YOU ARE NOW ON THE 30-DAY NOTICE OF YOUR MOVE OUT OF YOUR CURRENT BUILDING.

Remember, we would like for you to only move two boxes ***that you can carry*** to your new location. We recommend packing these boxes last to ensure easy access.

Check out our moving tips attached to help make for an easy transition to your temporary space. Remember, it's only temporary, so be sure to pack items you will need over the time that you're gone. Any fragile, personal items also should be taken home during this time.

Buildings G, E & R

Those who work in these facilities will have to move ***everything*** out while the facility is undergoing improvements. Removed items will include supplies, technology, furniture (***EVERYTHING!***) Each item labeled for your office will be essentially transplanted altogether to another location. Please see the ***packing tips*** on the back which can provide you with the best way of preparing for the move.

Buildings A, B, C, D, H & N

While you will not be fully moving out, you must prepare to take ***some*** items with you while you are temporarily out of the facility. Please bring any and all items that are needed in the daily course of work. This may include files, supplies, books and other materials which you need. As for personal items it is recommended that you take them home while improvements are being made.

For assistance with:

- IT & uploading digital files
- Boxes & tape for packing
- Surplus questions
- Records retention
- Anything else

Contact:

Kelly Klimpt
Hameedah Majeed
Sonya Emmert
Becky McClain
Wendy Del Bello

Packing Tips

Declutter First & Go Digital

What you need to do:

For those who are moving completely out of their facility, don't wait until the last minute to box up your belongings and work necessities. We recommend that you go digital whenever appropriate! Work on moving anything into a PDF that you still have in hard-copy. Some of your documents can be scanned and saved in your computer, so you don't need to keep that bulky stack of papers. Plus, it's easier to find them in your computer.

Tips for Digital Preparation

- Move data from your local PC to OneDrive or S: Drive.
- Single copies or sensitive information should never be stored on your local C: Drive, USB memory, or external drives. Information Technology can only backup and recover data from OneDrive and the college network storage.
- Laptop Users - your laptop will go with you to your temporary location.

Make an Inventory & Number Your Boxes

Knowing what is in each box can help with unpacking, sorting and organizing your space. This doesn't have to be anything extensive, but can help immensely when you return to your space. We suggest to number your boxes and make a spreadsheet or list to make sure every box is accounted for. It also helps when prioritizing which boxes get opened first.

Label Well, Organize Boxes by Month & Category

Our movers are providing labels, but they are about 2x3" and all one color (so they know where to store them). This can pose a problem once they get them to your space, so label each box well to ensure your unpacking is as streamlined as it can be. Tips: You can make box labels on bright blue paper with your name. You can make a spreadsheet, number the boxes, and type what is in each one so you know if anything is missing when you unpack. Giganitic Sharpies are perfect for this, and you can use them in several different colors.

Color-Coding is Your Friend

Tips: Pick a colored duct tape to use on must-have boxes. Wrap the tape all the way around the box. Labels are great, but if you can't see the label, it's no help. Using different colored Sharpies for different categories can also help when moving boxes to certain areas for unpacking. In a sea of brown boxes, all of these strategies will help your must-have boxes stand out from the rest. You will notice a green box (easily packed with what is needed first once you return to your space) if all the others are brown.

Take Your Really FRAGILE & Personal Items Home

Our movers and contractors will be working around and moving things in your space and you will not have access to them. You do not want your items to accidentally get lost or be damaged. Because of that, we suggest you take your really fragile and personal items home.

Pack Your Two 45 Day Boxes LAST

Pack your two boxes of 45 Day stuff LAST so they will be easy to get to. These are the two most important boxes you will pack!

Take Pictures of Your Space

You may have some difficulty remembering what all was in your office space. Taking lots of pictures can help ensure that your setup is returned to normal once you move back into your space. If it will help, coordinate with your neighbors to ensure your space is documented properly.

Christal Albrecht

From: Juanita Marasckin
Sent: Tuesday, February 11, 2020 5:06 PM
To: Matthew Graves; Amos Byington
Cc: Christal Albrecht; Cynthia Griffith; Wendy Del Bello; Hameedah R Majeed; Karl Stager; Lori King
Subject: Construction Schedule

Greetings All –

It was discussed recently that the timeline for building construction may be altered a bit when we get to C Building.

At your Thursday, February 13th Construction Meeting will you please discuss the dates on the timeline we were provided 11/14/19 – as shown below.

Building R Offline (Nolan Ryan Center)	Thu 2/27/20	94 days	Sun 5/31/20
Building H Offline	Wed 3/18/20	50 days	Thu 5/7/20
Building B Offline	Sat 4/18/20	50 days	Sun 6/7/20
Building G Offline	Mon 5/11/20	94 days	Thu 8/13/20
Building E Offline	Tue 5/26/20	94 days	Fri 8/28/20
Building C Offline	Sat 8/1/20	50 days	Sun 9/20/20
Building D Offline	Mon 8/24/20	50 days	Tue 10/13/20
Building F Offline	Wed 9/16/20	50 days	Thu 11/5/20
Building N Offline	Fri 10/9/20	50 days	Sat 11/28/20
Building A Offline	Sun 11/1/20	50 days	Mon 12/21/20

We are just looking to clarify the dates, starting with C building and moving forward. The clarification will aid Lori and me in securing classrooms for any classes scheduled in the areas that will be offline, as well as securing office space for building occupants. We understand that these dates were only given as tentative dates, but our planning for classes is done so far in advance that we have to have some dates to work with for scheduling purposes. Having the dates also assists us with planning 90, 60, and 30 days out from the tentative offline date to have equipment, supplies, faculty and staff relocated.

Discussions also need to continue in regard to D building (Welding specifically) if there is really a possibility of them being pulled off line any sooner than 8/24/2020. Having D go offline any sooner will cause hardships to the current students' completion of their program. At the Welding meeting on 1/31/2020 the plan we made was based on the 8/24 closure date because they are already pushing to get their students to complete the program by that date. Closure of the Welding area any sooner (potential new date 8/17) would not allow students to complete their course without missing contact hours or having to move vast amounts of equipment.

Thank you so much for your help.

Juanita Marasckin
Executive Admin. Assistant

MEMORANDUM

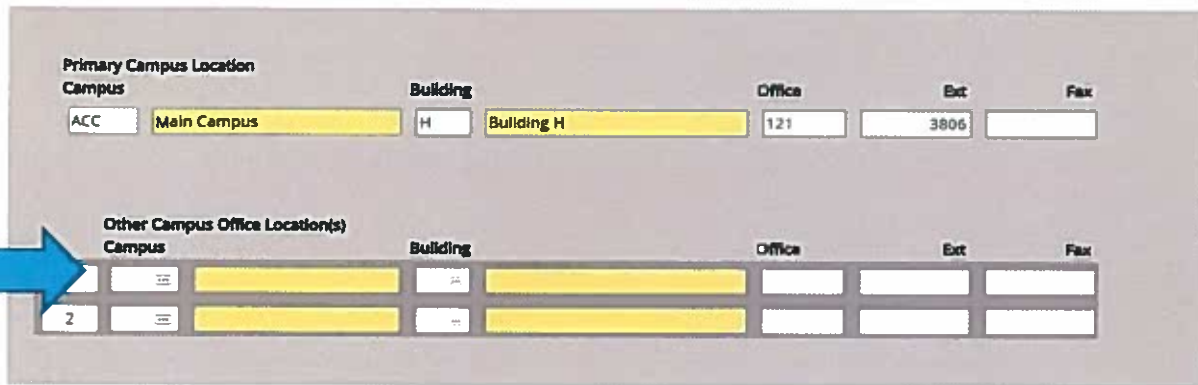
TO: Construction Management Team

FR: Karen Edwards – Executive Director, HR

DATE: February 7, 2020

RE: Construction Relocations– Employee New Room/Building Assignments

Once the employees' new office spaces and/or building spaces are identified, please update "OFFI" in Colleague. This updated information will be included on the new directory listing, so that employees may be located during the transitional period or emergencies.



Primary Campus Location		Building	Office	Ext	Fax	
Campus	ACC	Main Campus	H	Building H	121	3806

Other Campus Office Location(s)		Building	Office	Ext	Fax
Campus					
2					

Please contact the Office of Human Resources 281.756.3639 or HR@alvincollege.edu if you have additional questions.

cc: Juanita Marasckin



COVID-19 (Coronavirus) Action Plan – March 13, 2020

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

OSC Action Plan:

1. Jobsite Protocol:

- OSC to display signage regarding Wellness Tips on all jobsites, base building restrooms, freight elevator lobbies, etc. where allowed.
- OSC superintendents are to ask all trade foremen if any member of their staff is at risk of being sick or carrying illness. The supervisors are to ask these questions:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per CDC recommendations, if any answer is "yes", the worker is to be removed from the jobsite immediately and will not be allowed to return to the jobsite without a doctor's letter verifying "OK to return to work" status.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. OSC Superintendent is to send any worker home if there are any observed symptoms of sickness.
- Superintendents are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: limit all meetings to eight people or less. The Toolbox safety and Foreman & 3 week schedule meetings, etc. are to be held with only foremen and with personal distance between individuals.
- All meetings – Toolbox safety, Foreman & 3 week schedule, etc. to emphasize personal hygiene and the CDC's recommendations to prevent illness.
- No visitors are permitted to enter OSC workplaces, including jobsites, unless fundamental to the execution of the work.
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- Director of Superintendent jobsite visits are suspended where the use of technology allows, facetime, pictures, daily reports, etc. – will be the primary tool for the director and superintendent to have a "virtual walk" of the project. Directors are available for jobsite requirements as directed by Director of Field Services.

2. Office Protocol:

- OSC **may** require all non-essential office staff to work remotely via the VPN network for all tasks that can be completed remotely. Please review with your immediate supervisor for specific details for your position.
- Owner/Architect/Contract (OAC) meetings are to be rescheduled with the use of conference calls, face time, video conference, etc. in lieu of in person meetings.
- All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.
- All external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.
- All large (greater than eight attendees) in person internal meetings are to be rescheduled as a conference and/or video conference call.
- Limit all person to person contact.
- OSC to display signage regarding Wellness Tips throughout the office, restrooms, breakroom, etc.
- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Follow all CDC protocol.

3. COVID-19 Measures:

- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is confirmed to have COVID-19, OSC will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is diagnosed with COVID-19, they must stay home. OSC will provide paid leave (without affecting PTO) for up to fourteen (14) days, the anticipated quarantine timeframe.
- OSC will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

4. Travel Protocol:

OSC advises employees before considering travel to take certain steps:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. <https://wwwnc.cdc.gov/travel/>
- Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>
- Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.
- **OSC will enforce a mandatory 14 day self quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.**
- Inform supervisor prior to scheduling any travel.

5. General Protocol:

OSC will actively encourage sick employees to stay home:

- If employees or subcontractor employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - Fever
 - Cough
 - Shortness of breath
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees should immediately notify their supervisor and stay home if they are sick.
- OSC will communicate with our subcontractors and temporary staffing companies about the importance of sick employees staying home and/or going to the doctor.
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- OSC will communicate the following to its employees and contractors:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

O'Donnell/ Snider Construction is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. OSC's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.





WARNING

	Personal Protection Equipment (PPE)
	
	MUST BE WORN AT ALL TIMES
	

1900 West Loop South • Suite 500 • Houston, TX 77027 • 713.765.7000

CAUTION



STOP

Construction
Personnel
Only

1900 West Loop South • Suite 500 • Houston, TX 77027 • 713.765.7000

WARNING



STOP

**CONSTRUCTION
AREA
Do Not Enter**

1900 West Loop South • Suite 500 • Houston, TX 77027 • 713.765.7000

ADVERTENCIA

		
---	---	---

- Cascos
- Gafas de Protección
- Botas de suela dura

**DEBEN SER
USADOS TODO
EL TIEMPO**

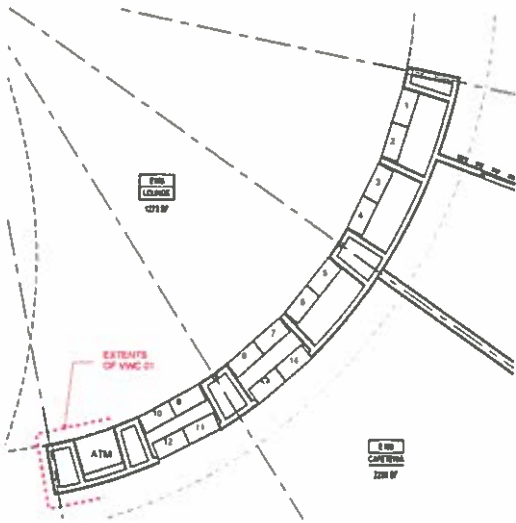
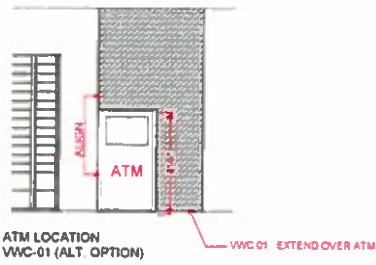
1900 West Loop South • Suite 500 • Houston, TX 77027 • 713.765.7000

ATTENTION



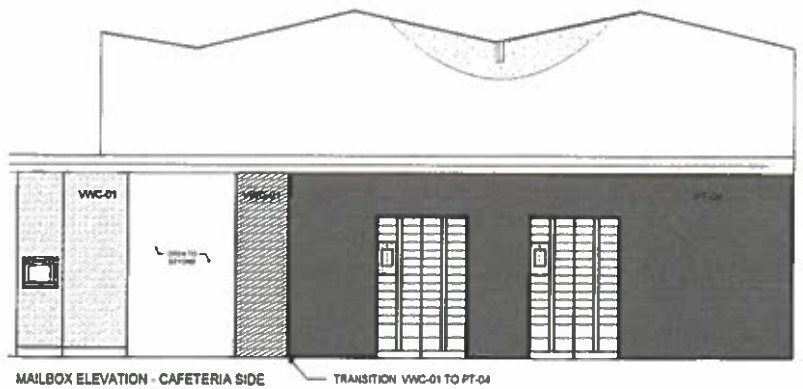
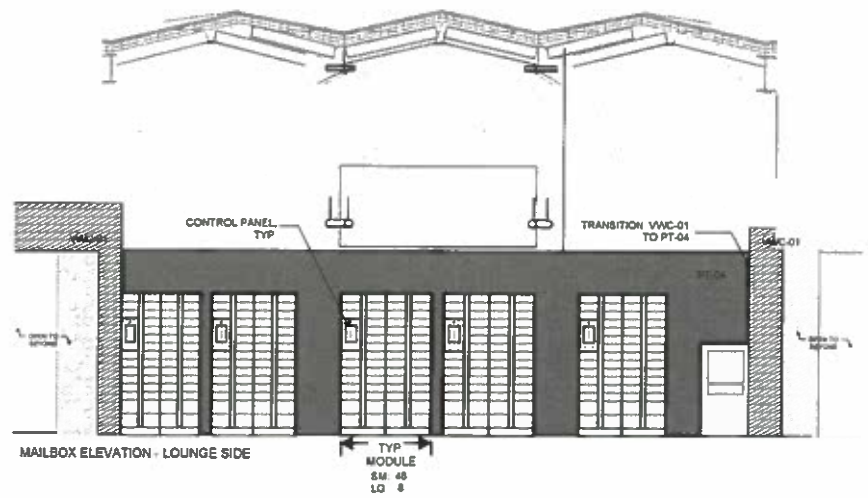
**ALVIN COMMUNITY COLLEGE
TOBACCO & VAPE
FREE CAMPUS**

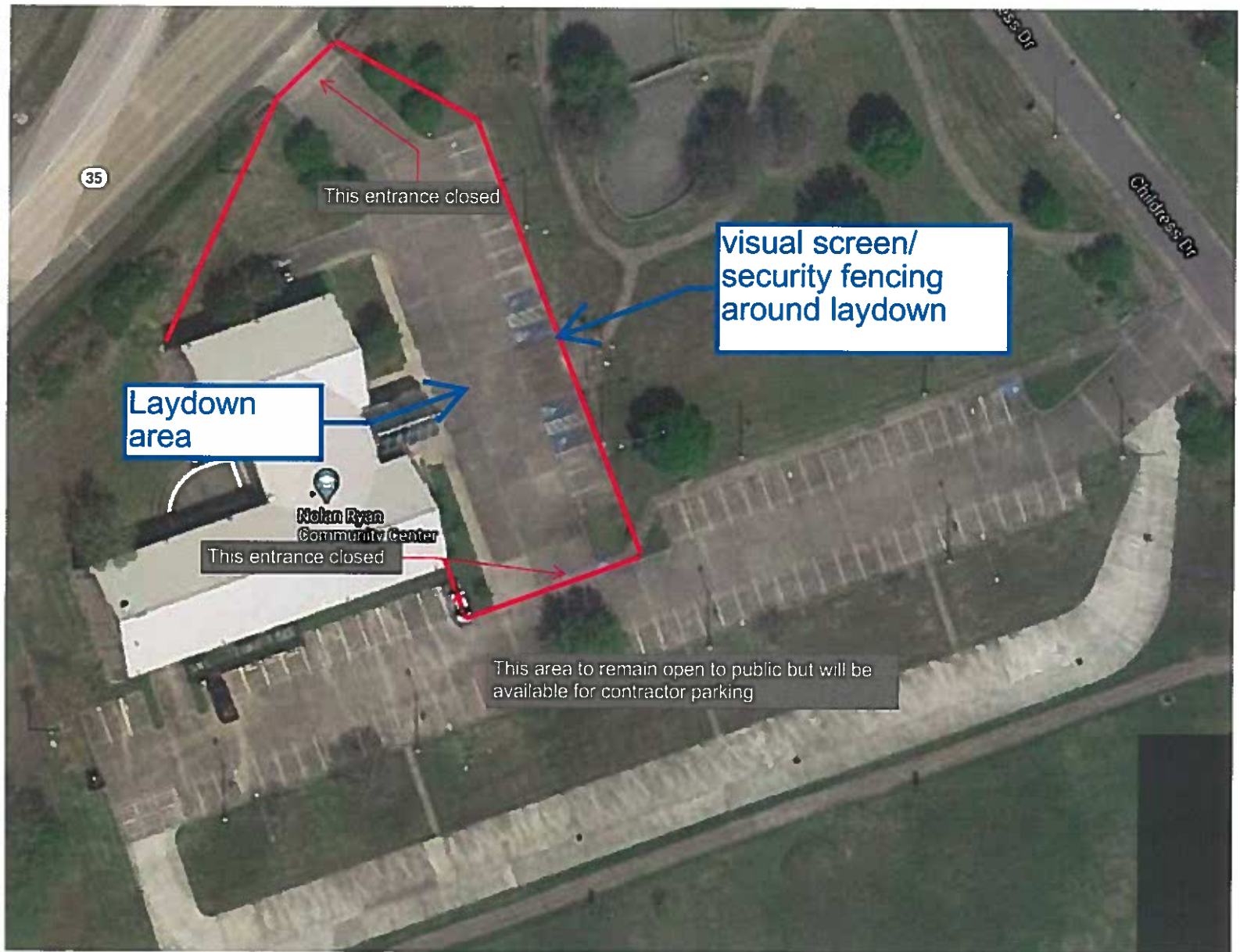
1900 West Loop South • Suite 500 • Houston, TX 77027 • 713.765.7000



MAILBOX PLAN CONFIGURATION

MAILBOX TOTALS:	SMALL	LARGE
14 MODULES.	336	56





















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: 68-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: May 5, 2020

SUBJECT: Information Regarding Distribution of CARES Act Emergency Financial Aid to Students and the Distribution of the Institutional Portion of the CARES Act Fund

On April 9, 2020, Alvin Community College (ACC) was notified by the Secretary of Education, Betsy DeVos, that the college would receive \$1,138,749 of CARES Act Emergency Financial Aid to Students. We were instructed to allocate these funds as cash grants directly to students with the greatest need to cover expenses related to the disruption of campus operations due to the coronavirus (including food, housing, course materials, technology health care, and childcare). ACC developed a system to distribute the funds based upon whether the student received a Pell grant or a student loan and by the number of credit hours taken during the spring semester (see email). An application process was developed for students to apply from the dates of May 4 – 8, 2020. There will be two additional distributions for the Summer and Fall Semester.

The College was notified on April 21, 2000, by the Secretary of Education, Betsy DeVos, that we would receive \$1,138,749 of CARES Act Institutional Funds. There are a different set of rules surrounding the distribution of these funds. The money may, in some cases, be given to students to help them pay tuition. The money may also be given directly to students in the form of cash grants, as with the first allocation of funds. The College may choose to reimburse itself for refunds given to students and for the purchase of technology for students to enable them to transition to an online learning environment. We will continue to explore how best to use these funds to benefit the students and the college. We have a year to distribute both pools of funds.

This report is for information only.

CMA:tg



THE SECRETARY OF EDUCATION
WASHINGTON, DC 20202

April 9, 2020

Dear College and University Presidents:

These are unprecedented and challenging times for your students and for you. I know you find yourselves grappling with issues you never imagined, and I want to assure you we are here to support you in your missions and to quickly provide the resources and flexibilities you need to continue educating your students. That's why we're focused on implementing the Coronavirus Aid, Relief, and Economic Security (CARES) Act quickly and faithfully.

I gave my team a charge as soon as the CARES Act was signed into law: get support to those most in need as quickly as possible. That starts with college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

As you know, the CARES Act provides several different methods for distributing roughly \$14 billion in funds to institutions of higher education. The most significant portion of that funding allocation provides that \$12.56 billion will be distributed to institutions using a formula based on student enrollment. Of the amount allocated to each institution under this formula, at least 50 percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. We are prioritizing this funding stream in order to get money in the hands of students in need as quickly as possible.

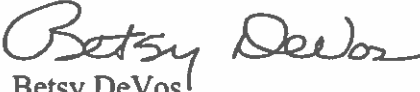
The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need. The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care). With that said, I would like to encourage the leadership of each institution to prioritize your students with the greatest need, but at the same time consider establishing a maximum funding threshold for each student to ensure that these funds are distributed as widely as possible. As a point of reference, you might consider using the maximum Federal Pell grant (for the 2019-2020 academic year, \$6,195) as that threshold. In addition, if you determine that your institution's students do not have significant financial need at this time, I would ask that you consider giving your allocation to those institutions within your state or region that might have significant need.

In order to access these funds, all institutions must sign and return the Certificate of Funding and Agreement via: [grants.gov](https://www.grants.gov/web/grants/applicants/registration.html) (<https://www.grants.gov/web/grants/applicants/registration.html>), acknowledging the terms and conditions of the funding. After the Department has received the

certificate, institutions may draw down their emergency assistance funds using the Department's G5 system.

The Department is also working expeditiously to allocate the remaining funding that is reserved for institutional use, and we will provide details on how institutions may apply for this institutional funding, as well as for other emergency funding, in the coming days. Thank you for your continued work on behalf of America's students.

Sincerely,


Betsy DeVos

Higher Education Emergency Relief Fund

Frequently Asked Questions about the Emergency Financial Aid Grants to Students under Section 18004 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund (HEERF), directs institutions of higher education (“institutions”) to use no less than 50 percent of funds received under Sections 18004(a)(1) and 18004(c) of the CARES Act to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. These FAQs address only those funds provided by the Secretary to an institution for emergency financial aid grants to students under Sections 18004(a)(1) and 18004(c) of the CARES Act.

- 1) Can institutions that have provided refunds to students for room and board, tuition, and other fees (such as activities fees) reimburse themselves from the funds for the emergency financial aid grants to students?**

No. The CARES Act requires institutions to use no less than 50 percent of HEERF funds received under Sections 18004(a)(1) and 18004(c) of the CARES Act to provide emergency financial aid grants to students. These funds distributed by the Department represent the 50 percent minimum of each institution’s HEERF funds under Section 18004(a)(1) of the CARES Act for these emergency financial aid grants to students. Section 2 of the Funding Certification and Agreement for the Emergency Financial Aid Grants to Students states: “Recipient shall not use [these] funds to reimburse itself for any costs or expenses, including but not limited to any costs associated with significant changes to the delivery of instruction due to the coronavirus and/or any refunds or other benefits that Recipient previously issued to students.”

Institutions will have more flexibility in the use of the portion of the HEERF that is made available to cover an institution’s costs associated with significant changes to the delivery of instruction due to the coronavirus. The Department will provide a Frequently Asked Questions (FAQ) document regarding the allowable uses of funds for an institution’s costs shortly after making those funds available to institutions.

- 2) Can institutions that have provided information technology hardware (such as laptops, hotspot internet devices, etc.) and other related equipment to students reimburse themselves from the funds for the emergency financial aid grants to students?**

No. The CARES Act requires institutions to provide the emergency financial aid grants to students. Section 2 of the Funding Certification and Agreement for the Emergency Financial Aid Grants to Students states: “Recipient shall not use [these] funds to reimburse itself for any costs or expenses, including but not limited to any costs associated with significant changes to the delivery of instruction due to the coronavirus and/or any refunds or other benefits that Recipient previously issued to students.”

9) What students are eligible to receive emergency financial aid grants from the HEERF?

Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting.

10) Will funds provided through the *CARES Act* be included in an institution's 90/10 calculation?

Funds paid directly to institutions by the Department through the HEERF will not be included as revenue for 90/10 purposes.

11) How must institutions pay the emergency financial aid grants to students?

Institutions may provide emergency financial aid grants to students using checks, electronic transfer payments, debit cards, and payment apps that adhere to the Department's requirements for paying credit balances to students. The disbursement of the emergency financial aid grant to the student must remain unencumbered by the institution; debts, charges, fees, or other amounts owed to the institution may not be deducted from the emergency financial aid grant. The emergency financial aid grant may not be made to students through the use of a credit card that can be used only on campus or in a retail outlet affiliated with the institution.

12) At institutions that provide both online and ground-based education, are students who were enrolled exclusively in online programs prior to the national emergency due to the coronavirus eligible to receive emergency financial aid grants?

At institutions that provide both online and ground-based education, those students who were enrolled exclusively in an online program on March 13, 2020, the date of the President's Proclamation, "Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak," *Federal Register* Vol. 85, No. 53 at 15337-38, are not eligible for emergency financial aid grants. The formula provided by Congress for calculating the distribution of funds to institutions excludes students who were exclusively enrolled in distance education courses. Additionally, the emergency financial

**Alvin Community College
Plan for Distributing the
“Coronavirus Aid, Relief, and Economic Security Act (CARES Act),
Higher Education Emergency Relief Fund (HEERF)” Student Share Grant Funds
May 1, 2020**

The ACC Executive Leadership Team created a plan for fifty (50) percent of ACC’s “Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Higher Education Emergency Relief Fund (HEERF)” grant funds which are considered the “Student Share” of the total grant funding. The amount of Student Share funds to be distributed directly to students is \$1,138,749.

These Student Share funds are to go directly to students for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus. Per the Recipient’s Funding Certification and Agreement, ACC has one year from the date we signed the certification to spend the HEERF—Student Share funds. President Albrecht signed the certification on April 25, 2020. Therefore, we have until April 26, 2021 to spend the HEERF Student Share funds.

The proposed plan is described below and is based on the Secretary of Education’s “Recipient’s Funding Certification and Agreement Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act” and other guidance from Congress, the Department of Education and the National Association of Student Financial Aid Administrators (NASFAA).

1. All students who were enrolled in the Spring 2020 semester, on March 13, 2020, except TDCJ students, Deferred Action for Childhood Arrivals (DACA) undocumented students, dual credit students, international students, continuing education students, all students taking classes completely online during spring and students who withdrew prior to March 16, 2020, will be invited to make application for these grant funds. This includes, but is not limited to, academic and technical programs, and full-time and part-time students.
2. Students who have not already completed a FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) must complete the application in order to be eligible. Students will be invited to make application for emergency funds through an electronic application. The link to the application is <https://alvincollege.academicworks.com/opportunities/609>
3. The application is brief and asks students to provide their name, address, current student status, reasons for needing the funds (options include food, housing, transportation, child care, health care, technology and other, with brief description) signature, and date. Students must certify they have not previously received HEERF grant funds from another college.

**Alvin Community College
Plan for Distributing the
“Coronavirus Aid, Relief, and Economic Security Act (CARES Act),
Higher Education Emergency Relief Fund (HEERF)” Student Share Grant Funds
May 1, 2020**

4. Students will be made aware of the opportunity to apply for the emergency grant funds through an invitation sent to their ACC email accounts, an invitation through Blackboard, faculty announcements and word-of-mouth. Posting will also be placed on social media, the ACC website, and the ACC alert system encouraging students to check their ACC email for related information.
5. The submitted applications will be automatically received by the Director of Financial Aid who will review them to ensure they are complete and to verify the following:
 - a. Student’s mailing address;
 - b. Student was enrolled on March 16, 2020 and currently active;
 - c. Student’s residency status;
 - d. Verify that a Social Security number is valid in the system (or an ITIN- Individual Taxpayer Identification Number)
 - e. The following criteria will be used to determine approval:
 - i. Was the student’s application complete?
 - ii. Did the student complete the FAFSA?
 - iii. Did the student indicate his/her reason(s) for hardship as one or more of the following: food, housing, transportation, childcare, healthcare, or other?
 - iv. If the student indicated his/her hardship as “other”, did the reason given justify approval in the professional judgement of the Financial Aid Director.
 - v. Has the student previously received HEERF grant funds for this emergency from another institution?
 - vi. Award amounts will be determined and documented according to Section 6.i. below.
6. Budget for Grants:
 - a. Individual grant awards will be given to approved students’ based on the following:
 - i. Awards will be determined based on students completed FAFSA and Student Relief Grant Application form.
 - ii. Awards will be given to approved students based on the following:
Enrolled in 1 to 8 hours: \$300
Enrolled in 9 to 12 hours: \$400
Enrolled in over 12 hours: \$500

**Alvin Community College
Plan for Distributing the
“Coronavirus Aid, Relief, and Economic Security Act (CARES Act),
Higher Education Emergency Relief Fund (HEERF)” Student Share Grant Funds
May 1, 2020**

These amounts will allow ACC to assist the greatest number of students with an amount that should provide reasonable assistance covering at least one of the possible hardships. Approved applications will be awarded on a first-come-first-received basis, until all funds are awarded or the end of the semester, whichever comes first.

iii. It is proposed that the \$1,138,749 be distributed as follows:

Spring 2020	20% of funds	\$227,750
Summer 2020	30% of fund	\$341,624
Fall 2020	50% of fund	\$569,374

Through the process of awarding the spring grants, the ELT will determine if adjustments need to be made to improve efficiencies in the distribution of funds. Additionally, the ELT will then have data to determine if fewer students request grants than anticipated. If this occurs, the ELT will make adjustments in an effort to invite a larger number of students to apply. It is not known how many students will apply and how quickly they will apply. The College President and the ACC Board of Regents will receive periodic updates regarding the grant distributions.

7. After determining if the student is approved or denied, the Financial Aid Office will send an email communication to the student indicating their decision. If approved, instructions will be included explaining how the funds will be sent. If denied, reasons for denial will be included.
8. The Financial Aid Office will record the approved grants onto the students' financial aid account. The Business Office will then disburse the funds to the students. Grants will either be electronically deposited into the student's bank account or mailed, for those without accounts or picked up from the college. The Financial Aid Office and the Business Office will monitor this process to ensure proper processing of awards.
9. The College will determine the appropriate reporting methods to report the following required information to the DOE:
 - a. How grants were distributed to students;

**Alvin Community College
Plan for Distributing the
“Coronavirus Aid, Relief, and Economic Security Act (CARES Act),
Higher Education Emergency Relief Fund (HEERF)” Student Share Grant Funds
May 1, 2020**

- b. The amount of each grant awarded to each student;
 - c. Any instructions or directions given to students about the grants
- 10. ACC will provide follow-up information to students regarding additional emergency relief resources available within our communities.

Revised 4/30/2020

Christal Albrecht

From: Gabriela Leon
Sent: Thursday, April 30, 2020 3:50 PM
To: Christal Albrecht; Wendy Del Bello; Jade Borne; Sydney G Hildenburg; Cynthia Griffith; Karl Stager; Karen Edwards; Tammy L Giffrow
Subject: FW: Federal CARES Aid Assistance Application

Hello all,

The example test below is the email that just went out to 975 students to notify them of the CARE funds being available.

Gaby Leon

Financial Aid Director
Ext.3523

From: fa@alvincollege.edu [mailto:fa@alvincollege.edu]
Sent: Thursday, April 30, 2020 3:16 PM
To: Gabriela Leon <gleon@alvincollege.edu>
Cc: gleon12628@gmail.com
Subject: Federal CARES Aid Assistance Application

Dear Gabriela, ACC ID # 0342210,

We know these are very challenging times and that many of you are experiencing great need due to the COVID-19 pandemic. ACC is here to help and the Coronavirus Aid, Relief, and Economic Security (CARES) Act has provided ACC with the necessary funds to help students with needs such as housing, laptops, internet, and food insecurities. You are receiving this email because you are enrolled in this spring semester and you might be eligible to receive assistance if you meet the requirements for this funds.

If you have been affected and would like to apply for this fund, please submit the application at <https://alvincollege.academicworks.com/opportunities/609> using the first part of your ACC email address (before the at sign) and your POD password. The application will be available starting May 4th at 8am through midnight May 8th for you to request assistance. Submission of an application **does not** guarantee emergency grant funds. If you meet all the qualifications and criteria, the amounts will be determined as follow and will be awarded on a first come first serve basis, until funds have been depleted.

Enrolled in 1 to 8 hours: \$300
Enrolled in 9 to 12 hours: \$400
Enrolled in over 12 hours: \$500

Please allow three to four business days to learn the status of your application. For those approved we will send you an email communication indicating this decision . If approved, instructions will be included explaining how the funds will be sent. If denied, you will be receiving an email communication that will include the reason(s) for denial.

Please let us know if you have questions! We are here to help!

Sincerely,
ACC Financial Aid Office



Order	Text	Field	Required	Review
	Please list your first and last name.	10220		Yes
	What is your address?	10221		Yes
	What is your phone number?	10223		Yes
	What is your ACC student email address?	10222		Yes
	What is your ACC ID number?	10224		Yes
	What is your Social Security number?	10234		Yes
	Have you already completed the FAFSA application?	10226		Yes
	What type of student are you?	10225		Yes
	Briefly describe the hardship(s) you are experiencing	10230		Yes
	Are you requesting assistance for: Food Transportation Healthcare Computer Equipment Childcare Housing	10229		Yes
	Have you already received a Student Relief Grant from another college?	10231		Yes
	What is today's date?	10232		Yes
	At the end of this application, you will automatically be taken to the General Application. You do NOT need to complete the	10233		No

Order	Text	Field	Required	Review
	General Application. Please exit once your application says "successfully submitted". We will respond to your application in a very timely manner. Thank you.			
	Community Knowledgebase Case Central Chat			



THE SECRETARY OF EDUCATION
WASHINGTON, DC 20202

April 21, 2020

Dear College and University Presidents:

We continue to make good on our promise to quickly make Coronavirus Aid, Relief, and Economic Security (CARES) Act funding available so that you can serve students and help them continue to learn during this unprecedented time. It's been two weeks now since the Department made \$6.3 billion in initial formula grants available to institutions to provide emergency financial aid grants to college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. These expedited awards reflected my top priority in administering the CARES Act: to get support to those most in need as quickly as possible. As of today, about half of institutions have completed the simple applications required to access these funds, which means many students are still waiting for emergency financial relief. I hope those that haven't will act quickly to help their students.

Today, we're releasing information on how to access the second half of formula grants to institutions of higher education authorized by Section 18004(a)(1) of the CARES Act, also known as the funds for "Recipient's Institutional Costs."

Section 18004(c) of the CARES Act allows your institution to use up to one-half of the total funds received under Section 18004(a)(1) to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. The funding for Recipient's Institutional Costs, which I am making available today through a second Certification and Agreement process, is separate from the funding previously made available for Emergency Financial Aid Grants to Students. Because helping students remains our number one priority, please note that your institution must have entered into the Funding Certification and Agreement for Emergency Financial Aid Grants to Students before submitting the second Certification and Agreement for Recipient's Institutional Costs.

While I know you face many challenges arising from the COVID-19 pandemic, I encourage you to use the portion of your award for Recipient's Institutional Costs to expand your remote learning programs, build your IT capacity to support such programs, and train faculty and staff to operate effectively in a remote learning environment. These activities will help ensure that learning can continue for your students during the Nation's recovery from the coronavirus pandemic, and strengthen your position to support continued learning in the future.

I also encourage you to consider using the funds for Recipient's Institutional Costs to expand support for your students with the most significant financial needs arising from the coronavirus pandemic, including eligible expenses under a student's cost of attendance, such as course materials, technology, health care, childcare, food, and housing.

In order to access the funds for Recipient's Institutional Costs under Sections 18004(a)(1) and 18004(c) of the CARES Act, please sign the Recipient's Funding Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund (available for download on our Office of Postsecondary Education's CARES Act website (<https://www.ed.gov/about/offices/list/oep/caresact.html>) and return via grants.gov (<https://www.grants.gov>), acknowledging and agreeing to the terms and conditions of the funding. After the Department has received the Certification and Agreement and verified the information therein, institutions may draw down their funds for the Recipient's Institutional Costs using the Department's G5 system.

Once again, I am pleased to have been able to move quickly to award funds provided under the CARES Act to meet the needs of both students and institutions as we work together to overcome the impact of the coronavirus pandemic on teaching and learning in our postsecondary institutions. I look forward to continuing to work with you on behalf of America's students.

Sincerely,

Betsy DeVos

Higher Education Emergency Relief Fund

Frequently Asked Questions about the Institutional Portion of the Higher Education Emergency Relief Fund under Section 18004(a)(1) and 18004(c) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The CARES Act establishes and funds the Higher Education Emergency Relief Fund (HEERF). Sections 18004(a)(1) and 18004(c) of the CARES Act, which address the HEERF, allow institutions of higher education to use up to 50 percent of the funds they receive to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship (collectively referred to as “Recipient’s Institutional Costs”). These FAQs address only the funds for Recipient’s Institutional Costs provided by the Secretary to an institution under Section 18004(a)(1) and subject to Section 18004(c).

- 1) If an institution does not enter into the Funding Certification and Agreement for Emergency Financial Aid Grants to Students under the CARES Act, may the institution still receive funds for Recipient’s Institutional Costs?**

No. An institution must have entered into the Funding Certification and Agreement for Emergency Financial Aid Grants to Students under the CARES Act to receive funds for Recipient’s Institutional Costs.

- 2) Who must sign the Certification and Agreement for the Institutional Portion of the HEERF Formula Grants Authorized by Sections 18004(a)(1) and 18004(c) of the CARES Act?**

An institution’s authorized representative must sign the Certification and Agreement. Typically, that person is the institution’s president, chancellor, or Chief Executive Officer (CEO), or their delegated representative.

- 3) May institutions that have provided refunds to students for room and board, tuition, and other fees (such as activities fees) reimburse themselves from the funds for Recipient’s Institutional Costs made available through the HEERF?**

Yes. Institutions may use the funds for Recipient’s Institutional Costs to provide refunds to students for room and board, tuition, and other fees as a result of significant changes to the delivery of instruction, including interruptions in instruction, due to the coronavirus. Institutions also may reimburse themselves for refunds previously made to students on or after March 13, 2020, the date of the President’s Proclamation, “Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak,” *Federal Register* Vol. 85, No. 53 at 15337-38 (hereinafter “Proclamation of National Emergency”), if those refunds were necessitated by significant changes to the delivery of instruction, including interruptions in instruction, due to the coronavirus.

- 4) May institutions use the funds for Recipient's Institutional Costs to purchase laptops, hotspots, or other information technology equipment and software to enable students to participate in distance learning as a result of a significant change to the delivery of instruction due to the coronavirus? May institutions use those funds to reimburse themselves for computers already purchased for and distributed to students?**

Yes. Institutions may use the funds for Recipient's Institutional Costs to purchase equipment or software, pay for online licensing fees, or pay for internet service to enable students to transition to distance learning as such costs are associated with a significant change in the delivery of instruction due to the coronavirus. Additionally, institutions that purchased computers or other equipment to donate or provide to students on or after March 13, 2020, the date of the Proclamation of National Emergency, may reimburse themselves for such computers or other equipment from the funds for Recipient's Institutional Costs.

- 5) May institutions use the funds for Recipient's Institutional Costs to make additional emergency financial aid grants to students?**

Yes. Institutions may use the funds for Recipient's Institutional Costs received through the HEERF under Sections 18004(a)(1) and 18004(c) of the CARES Act to make additional emergency financial aid grants to students, provided that such emergency financial aid grants are for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care). Additionally, as explained in the Frequently Asked Questions about the Emergency Financial Aid Grants to Students under Section 18004 of the CARES Act, students must be eligible to receive emergency financial aid grants, and only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants.

- 6) Online students may not have faced interruptions of their education, but they face significant financial hardships as a result of the coronavirus. May institutions that provide both online and ground-based education use the funds for Recipient's Institutional Costs to provide emergency financial aid grants to students who were enrolled exclusively in online programs prior to the national emergency?**

No. At institutions that provide both online and ground-based education, those students who were enrolled exclusively in online programs on March 13, 2020, the date of the Proclamation of National Emergency, are not eligible for emergency financial aid grants. The formula provided by Congress for calculating the distribution of funds to institutions excludes students who were exclusively enrolled in distance education courses. Additionally, the emergency financial aid grants to students are for expenses related to the disruption of campus operations due to coronavirus, and students who were enrolled exclusively in online programs would not have expenses related to the disruption of campus operations due to coronavirus.

7) May institutions use the funds for Recipient's Institutional Costs to award scholarships or to provide payment for future academic terms?

It depends. Section 18004(c) of the CARES Act expressly states that the funds for Recipient's Institutional Costs are to cover costs associated with significant changes to the delivery of instruction due to the coronavirus. Institutions may also use the funds for Recipient's Institutional Costs received through the HEERF under Sections 18004(a)(1) and 18004(c) of the CARES Act to make additional emergency financial aid grants to students, provided that such emergency financial aid grants are for expenses related to the disruption of campus operations due to coronavirus (see FAQ #5). As long as awarding scholarships and providing payment for future academic terms are costs associated with significant changes to the delivery of instruction due to the coronavirus or, if provided to students in the form of emergency financial aid, are for expenses related to the disruption of campus operations due to coronavirus, such uses are allowable.

8) The Certification and Agreement for the Institutional Portion of the HEERF states that the funds for Recipient's Institutional Costs cannot be used for the provision of pre-enrollment recruitment activities, including marketing and advertising. Some institutions use an Online Program Management (OPM) provider to both provide a distance learning platform or learning management system and to engage in student recruitment. May institutions use the funds for Recipient's Institutional Costs to pay an OPM provider for the added costs of transitioning ground-based students to distance learning instruction due to the coronavirus?

Institutions may use the funds for Recipient's Institutional Costs to pay a per-student fee to a third-party service provider, including an OPM, for each additional student using the distance learning platform, learning management system, online resources, or other support services; however, institutions may not use funds for Recipient's Institutional Costs to pay third-party recruiters or OPMs for recruiting or enrolling new students at the institution.

9) What data will the Department require institutions to report after disbursement of the Recipient's Institutional Costs?

As explained in the Funding Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund, the institution should be prepared to report the use of the funds for Recipient's Institutional Costs, demonstrating such use was in accordance with Section 18004(c), accounting for the amount of reimbursements to the Recipient for costs related to refunds made to students for housing, food, or other services that Recipient could no longer provide, and describing any internal controls Recipient has in place to ensure that funds were used for allowable purposes and in accordance with cash management principles. The Department will publish a notice in the Federal Register to provide instructions to institutions on these reporting requirements. The Department encourages institutions to keep detailed records of how they are expending all funds received under the HEERF.

10) Where can institutions locate additional resources and guidance related to these Institutional Emergency Relief Funds?

All CARES Act grant resources and guidance can be found on the Office of Postsecondary Education's webpage: <https://www2.ed.gov/about/offices/list/ope/caresact.html>.



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: 65-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: May 1, 2020

SUBJECT: Contract Recommendations for 2020-2021

The following is a list of recommended contracts for 2020-2021. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

ADMINISTRATIVE CONTRACTS (Annual)

The following is a list of recommended Administrative Contracts for 2020-2021. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

1 Jade Borne	VP, Student Services	6 John Matula	Dean, Arts & Sciences
2 Wendy Del Bello	Assist to President/Ex Dir Develop	7 Nadia Nazarenko	Dean, General Education & Academic Support
3 Stacy Ebert	Dean, Legal & Health Sciences	8 Jeffrey Parks	Dean, Professional, Technical & Human Performance
4 Karen Edwards	Executive Director, HR	9 Karl Stager	VP, Administrative Services
5 Cynthia Griffith	VP, Instruction		

**PROFESSIONAL CONTRACTS (Annual)**

The following is a list of recommended Professional Contracts for 2020-2021. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. Board of Regents Policy Manual, DMC (LOCAL)

1 Daniel Abrego	Programmer	30 Kevin Jurek	Network Administrator
2 Brian Allen	Chief, Campus Police	31 Kelly Klimpt	Dir, Information Technology
3 Roger Bell	Technical Services Librarian	32 Deborah Kraft	Dir, Fiscal Affairs/Comptroller
4 Fred Bellows	Systems/DB Administrator	33 Hong "Louise" Le	Accountant
5 Dameria Boston	Pathway Advisor	34 Gabriella Leon	Dir, Financial Aid
6 Sara Bouse	Dir, TDCJ Programs	35 Christina Maartens	Pathway Advisor
7 Tamela Braswell	Research Associate	36 Akilah Martin	Dir, College & Career Pathways
8 Steve Cabrera	Manager, Network	37 Hameedah Majeed	Dir, Physical Plant
9 Kelly Caleb	Sr HR Generalist	38 Rebecca McClain	Head Librarian
10 Gayland Capps	Grant Coordinator	39 Alan Phillips	Dir, Purchasing
11 Andrea Celestine	Assistant Registrar	40 Laura Pool	Coor, Distance Education
12 Robin Dahms	Coor, Campus Events/Spec Proj	41 Michael Pounds	Pathway Advisor
13 Ben Deadwyler	Manager, Information Tech	42 Jessica Ranero-Ramirez	Pathway Advisor
14 Patricia Dildy	Dir, Child Care Center	43 Irene Robinson	Registrar
15 Charzetta Fleming	Web Administrator	44 Yoroba Russell	Pathway Advisor
16 Dakstone Fleming	Videographer/Photographer	45 Sammi Sanders	Digital Marketing Specialist
17 Debra Fontenot	Dir, Nursing Programs	46 Patrick Sanger	Dir, Institutional Research
18 Natalie Freese	Dir, Learning Commons	47 Monica Silvas	Pathway Advisor
19 Daveon Gee	College Recruiter	48 Lorrent Smith	Dir, Marketing & Media
20 Daniel Gonzalez Jr.	Dir, Distance Education	49 Jessica Solcich	Financial Aid Counselor
21 Eduardo Gonzalez	Assistant Dir, Physical Plant	50 Amanda Smithson	Pathway Advisor
22 Logan Griffith	Programmer	51 D'Carrey Stell	Coor, Designer/Technical Theatre
23 Lola "Lilly" Guu	Counselor	52 Diana Stiles	Counselor
24 Brett Haduch	Coor, Disability Services	53 John Tompkins	Coordinator, Communications
25 Dacia Henderson	Web Designer	54 Alpha Trevino	Pathway Advisor
26 Deborah "Toby" Herzog	Pathway Advisor	55 William Trevino	Dir, Testing
27 Chakoa Jefferson	Pathway Advisor - TDCJ	56 Harold Wicker	Network Security Administrator
28 Laurel Joseph	Assistant Dir, Fiscal Affairs	57 Holly Williams	Dir, Student Success and Advising
29 Querencia Joshua	Coor, Student Activities		



ANNUAL FACULTY CONTRACTS

Listed below are faculty members currently employed on an annual contract. It is recommended that they be approved by the Board of Regents to receive an annual appointment for the 2020-2021 academic year. These appointments may also be impacted by the need to reduce financial expenditures, if the College faces a situation of financial exigency. Board of Regents Policy Manual, DMC (LOCAL)

1	Bob Ash	Process Technology	22	Erin MacKenzie	Biology
2	Ian Baldwin	History	23	Alexander Marriott	History
3	Jennifer Brazil	Mathematics	24	Ashlea Massie	English
4	Viseeta Brown	Health Information Management	25	Justin Morgan	Associate Degree Nursing
5	Thomas Burke	Mathematics	26	David Mustain	Automotive Technology - TDCJ
6	Joshua Cowan	English	27	Sibel Newton	Industrial Design Technology
7	Kristina Etheridge	Diagnostic Cardio Sonography	28	Philip O'Brien	Geology
8	Nancy Fitzgerald	Biology	29	Don Parus	Process Technology
9	Ashley Fonteno-Bellard	English	30	Albert Pasaoa	Economics
10	Jerri Torres-Farmer	Sports/Human Performance	31	George Phillips	Law Enforcement
11	Hailey Fuller	History	32	Christopher Pulido	Biology
12	Darron Garner	Human Services & Addiction	33	Elizabeth Saucedo	Associate Degree Nursing
13	Shannon Graham	Emergency Medical Technology	34	Jason Schreiber	Sports/Human Performance
14	Amairani Hernandez-Garcia	Mathematics	35	Mary Song	English
15	Travis Hill	Emergency Medical Technology	36	Maria Starling	Speech
16	Manuela Imthurn	Mathematics	37	Alexander Swiger	English
17	Mary Jove	Management	38	Laura Tapp	Mathematics
18	Azalia Kettler	Associate Degree Nursing	39	Kathryn Trantham	Diagnostic Cardio Sonography
19	Heather Lewis	Biology	40	Courtney Wolfe	Associate Degree Nursing
20	Karina Lovas	Government	41	Sheila Woods	Accounting
21	Edmund Luquette	Economics			



FACULTY RECOMMENDED FOR TENURE

Listed below are faculty members currently performing under an annual appointment. Having met the established tenure criteria, it is recommended that they be approved by the Board of Regents to receive a Tenured Faculty appointment with the 2020-2021 academic year. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. Board of Regents Policy Manual, DMC (LOCAL)

1	Brian Berger	Chemistry	4	Cindy Dalmolin	Psychology
2	Mekonnen Birru	Associate Degree Nursing	5	Amy Terbrock	Foreign Language
3	Andrea Busch	Office Administration	6	Jocelyn Wiltz	Associate Degree Nursing

TENURED FACULTY CONTRACTS

These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. Board of Regents Policy Manual, DMC (LOCAL)

1	Karen Barnett	Legal Studies	28	James Langley	Industrial Design Technology
2	Leslie Bartosh	Culinary Arts	29	Dennis La Valley	Arts
3	Charley Bevill	English	30	Cathy LeBouef	Computer Info Technology
4	James Boler	Mathematics	31	Bill Lewis	Communications
5	Rhonda Boone	Pharmacy Technology	32	Marby McKinney	Respiratory Care
6	Rosemary Bowen	Culinary Arts - TDCJ	33	Elizabeth McLane	Government
7	Earnest Burnett	Speech	34	Tory McTaggart	Vocational Nursing
8	Jay Burton	Speech / Drama	35	Richard Melvin	Computer Science
9	Tana Hafner-Burton	Associate Degree Nursing	36	Joseph Mills	Physics
10	Chris Chance	History	37	Kevin Moody	Music
11	Haley Collins	English	38	Leigh Ann Moore	English
12	Tonya Creel	Psychology	39	Tommy Dan Morgan	Biology
13	Deanna Dick	Mathematics	40	Jason Nichols	Radio/TV Broadcasting
14	Traci Elliott	Psychology	41	Saul Olivares	Foreign Languages



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

15	Craig Fos	Criminal Justice	42	Carlos Ordonez	Art
16	David Griffith	Music / Band Director	43	Thomas Parker	English
17	Jennifer Hopkins	Mathematics	44	Sosina Peterson	Mathematics
18	Larry Huffman	Industrial Design Tech-TDCJ	45	Tim Reynolds	Economics
19	Bea Hugetz	English	46	Dwight Rhodes	Biology / Horticulture
20	Johanna Hume	History / Government	47	Itzel Richarte	Foreign Languages
21	Kevin Jefferies	Government	48	Dianna Smith	Office Administration
22	Bonny Johnson	Sports / Human Performance	49	Michael Smith	Computer Info Technology-TDCJ
23	Janet Joost	Associate Degree Nursing	50	Keith Vyvial	English
24	Esther Kempen	Chemistry	51	Bill Waggoner	Speech
25	Charles Kilgore	Mathematics	52	Melinda Wallace	Vocational Nursing
26	Thirty Lacy	Vocational Nursing	53	Ashley White	Associate Degree Nursing
27	Norma LaHart	Respiratory Care	54	Jeanine Wilburn	Early Care & Development

CMA:tg



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: 60-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: April 29, 2020

SUBJECT: Consider Approval of Utilizing Services of A-Rocket Moving & Storage

As the College continues to complete its construction inside different buildings, there is a need for the services of an outside firm to manage the physical labor of moving furniture, boxes and other related items from one area to another. In some cases, employees can move some of their belongings, but generally we ask one provider to manage this to ensure integrity and consistency in the process.

The College has utilized A-Rocket many times over the years and they are very familiar with our campus, processes, and procedures. A-Rocket Moving & Storage is a HUB certified firm and is a contracted Harris County Department of Education-Choice Partners Cooperative thus meeting the Purchasing requirements of ACC and the State of Texas.

At this point, due to the fluidity and some minor changes to the construction contract, we estimate an expenditure of \$ 300,000.00 through the end of the fiscal year. We may need to return to the Board seeking additional funds further into the project.

The source of funding will be Administrative Financial Services-area salary savings, general services fees and the Bond account

It is recommended that the Board of Regents approve A-Rocket Moving & Storage for moving services on the campus.

CMA:tg



MEMORANDUM NO: 61-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

CMA

DATE: May 11, 2020

SUBJECT: Consider Approval of Corestone Paving & Construction for 2018 Maintenance Bond Parking Lot and Drainage Renovations

At the January 27, 2020 meeting, the Board approved the “Purchasing Cooperative” procurement method as the best value for 4 specific projects. This approval included the Campus Wide Parking Lot Renovations projects which is comprised of rehabilitation of asphalt parking lots around Buildings A, B, C, D, E, H, and the lot which extends between the softball fields and tennis courts. Also included was the Drainage Issue Remediation (Campus Wide) project.

Corestone Paving & Construction has provided a proposal for this work, which is within the allocated budget. The total estimated expenditure is \$1,294,299 and this contract will be funded by maintenance tax notes proceeds. This estimate includes a \$40,000 construction contingency which would only be used by approval from Dr. Albrecht and will revert to the college in the event it is not used.

It is recommended that the Board of Regents approve a contract to Corestone Paving & Construction for the Parking Lot and Drainage Renovations Project.

CMA:tg

Alvin Community College
Consolidated Statement of Net Assets

	April 30, 2020	April 30, 2019	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	1,979,959	1,650,199	329,760	
Short-term investments	38,314,013	38,786,739	(472,726)	
Accounts receivable, net	1,458,706	1,939,341	(480,635)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	405,747	417,815	(12,068)	
Prepays	338,829	64,802	274,027	Travel advances and prepaid expenses
Total Current Assets	42,497,254	42,858,896	(361,642)	
Noncurrent assets				
Long-term investments	1,750,000	1,500,000	250,000	
Capital assets, net	26,438,542	27,157,972	(699,430)	
Total Assets	70,705,796	71,516,868	(811,072)	
Deferred Outflows of Resources				
Deferred charge on refunding	151,897	-	151,897	Bonds
Deferred outflows - pensions	4,093,008	303,794	3,789,214	TRS pension
Deferred outflows - OPEB	3,241,398	673,306	2,568,092	OPEB
Deferred tax note issuance costs	-	793,739	(793,739)	Tax Note
Total Deferred Outflows of Resources	7,486,303	1,770,839	6,509,203	
Liabilities				
Accounts payable & accrued liabilities	262,392	(4,375)	266,767	
PARS	-	327,043	(327,043)	
Net pension liability	9,552,203	5,761,791	3,790,412	
Net OPEB liability	23,714,290	28,072,470	(4,358,180)	
Funds held for others	49,847	39,176	10,671	Agency funds - groups, clubs, etc on campus
Deferred revenues	109,398	460,691	(351,293)	Grants paid in advance and fall registrations
Compensated absences	414,719	428,516	(13,797)	Entry made annually for change in liability
Bonds payable	8,081,965	9,521,486	(1,439,521)	Annual payment
Tax note payable	21,165,000	21,870,000	(705,000)	Annual payment
Total Liabilities	63,349,814	66,476,798	(3,126,984)	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,580	806,996	806,580	TRS pension
Deferred inflow - OPEB	9,178,950	6,206,958	8,371,954	OPEB
Deferred inflows - premium on tax note	2,598,024	2,734,762	(3,608,934)	Tax Note
Total Deferred Inflows of Resources	12,583,554	9,748,716	5,569,600	
Net Assets				
Fund Balance - Equity	2,258,731	(2,937,807)	(476,031)	
Total Net Assets	2,258,731	(2,937,807)	(476,031)	

Alvin Community College
Consolidated Statement of Revenue and Expense
April 30, 2020 and April 30, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	2,371,902	6,616,078	7,195,698	(579,620)	91.94%	1,973,218	6,890,206	7,546,142	(655,936)	91.31%
Federal grants and contracts	5,933,605	-	-	-	0.00%	5,609,591	-	-	-	0.00%
State grants	569,278	-	-	-	0.00%	558,512	-	-	-	0.00%
Local grants	474,068	-	-	-	0.00%	285,991	-	-	-	0.00%
Auxiliary enterprises	1,513,590	-	-	-	0.00%	1,491,788	-	-	-	0.00%
Other operating revenues	202,942	34,595	105,000	(70,405)	32.95%	247,959	64,554	105,000	(40,446)	61.48%
Total operating revenues	10,965,385	6,650,673	7,300,698	(650,025)	91.10%	10,167,059	6,954,760	7,651,142	(696,382)	90.90%
Expenses										
Operating expenses										
Administrative	-	4,115,523	6,466,153	2,350,630	63.65%	-	3,764,805	5,811,407	2,046,602	64.78%
Institutional	-	4,237,169	6,792,057	2,554,888	62.38%	-	4,217,161	6,553,258	2,336,097	64.35%
Designated for Institutional Reserve	-	-	280,000	280,000	0.00%	-	-	150,000	150,000	0.00%
Occupational Technical Instruction	-	3,642,829	6,022,650	2,379,821	60.49%	-	3,728,232	6,111,901	2,383,669	61.00%
University Parallel Instruction	-	4,621,459	7,279,530	2,658,071	63.49%	-	4,364,826	6,991,658	2,626,832	62.43%
Student Services	-	2,615,289	4,478,128	1,862,839	58.40%	-	2,662,231	4,249,129	1,586,898	62.65%
Physical Plant	-	1,803,268	3,215,050	1,411,782	56.09%	-	1,699,952	3,054,853	1,354,901	55.65%
Unbudgeted Unrestricted	997,527	-	-	-	0.00%	1,138,141	-	-	-	0.00%
Continuing Ed (Fund 13)	1,092,123	-	-	-	0.00%	776,462	-	-	-	0.00%
Auxiliary enterprises	1,219,746	-	-	-	0.00%	1,432,016	-	-	-	0.00%
Local Grants	147,589	-	-	-	0.00%	14,575	-	-	-	0.00%
TPEG	132,521	-	-	-	0.00%	114,983	-	-	-	0.00%
Institutional Scholarships	130,532	-	-	-	0.00%	95,590	-	-	-	0.00%
State Grants	569,278	-	-	-	0.00%	558,512	-	-	-	0.00%
Federal Grants	5,933,605	-	-	-	0.00%	5,609,591	-	-	-	0.00%
Donor Scholarships	193,678	-	-	-	0.00%	148,536	-	-	-	0.00%
Unexpended Plant Fund	301,923	-	-	-	0.00%	227,785	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	183,706	-	-	-	0.00%	(183,729)	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	2,387,874	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	(3,290,102)	21,035,537	34,533,568	13,498,031	60.91%	9,932,462	20,437,207	32,922,206	12,484,999	62.08%
Operating Gain/(Loss)	(2,324,717)	(14,384,864)	(27,232,870)	(14,148,056)		234,597	(13,482,447)	(25,271,064)	(13,181,381)	
Nonoperating revenues										
State appropriations*	-	4,831,626	7,772,636	(2,941,010)	62.16%	-	4,918,605	7,930,935	(3,012,330)	62.02%
Property tax revenue - Current	1,514,501	17,720,819	19,030,234	(1,309,415)	93.12%	1,495,584	15,936,139	17,065,129	(1,128,990)	93.38%
Property tax revenue/Instil Reserve	-	280,000	280,000	-	0.00%	-	150,000	150,000	-	0.00%
Property tax revenue - Delinquent	15,744	155,234	-	155,234	0.00%	14,240	131,769	-	131,769	0.00%
Property tax revenue - Interest & Penalties	5,983	79,808	-	79,808	0.00%	6,384	77,065	-	77,065	0.00%
Investment income	235,565	171,143	150,000	21,143	114.10%	381,158	147,031	125,000	22,031	117.62%
Other non-operating revenues	313,129	8,618	-	8,618	0.00%	424,853	10,659	-	10,659	0.00%
Total nonoperating revenues	2,084,922	23,247,248	27,232,870	(3,985,622)	85.36%	2,322,219	21,371,268	25,271,064	(3,899,796)	84.57%
Provided by the State										
Revenue for Insurance and Retirement	-	1,548,203	-	1,548,203	0.00%	-	1,224,888	-	1,224,888	0.00%
State Insurance Match	-	(756,060)	-	(756,060)	0.00%	-	(605,682)	-	(605,682)	0.00%
State Retirement Match	-	(397,222)	-	(397,222)	0.00%	-	(333,948)	-	(333,948)	0.00%
State Retiree Insurance	-	(394,921)	-	(394,921)	0.00%	-	(285,258)	-	(285,258)	0.00%
Increase/(decrease) in net assets	(239,795)	8,862,384	-	(18,133,678)		2,556,816	7,888,821	-	(17,081,177)	
* State Approp portion generated by CE =	136,735					195,760				
* Institutional Reserve	8,210,059					6,771,294				

Alvin Community College
Consolidated Statement of Revenue and Expense
April 30, 2020 and April 30, 2019

	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	10,965,385	6,650,673	7,300,698	(650,025)	91.10%	10,167,059	6,954,760	7,651,142	(696,382)	90.90%
Nonoperating revenues										
Total nonoperating revenues	2,084,922	23,247,248	27,232,870	(3,985,622)	85.36%	2,322,219	21,371,268	25,271,064	(3,899,796)	84.57%
Less Expenses										
Operating expenses										
Total operating expenses	(13,290,102)	(21,035,537)	(34,533,568)	(13,498,031)	60.91%	(9,932,462)	(20,437,207)	(32,922,206)	(12,484,999)	62.08%
Increase/(decrease) in net assets	(239,795)	8,862,384	-	(18,133,678)		2,556,816	7,888,821	-	(17,081,177)	

- State Approp portion generated by CE = 136,735 195,760
- Institutional Reserve 8,210,059 4,069,964

Alvin Community College
Consolidated Detail Expense by Type
April 30, 2020 and April 30, 2019

	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	51,324	877,558	1,309,260	431,702	67.03%	74,169	842,041	1,303,599	461,558	64.59%
Professional Sal	719,785	2,958,778	4,920,751	1,961,973	60.13%	696,279	2,904,601	4,608,193	1,703,592	63.03%
Tech/Clerical Sal	531,926	3,008,295	4,679,950	1,671,655	64.28%	556,714	2,781,539	4,384,603	1,603,064	63.44%
Faculty Sal	348,777	7,100,561	11,291,202	4,190,641	62.89%	372,934	6,968,813	11,119,932	4,151,119	62.67%
Misc Sal	51,677	56,474	71,245	14,771	79.27%	57,879	64,833	79,195	14,362	81.87%
Reg Students Sal	33,269	77,890	214,089	136,199	36.38%	24,901	63,205	200,028	136,823	31.60%
Work Study Students Sal	68,779	-	-	-	0.00%	38,522	-	-	-	0.00%
Staff Benefits	248,498	2,364,180	3,943,717	1,579,537	59.95%	274,659	2,212,586	3,844,695	1,632,109	57.55%
Subtotal	2,054,035	16,443,736	26,430,214	9,986,478	62.22%	2,096,057	15,837,618	25,540,245	9,702,627	62.01%
Equipment	378,364	14,468	25,000	10,532	57.87%	234,684	33,067	20,000	(13,067)	165.34%
Computer Hardware	226,040	2,813	108,810	105,997	2.59%	325,260	17,712	52,460	34,748	33.76%
Capital Improvements	31,761	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	280,000	280,000	0.00%	-	-	1,917,000	1,917,000	0.00%
Travel/Prof Development	57,917	235,789	507,192	271,403	46.49%	81,717	272,937	479,411	206,474	56.93%
Supplies & Exp	1,869,715	2,959,189	5,009,477	2,050,288	59.07%	1,580,769	4,197,158	4,797,760	600,602	87.48%
Institutional Scholarships	130,532	127,792	292,000	164,208	43.76%	131,202	78,715	115,330	36,615	68.25%
Financial Aid	5,048,857	-	-	-	0.00%	4,753,264	-	-	-	0.00%
Donor Scholarships	193,678	-	-	-	0.00%	148,536	-	-	-	0.00%
Purchases (Store/Concession)	426,200	-	-	-	0.00%	534,517	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	2,400	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	183,706	-	-	-	0.00%	(183,729)	-	-	-	0.00%
Tax Maintenance Note	2,387,874	1,251,750	1,780,875	529,125	70.29%	-	-	-	-	0.00%
Unexpended Plan	301,923	-	-	-	0.00%	227,785	-	-	-	0.00%
	13,290,102	\$ 21,035,537	\$ 34,533,568	\$ 13,498,031	60.91%	\$ 9,932,462	\$ 20,437,207	\$ 32,922,206	\$ 12,484,999	62.08%
State Insurance Match	-	756,060	-	(756,060)	0.00%	-	605,682	-	(605,682)	0.00%
State Retirement Match	-	397,222	-	(397,222)	0.00%	-	333,948	-	(333,948)	0.00%
State Retiree Insurance	-	394,921	-	(394,921)	0.00%	-	285,258	-	(285,258)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
April 30, 2020

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	136,735			136,735	289,963	(153,228)
Motorcycle Safety	3,225			3,225	5,315	(2,090)
GED	8,713			8,713	4,671	4,042
Law Enforcement	-	-		-	-	-
Academic Overlay	-	-		-	-	-
Real Estate	426			426	-	426
Dental Assistant	62,680	(3,734)		58,947	48,911	10,036
Information Technology Training	-	-		-	-	-
Phlebotomy	46,780	(2,807)		43,973	13,229	30,744
Medication Aide	36,785	(2,207)		34,578	6,127	28,451
Welding	175,021	(8,804)	(15,165)	151,052	152,029	(977)
Certified Nursing	18,905	(1,041)	(1,440)	16,424	51,004	(34,580)
Truck Driving	52,014	(1,945)		50,069	69,554	(19,485)
Center for Professional Workforce Dev	450			450	-	450
Education to Go	2,936			2,936	2,295	641
Concealed Handguns	66			66	33	33
Occupational Health & Safety	5,750	-		5,750	1,286	4,464
Community Programs	6,466	(273)		6,193	1,663	4,530
Clinical Medical Assistant	43,475	(2,232)	(6,273)	34,970	8,766	26,204
Vet Assistant	33,670	(1,980)		31,690	12,199	19,491
Yoga	4,350			4,350	2,211	2,139
Human Resource Program	-	-		-	-	-
Activity Director Program	2,040	(122)		1,918	74	1,844
Machinist Program	7,714	(463)		7,251	40,833	(33,582)
TWC Pipefitter Program	38,661	(2,320)		36,341	49,340	(12,999)
STRIVE	90,424	(4,960)		85,464	50,495	34,969
TWC INEOS/TEAM	378,819	(14,022)		364,797	257,372	107,425
TWC Ascend	-	-		-	38	(38)
Industrial Maintenance	-	-		-	97	(97)
TWC Building Construction Trades	89,614	(5,377)	-	84,237	24,618	59,619
Total	1,245,719	(52,286)	(22,878)	1,170,555	1,092,123	78,432

*2.83% of the state appropriation for FY19/20 is attributed to CE hours. This funding is used to offset administrative costs.

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

Alvin Community College
Auxiliary Profit/(Loss) Statement as of April 30, 2020 and April 30, 2019

	Unaudited						Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	
Revenue							
Sales & services	237,793		826,207	4,295	193,026	16,049	1,237,597
Student Fees		236,220					236,220
	237,793	236,220	826,207	4,295	193,026	16,049	1,513,590
Expenses							
Purchases & Returns			425,813	388			426,201
Salaries	67,326	54,339	140,000		148,653	17,677	427,995
Staff Benefits	16,363	7,257	34,164		59,101	491	117,376
Supplies & Other Operating Expenses	85,543	61,106	52,330		15,670	255	214,904
Equipment			2,115				2,115
Building Repairs							-
Bank Charges			12,381		1,629	45	14,055
Contingency							-
Scholarships		17,100					17,100
	169,232	139,802	666,803	388	225,053	18,468	1,219,746
Excess revenue over expenses	68,561	96,418	159,404	3,907	(32,027)	(2,419)	293,844
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			94				94
Interfund Receivables	415,743	404,928	892,260	6,679	(27,285)	48,563	1,740,888
Prepaid Expenses							-
Inventory			405,441	306			405,747
Total Assets	415,743	404,928	1,309,808	6,985	(27,285)	48,618	2,158,797
Liabilities:							
Accounts Payable/Gift Certificates	1,911		33,304	21	6,971		42,207
Deferred Revenue							-
Deposits							-
Total Liabilities	1,911	-	33,304	21	6,971	-	42,207
Restricted Fund Balance (includes inventories)		-	405,441	306			405,747
Unrestricted Fund Balance	413,832	404,928	871,063	6,658	(34,256)	48,618	1,710,843
Total Liabilities & Fund Balance	415,743	404,928	1,309,808	6,985	(27,285)	48,618	2,158,797

Alvin Community College
Auxiliary Profit/(Loss) Statement as of April 30, 2019

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	256,189		749,331	5,466	208,655	17,956	1,237,597
Student Fees		254,191					254,191
	256,189	254,191	749,331	5,466	208,655	17,956	1,491,788
Expenses							
Purchases & Returns			533,778	739			534,517
Salaries	58,774	49,296	159,780		138,404	20,140	426,394
Staff Benefits	15,199	14,047	48,027		53,543	524	131,340
Supplies & Other Operating Expenses	175,917	34,143	65,284	1,972	18,126		295,442
Equipment	3,304						3,304
Building Repairs							-
Bank Charges			14,448		1,665	106	16,219
Contingency		2,400					2,400
Scholarships		22,400					22,400
	253,194	122,286	821,317	2,711	211,738	20,770	1,432,016
Excess revenue over expenses	2,995	131,905	(71,986)	2,755	(3,083)	(2,814)	59,772
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			28				28
Interfund Receivables	263,846	336,007	685,172	2,755	3,956	48,338	1,340,074
Prepaid Expenses							-
Inventory			417,815				417,815
Total Assets	263,846	336,007	1,115,028	2,755	3,956	48,393	1,769,985
Liabilities:							
Accounts Payable/Gift Certificates	2,744	733	36,352		4,557	170	44,556
Deferred Revenue	7,200	7,200					14,400
Deposits							-
Total Liabilities	9,944	7,933	36,352	-	4,557	170	58,956
Restricted Fund Balance (includes inventories)		-	417,815	-			417,815
Unrestricted Fund Balance	253,902	328,074	660,861	2,755	(601)	48,223	1,293,214
Total Liabilities & Fund Balance	263,846	336,007	1,115,028	2,755	3,956	48,393	1,769,985



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: 70-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: May 5, 2020

SUBJECT: Consider Approval of Revisions to Board Policy DEA (Local)

At the April 23, 2020, the Board discussed premium pay for employees who work during times that the college is closed. In an effort to make to make pay rates clear to employees, it is recommended that the Board detail in Board Policy, their expectations for premium pay.

The edits to Board Policy DEA (Local) would set the rate of premium pay for hours worked during school closures (Emergency Closures and Holiday Closures) to a maximum of 1.5 times. Employees would be eligible for their straight pay and an extra 50% for each hour worked during College closure.

It is recommended that the Board approve the revisions to Board Policy DEA (Local) are presented.

CMA:tg

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

	<p>The College President shall recommend an annual compensation plan for all College District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College President. [See BF series]</p>
Pay Administration	<p>The College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.</p>
Stipend	<p>The College President shall recommend a stipend pay schedule as part of the annual compensation plan of the College District.</p>
<i>Supplemental Duties</i>	<p>The College President or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.</p>
Pay Increases	<p>The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.</p>
Mid-Year Pay Increases	<p>A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]</p>
<i>Contract Employees</i>	
<i>Noncontract Employees</i>	<p>The College President may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.</p>
Pay During Closing	<p>If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.</p>
Pay During Emergency Closings	<p>An emergency closing may be caused by inclement weather (i.e., hurricane, tropical storm, flood, tornado, or other acts of nature),</p>

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

act of terrorism or threatened act of terrorism, epidemic, or other causes beyond the reasonable control of the College.

During an emergency closing, College employees may be instructed not to report for work while others may be called upon to provide needed services during the period of emergency closing.

The President is authorized to continue wage payments during a period of emergency closing to all employees (contractual and non-contractual, salaried and nonsalaried, full-time and part-time), who are instructed not to report to work, unless the workdays are scheduled to be made up at a later date.

Continuing wage payments to all employees for a period of emergency closing serves the public purposes of ensuring continuity of College staffing and services upon reopening, maintaining morale, and reducing staff turnover.

The President is additionally authorized to pay non-exempt employees (full-time and part-time) who work during a period of emergency closing at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Any overtime pay shall be calculated and paid according to law. This enhanced rate of pay serves the public purposes of maintaining morale and promoting equity between employees who are unable to work during a period of closing and employees who work during a period of emergency closing.

The authority granted by this policy to continue wage payments to employees who are unable to work during a period of emergency closing and to provide enhanced pay to employees who work during a period of emergency closing is effective for a maximum duration of ten (10) business days. Any further continuation of additional wage payments to employees who are unable to work during a period of emergency closing, or enhanced pay to employees who work during a period of emergency closing, beyond the ten (10) business days provided for by this policy will require Board action.

Pay During Holiday Closings

A holiday closing includes College closings for federal holidays, as well as winter and spring breaks.

Some College employees may be called upon to provide needed services during a holiday closing.

The President is authorized to pay non-exempt, full-time employees who work during a holiday closing at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Any overtime pay shall be calculated and paid according to law. This enhanced rate of pay serves the public pur-

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

poses of maintaining morale and promoting equity between employees who are not required to work during a holiday closing and employees who work during a holiday closing.

Classification of Positions

The College President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the FLSA.

Exempt

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. An employee who is paid on a salary basis shall be paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Compensatory Time

At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the College District shall require the employee to use the compensatory time, or at the College District's option, the College District shall pay the employee for the compensatory time.

Use

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory

**COMPENSATION AND BENEFITS
SALARIES AND WAGES**

**DEA
(LOCAL)**

time remaining at the end of a duty year, the College District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

**Gifts, Grants, and
Donations for Salary
Supplements**

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.



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: 66-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: May 5, 2020

SUBJECT: Consider Approval of Tuition and Fees Recommendation

At the November 2019 Board of Regents meeting, the Board approved tuition and fees for the 2020-2021 academic year. Due to some recent curriculum changes in the Nursing program and the Respiratory Care program, additional changes to course fees are being requested.

In addition, several fees are being recommended for reduction due to the COVID-19 pandemic, in an effort to increase enrollment, which is currently down over 25%. These include the temporary reduction of the internet fee to \$5.00 (from \$35.00), a waiver of out-of-district fees for dependents of full-time employees, and a reduction in tuition for dependents of full-time in-district employees. These recommendations are being made at a time when other community colleges in the gulf coast are offering free tuition to all students or a defined subset of students. The fiscal impact of the waiver of out-of-district fees for dependents of out-of-district employees and the reduction in tuition for dependents of in-district employees is estimated to be **-\$50,100** based upon a results of a recent survey. The amount generated from contact hour reimbursement is estimated to be \$70, 258.

It is recommended that the Board of Regents consider approval of the list of tuition and fees as recommended, noting that some are in effect only for the Summer, 2020, some go into effect in the Summer 2020 and some go into effect fall 2020 semester and one goes into effect in Spring 2021.

CMA:tg

2019 - 2020 and 2020 - 2021 Fee Recommendations (Pending Board Approval)

Department	Requested By	Description of Request	Old Fee	Amt of Increase/ Decrease	Updated or New Fee	Rationale	Effective Date	Tuition Fee Course Fee Cashier Fee Bookstore Charge
Admin	Karl Stager	Decrease Internet fee for summer 2020 classes only	\$35	\$35	\$0	Reduce expenses to students because of COVID-19	Summer, 2020	Tuition/Fee
Admin	Karl Stager	Waiver of Out-of-District tuition to In-District tuition for full-time employees' dependents 26 and under	\$92	(\$46)	\$46	Incentive to increase enrollment	Summer, 2020	Tuition/Fee
Admin	Karl Stager	Waiver of Out-of-District tuition to In-District tuition for full-time employees' dependents 26 and under	\$94	(\$47)	\$47	Incentive to increase enrollment	Fall, 2020	Tuition/Fee
Admin	Karl Stager	Decrease tuition for In-District employees' dependents 26 and under	\$46	(\$21)	\$25	Incentive to increase enrollment	Summer, 2020	Tuition/Fee
Admin	Karl Stager	Decrease tuition for In-District employees' dependents 26 and under	\$47	(\$22)	\$25	Incentive to increase enrollment	Fall, 2020	Tuition/Fee
RESP	Marby McKinney	Add clinical tracking software fee to RSPT-1360	\$0	\$130	\$130	Students will not begin clinicals until the spring	Spring, 2021	Course Fee (FERES)
ADN	Debra Fontanot	Add NurseThink fee to RNSG-1260, RNSG-1461, RNSG-2462, RNSG-1261 and RNSG-2463	\$0	\$75	\$75	Addition of virtual simulation course fee	Fall, 2020	Course Fee (FENUR)

Employee Dependent Poll

Opened April 26th – Closed May 3rd

Q1. Are you Full-Time or Part-Time Employee?

Answer Choices		Responses	
Full-time		60.76%	175
Part-time		39.24%	113
		Answered	288
		Skipped	0

Q2. Do you support a reduced tuition for dependent children under 26 for those who live in the ACC taxing district (similar to what we do for in district dual enrollment students)?

Answer Choices		Responses	
Yes		87.68%	249
No		12.32%	35
		Answered	284
		Skipped	4

Q3. Do you live out of ACC's taxing district?

Answer Choices		Responses	
Yes		61.71%	108
No		38.29%	67
		Answered	175
		Skipped	113

Q4. Do you have dependents who are aged 26 or under who would attend ACC if the out-of-district fees were waived? (108 from Q3 were directed to this question)

Answer Choices		Responses	
Yes		37.38%	40
No		31.78%	34
Not applicable		30.84%	33
		Answered	107
		Skipped	1

Q5. Do you have dependents who are aged 26 or under who would attend ACC if there was a reduced tuition to \$25/Semester Credit Hour for in district employees? (67 from Q3 were directed to this question)

Answer Choices		Responses	
Yes		40.63%	26
No		28.13%	18
Not applicable		31.25%	20
		Answered	64
		Skipped	3

Analysis of Tuition Reduction for Dependents of In-district Employees and Fee Waiver for Dependents of Out-of-district Employees

1. Assuming that 25 (60.75% of 40) employees would take advantage of the waiver from OOD to ID, and they only have one dependent. **(-\$38,100)**

2020 Summer taking 6 hours, ACC would lose about \$9,900 for waiving OOD to ID

2020 Fall taking 12 hours, ACC would lose about \$14,100 for waiving OOD to ID

2021 Spring taking 12 hours, ACC would lose about \$14,100 for waiving OOD to ID

2. Assuming that 16 (60.75% of 26) employees would take advantage of the \$25 special pricing, and they only have one dependent. **(-\$12,000)**

2020 Summer taking 6 hours, ACC would lose about \$2,400.

2020 Fall taking 12 hours, ACC would lose about \$4,800.

2021 Spring taking 12 hours, ACC would lose about \$4,800.

Total estimated loss **(-50,100)**

3. The approximate expected contact hour revenue generated for the same course credit hours listed above is \$70,258.
4. It is difficult to determine if the dependent student would have planned to attend Alvin Community College regardless of the waiver of the fee or the reduction in tuition.

Responses from ACC Inquiry

Regarding

Dependent Tuition

Question sent to Presidents/Chancellors regarding:

Do you reduce tuition for dependents of employees?

College	Response
Angelina	<ol style="list-style-type: none"> 1. Tuition and fees waived for full time employees may take up to seven semester hours of credit and non-credit courses per semester. 2. Tuition and fees are waived for dependents of full time employees under the age of 26 for up to 36 semester credit hours per year.
Blinn College	<ol style="list-style-type: none"> 1. No tuition reduction for dependents of employees. 2. \$75 textbook voucher per course, per semester, with a maximum up to \$375 per semester.
Brazosport College	<ol style="list-style-type: none"> 1. Full time employees (credit courses – max of 4 credit hours per semester and noncredit – limited to an amount not to exceed the cost of the course up to \$50), their spouses and dependent children (under the age of 25 and unmarried and will pay tuition and fees for up to 80 college level semester credit hours and cannot repeat same college-level course unless prescribe in the declared degree) are eligible for benefits provided through the employee scholarship programs. 2. Retired employees of the college shall be eligible to participate under this policy.
College of the Mainland	<ol style="list-style-type: none"> 1. Free college course enrollment for full-time benefits-eligible employee or the employee's dependent as defined by IRS regulations to enroll on one credit or noncredit course per semester for a total of three courses by year.

Collin College	<ol style="list-style-type: none"> 1. Reduced tuition for children of nursing faculty, as outlined in Texas Education Code 54.355 2. Waive the difference between in-district and out-of-district tuition for the spouse and children of faculty members, as provided in Texas Education Code 54.211.
Galveston College	<ol style="list-style-type: none"> 1. Reimbursement for all permanent full-time employees for credit and non-credit courses taken at Galveston College that improve the job skill and/or performance at Galveston College.
Grayson College	<ol style="list-style-type: none"> 1. No tuition reduction for dependents of employees. 2. Book scholarship program and tuition/fees scholarship program for employee's dependents through our Foundation.
Laredo College	<ol style="list-style-type: none"> 1. Tuition and fees are waived for dependents.
Lee College	
North Central Texas College	<ol style="list-style-type: none"> 1. Dependents receive free tuition and fees through an institutional scholarship.
Russell D. Lowery-Hart rdloweryhart@actx.edu	<ol style="list-style-type: none"> 1. Employees and immediate family receive free tuition and fees.
San Jacinto College	<ol style="list-style-type: none"> 1. No tuition reduction for dependents of employees.
South Plains College	<ol style="list-style-type: none"> 1. No tuition reduction for dependents of employees.
Dr. Shirley A. Reed sareed@southtexascollege.edu	<ol style="list-style-type: none"> 1. Tuition waived for dependents.
Southwest Texas Junior College	<ol style="list-style-type: none"> 1. In-district and out-of- district tuition waived for dependents 25 and under.
Texarkana College	<ol style="list-style-type: none"> 1. Spouse and dependents eligible for \$100 scholarships. Out of district waived. 2. 15% discount for CE courses for employee, spouse and dependents.

As of 1/15/2020