

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

**OFFICIAL AGENDA OF REGULAR MEETING  
November 19, 2020 at 6:00 PM  
ALVIN COMMUNITY COLLEGE  
3110 MUSTANG ROAD  
ALVIN, TX 77511**

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**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
NOVEMBER 19, 2020**

It is hereby certified that a notice of this meeting was posted on the 13<sup>th</sup> day of November 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 13<sup>th</sup> day of November, 2020.

  
\_\_\_\_\_  
Dr. Christal M. Albrecht  
President

2. **Executive Session**
  - A. **Call to Order**
  - B. **Pledge**
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**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF OCTOBER 22, 2020  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22<sup>nd</sup> day of October at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary - Virtual
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent - Virtual
Jake Starkey	Regent - Virtual
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College - Virtual
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College - Virtual
Cindy Griffith	Alvin Community College - Virtual
Karl Stager	Alvin Community College - Virtual

Jonathan Brush  
Shirley Brothers  
Kyle Marasckin  
Tammy Giffrow  
Virtual Attendees:

Kelly Klimpt  
Akilah Martin  
Amos Byington  
Alan Phillips  
Pam Shefman

Esther Kempen  
Debbie Kraft  
Cherlyn Crawford  
Eberechi Onye Franklin  
Paloma Garcia

**1. Call to Order**

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

**2. Certification of Posting of Notice**

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

**Executive Session**

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; To deliberate the appointment of Regents and staff to the Presidential screening committee, as in accordance with Tex. Gov't Code Section 551.074.*

Executive Session ended at 6:33 p.m.

The meeting was called back into session by Chair Sanchez at 6:40 p.m.

- **Pledge**
- **Invocation**  
Invocation by Mr. Shelton.

### **Citizen Inquiries**

There were no citizen inquiries.

### **Board Comments/Recognitions**

The Regents thanked the staff and faculty for all their continued hard work and efforts in keeping the college operating and serving the students.

### **Recognitions**

The first line of defense in keeping the ACC campus safe during the COVID-19 pandemic is the check in team. Under the direction of Events Coordinator Robin Dahms, this group of employees and student workers check symptoms and temperatures of everyone who enters the campus.

The team members include Robin Dahms, Adebola Victoria Adebambo, Bailey Grasso, Blaine Holesovsky, Brooke Koons, Carol Fuller, Eberechi Estina Onye-Franklin, Emily Ford, Janisha Stewart, Melissa Mazzeno, Paloma Garcia, Priscila Delapaz and Sam Adamo.

### **SACS/QEP**

The team of employees led by Vice President of Instruction Dr. Cindy Griffith worked to prepare for the accreditation reaffirmation report and the site visit. The SACS team members include: Dr. Griffith, Dean of Arts and Sciences John Matula, Institutional Effectiveness and Research Executive Director Dr. Pam Shefman, Institutional Effectiveness and Research Director Pat Sanger, Institutional Effectiveness and Research Associate Tammy Braswell and Administrative Assistant Juanita Marasckin.

The accreditation reaffirmation process also includes the development and implementation of the Quality Enhancement Plan. Team members instrumental in developing the QEP include: Vice President of Student Services Dr. Jade Borne, Institutional Effectiveness and Research Executive Director Dr. Pam Shefman, Speech faculty Dr. Maria Starling, History faculty Dr. Alex Marriott, adjunct faculty Regan Metoyer.

### **Relocation Team**

The relocation team has been coordinating all employee moves over the past year, due to construction and renovations to the campus, to insure employees are able to do their job effectively in an alternate location. The team members include: Vice President of Outreach and Development Wendy Del Bello, Vice President of Fiscal and Administrative Services Karl Stager, IT Executive Director Kelly Klimpt, Network Administrator Steve Cabrera, Physical Plant Director Hameedah Majeed and Institutional Support Specialist Lori King.

### **Bookstore**

The ACC College Store was recently honored by the education technology firm Redshelf for having the largest inclusive access for the Fall 2020 term. The college store saw a 196 percent growth for the semester. Those who helped implement the Redshelf platform for the College Store include: Manager Vicki Marvel, College Store employees Carol Pounds, Mark Simpson, and David Martinez. Assisting them were: IT Analyst Ben Deadwyler, Institutional Support Specialist Lori King and Distance Education Director Daniel Gonzalez Jr.

### **Surprise Recognition**

The final recognition for the evening was presented to Dr. Christal Albrecht from U.S. Congressman Pete Olson. He surprised her with the framed Congressional record that he presented on the floor of the U.S. House in honor of her service at ACC and her upcoming retirement.

### **Approval of Minutes**

Chair Sanchez said that if there were no corrections or additions to the minutes of the Public Tax Hearing of September 17, 2020, Regular Board meeting of September 17, 2020, Called Meeting of October 2, 2020 and the Board Workshop of October 12, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Mr. Marvel. Seconded by Vice-Chair Droege. Motion passed unanimously.

### **Student Report**

SGA officers, President, Cherlyn Crawford, Vice President, Eberechi Onye Franklin, Secretary, Paloma Garcia presented a personalized introduction of themselves and a summary of what they will be presenting at the future meetings for the fall semester. Ms. Crawford reported that a call went out for students interested in becoming candidates for SGA officer positions and on September 22 candidates introduced themselves during a virtual, meet and greet and students elected officers on September 30. The SGA officers the 2020-21 academic year include: President, Cherlyn Crawford, Vice President, Eberechi Onye Franklin, Secretary, Paloma Garcia, Treasurer, Kidest Melak, Historian, Allie Lawson, Parliamentarian, Adebola Adebambo, and Chief of Staff, Octavio Najera. This report was for information only.

### **Faculty Senate Report**

Faculty Senate President, Dr. Esther Kempen, presented the fall semester update. She thanked the SACSCOC team for working so hard on the successful accreditation visit, thanked the Distance Education Committee along with the ELT and the Board of Regents for approving the use and purchase of the Honorlock Proctoring software system for the use with students and thanked Dr. Griffith for being such a great advocate for the Faculty Senate. She also reported that their group will be providing a \$250 scholarship and will continue to raise funds this semester through a decorating contest in lieu of their usual Fall Festival booth. This report was for information only.

### **President's Gaol #1 Report on SACSCOC Virtual Site Visit**

Dr. Albrecht informed the Regents that the SACSCOC site visit occurred October 13-15, 2020 and reported the good news that the college was found in compliance for all 104 standards and that there were no recommendations. The Quality Enhancement plan was also found in compliance with no recommendations as well. An in person site visit may be scheduled for the SACSCOC committee later in 2021. This report was for information only.

### **Consider Approval of Resolution of Payment for Personnel during Closure – Tropical Storm Beta**

The motion to approve the formal resolution that authorizes the payment of employees for the three-day period, noting that many employees were able to work remotely on Tuesday and Wednesday September 22nd and 23rd. was made by Dr. Crumm. Seconded by Mr. Tacquard. Motion passed unanimously. The resolution also included one and a half times premium pay for Police Officers for Monday September 21.

### **Access and Accountability Report (AFA)**

Dr. Pam Shefman provided the annual Access and Accountability report to the Board of Regents. The report included affordability of tuition and fees, statistical information on gross family income required to pay tuition and fees, criteria for admission to the college, awarding of financial aid guidelines, race or ethnicity and gender of students, in and out of district region comparison and finally a comparison of where Alvin Community College ranks in affordability amongst Gulf Coast region peer intuitions.

**Grant Report**

Mr. Gayland Capps presented the annual grant update detailing all grants that the college has awarded, future planned grants, submitted grants, formula or non-competitive grants award and sub-recipient grants awarded. This report is for information only.

**Consider Approval of the Executive Search Firm and Contact**

The motion to approve Greenwood/Asher and Associates to conduct the search for the seventh President of Alvin Community College and delegate authority to the President to sign the contract was made by Mr. Starkey. Seconded by Mr. Stuksa. Motion passed unanimously.

**Consider Approval of the Composition of the Screening Committee for the Selection of the Next President**

The motion to approve the committee membership and authorize Chair Sanchez to appoint the members was made by Mr. Marvel. Seconded by Mr. Tacquard. Motion passed unanimously.

**Consider Approval of Personnel**

The motion was made to approve Dr. Karen White-Goyzueta as the Dean of Continuing Education and Workforce Education, Akilah Martin as the Dean of Student Support Services and Marcolin Eakins as Computer Information Technology faculty by Mr. Tacquard. Seconded by Vice Chair Droege. Motion passed unanimously.

**Consider Approval of Door Control System and Hardware**

Mr. Marvel made the motion to approve a contract with TouchNet for the provision of software, equipment and related services to provide and automated building door access control system utilizing OneCard badges. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Purchase of Kitchen Equipment for the Nolan Ryan Center**

Vice Chair Droege made the motion to approve the purchase of commercial kitchen equipment in the amount of \$67,336.32 from ISI Commercial Refrigeration. Seconded by Mr. Starkey. Motion passed unanimously.

**Consider Approval of Consolidation and Upgrade of Existing Blackboard Contracts**

Mr. Tacquard made the motion to approve the multi-year Blackboard contract and approve payment according to the payment scheduled outlined and presented. Seconded by Mr. Marvel. Motion passed unanimously. Discussion included that the usage of Blackboard had increased significantly due to the movement of courses to an online format caused by the pandemic.

**Consider Approval of Simtronics Software**

The motion to approve the purchase of licenses from Simtronics in the amount of \$80,000.00 was made by Mr. Tacquard. Seconded by Mr. Marvel. Motion passed unanimously. Discussion included that the money to pay for the licenses for the Process Technology department software would be funded by the Perkins Basic grant fund.

**Consider Approval of Proposed Fees for 2020-2021 Fiscal Year and 2021-2022 Fiscal Year**

The motion to approve the fees as proposed for the 2020-2021 and 2021-2022 fiscal years was made by Dr. Crumm. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Budget Amendment for 2019-2020 and Budget Amendment for 2020-2021**

The motion to approve the budget amendment for Fiscal Year 2020 and Fiscal Year 2021 as presented was made by Mr. Tacquard. Seconded by Vice Chair Droege. Motion passed unanimously.

**Financial Report Ending September 2020**

Mr. Marvel made the motion to approve the financial report ending September 2020. Seconded by Mr. Starkey. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Mr. Marvel. Meeting was adjourned at 8:10 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**



**ALVIN COMMUNITY COLLEGE  
SPECIAL BOARD MEETING OF NOVEMBER 9, 2020  
BOARD OF REGENTS  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a Special Board Meeting on the 9<sup>th</sup> day of November, 2020 at 6:00 p.m., with the following members, administrative personnel, and guests present:

‘Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Christal M. Albrecht	President, Alvin Community College

Betty Asher	Kelly Klimpt
Itza Walters	Tammy Giffrow

**1. Call to Order**

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

**2. Certification of Posting of Notice**

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

**Citizens Inquiry**

There were no inquiries.

**Executive Session**

The Board of Regents went into Executive Session at 6:13 p.m. to deliberate the qualifications and attributes of the next President of Alvin Community College and the advertising plan to recruit the next President, as in accordance with Tex. Gov’t Code Section 551.074. President Albrecht and Tammy Giffrow exited the meeting when the Board went into Executive Session.

**Adjournment**

There being no further business before the Board the meeting was called back into open session and adjourned at 7:15 p.m.

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**Dr. Patty Hertenberger, Secretary**


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**‘Bel Sanchez, Chairman**





MEMORANDUM NO: 168-2020

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** November 4, 2020  
**SUBJECT:** Personnel Action (Replacement): Academic Coach HSI Grant

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The individual listed below has been recommended to fill the full-time position for the Academic STEM Coach HSI Grant.

**Candidate**

**Recommended:** Lauren Nolte

**Education:** *Texas A&M University*  
Master of Education, Curriculum & Instruction

*Texas A&M University*  
Bachelor Science

**Experience:**

- Alvin Community College July 2020 - Present  
PT Academic Coach
- College Station ISD December 2019 – April 2020  
Long-term Substitute
- Wild Peach Elementary June 2019 – November 2019  
Teacher
- Barrow Elementary August 2018 – May 2019  
1<sup>st</sup> Grade ELAR Teacher
- College Station ISD January 2018 – June 2018  
Long-term Substitute

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**Salary:** \$48,233  
Grade 202 - 2020-21 Admin/ Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b> STEM Coach			
<b>Department:</b> HSI STEM Grant		<b>Reports to:</b> Project Manager, HSI STEM Grant	
<b>Grade Level:</b> 202		<b>Job Category:</b> Full-Time	
<b>Salary Range:</b> Professional Salary Schedule		<b>FLSA Status:</b> Exempt	
<b>HR Approved:</b>		<b>Date:</b> 09/01/2020	
<b>Last Updated by:</b>		<b>Date:</b> 3/3/2017	

**SUMMARY**

Lead the design and pilot of a proactive advising process for low skilled Math students.

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

- Design and implement a proactive advising process for low-skilled math students
- Work with Math Success Center (MSC) Coordinator to provide high quality and consistent support for at-risk students
- In cooperation with the MSC Coordinator, design STEM Bridge program
- Assist in the implementation and evaluation of a math student support program
- Assist students in developing career/education plans and monitor student progress in that plan through individualized meetings during the semester
- Work with MSC Coordinator to address challenges in meeting advisor-related objectives in the grant and design remedies, as needed.

**QUALIFICATIONS**

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

**EDUCATION**

- Bachelor's degree in Education or related field, with emphasis on advising and/or tutoring

**EXPERIENCE**

- Experience in advising diverse student population (3 or more years preferred)
- Demonstrated experience in developing and implementing student support programs
- Demonstrated experience in higher education (STEM program coordination preferred)

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and proficiency in use of technology to support advising
- Bilingual (Spanish) preferred
- Excellent communication and leadership skills
- Able to work effectively within a team
- Able to provide effective STEM career advisement
- Able to advise college students on application of math principles to STEM degree programs and classes
- Able to coordinate student service needs of math students with college advisement office

***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 3110 Mustang Road Alvin, Texas 77511-4898

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

**MEMORANDUM NO: 182-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** November 11, 2020  
**SUBJECT:** Personnel Action (Replacement): Custodian

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

**Candidate**

**Recommended:** Maria Fernandez

**Education:** High School Diploma

**Experience:**

Alvin Community College June 2018 – Present  
Custodian (Substitute)

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**Salary:** \$22,790  
Grade 102  
2020-21 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Custodian	
<b>Department:</b>	Physical Plant	<b>Reports to:</b> Custodial Supervisor
<b>Grade Level:</b>	102	<b>Job Category:</b> Full-Time
<b>Salary Range:</b>	TSCM Salary Schedule	<b>FLSA Status:</b> Non-Exempt
<b>HR Approved:</b>	Human Resources	<b>Date:</b> 09/1/2020
<b>Last Updated by:</b>	Director, Physical Plant	<b>Date:</b> 12/1/2019

**SUMMARY**

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth
- Sweeps, mops, scrubs, and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine
- Performs setup and take down duties for all special events
- Other duties as assigned

**QUALIFICATIONS**

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

**EDUCATION**

- High school education or equivalent preferred

**EXPERIENCE**

- Some in-service training courses in institutional housekeeping and related subjects preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to effectively communicate with their supervisor, students, staff, and faculty
- Must have and pass a complete physical
- Must be able to work un-supervised
- The Housekeeper must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.

- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

**WORKING CONDITIONS**

- Works inside office buildings
- Some outside work is required in the performance of duties; i.e., sweeping walkways, the cleaning of handrails, and the emptying of outside ash receivers and trash receptacles
- Other environmental exposures include noise, heat, dirt, grease, cold, dampness, cleaning agents and chemicals, and exposure to some mechanical cleaning equipment; i.e., vacuum cleaners, scrubbers, and buffers

**DEXTERITY**

- The Custodian is exposed from moderate to heavy lifting up to 50 lbs., along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching.

***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 3110 Mustang Road Alvin, Texas 77511-4898


Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

**MEMORANDUM NO: 181-2020**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** November 11, 2020  
**SUBJECT:** Personnel Action (Replacement): Custodian

---

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

**Candidate**

**Recommended:** Paula Leija

**Education:** *Escuela Secundaria Benito Juarez*  
High School Diploma

**Experience:**

Alvin Community College  
Custodian (Substitute)

May 2016 – Present

Alvin ISD  
Custodian

October 2008 – October 2016

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**Salary:** \$22,790  
Grade 102  
2020-21 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Custodian	
<b>Department:</b>	Physical Plant	<b>Reports to:</b> Custodial Supervisor
<b>Grade Level:</b>	102	<b>Job Category:</b> Full-Time
<b>Salary Range:</b>	TSCM Salary Schedule	<b>FLSA Status:</b> Non-Exempt
<b>HR Approved:</b>	Human Resources	<b>Date:</b> 09/1/2020
<b>Last Updated by:</b>	Director, Physical Plant	<b>Date:</b> 12/1/2019

**SUMMARY**

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth
- Sweeps, mops, scrubs, and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine
- Performs setup and take down duties for all special events
- Other duties as assigned

**QUALIFICATIONS**

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

**EDUCATION**

- High school education or equivalent preferred

**EXPERIENCE**

- Some in-service training courses in institutional housekeeping and related subjects preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to effectively communicate with their supervisor, students, staff, and faculty
- Must have and pass a complete physical
- Must be able to work un-supervised
- The Housekeeper must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.

- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

**WORKING CONDITIONS**

- Works inside office buildings
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- Other environmental exposures include noise, heat, dirt, grease, cold, dampness, cleaning agents and chemicals, and exposure to some mechanical cleaning equipment; i.e., vacuum cleaners, scrubbers, and buffers

**DEXTERITY**

- The Custodian is exposed from moderate to heavy lifting up to 50 lbs., along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching.

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*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**  
**FALL 2020**

NOVEMBER

	<b>Budgeted 2020-21</b>	<b>NOVEMBER 2020</b>	<b>Funded Vacancies</b>
<b>Administrative</b>	11	11	0
<b>Professional</b>	74	69	5
<b>Faculty</b>	113	104	9
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	116	109	7
<b>Total Full-Time (FT) Employees</b>	<b>314</b>	<b>293</b>	<b>21</b>

**Resignation/Termination Report**

	<b>Name</b>	<b>Department</b>	<b>Last Day Worked</b>	<b>Reason</b>
1	None	None		

6. **Student's Report**
7. **President's Report**
8. **President's Goal #4 - ACC Crisis Communication Plan**

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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

**MEMORANDUM NO: 161-2020**

**TO:** Board of Regents

**FROM:** Dr. Christal M. Albrecht 

**DATE:** November 2, 2020

**SUBJECT:** Presidents Goal #4: Crisis Communication Plan

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On August 13, 2020, Alvin Community College Board of Regents approved eight goals for the President for the 2020-21 year. Goal # 4 states:

*“Working with the communications Department, develop a Crisis Communication Plan to ensure consistent and thorough communications to the campus, community and stakeholders by November 2020.”*

A Crisis Communication Administrative Procedure (cgc-01) was developed and approved by the Executive Leadership Team on November 3, 2020 (see attached).

This report is for information only.

CMA:tg

		<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
Section Title: Crisis Communication		Number: cgc-01	Page: 1 of 6
<b>BASED ON BOARD OF REGENTS POLICY</b>			
Policy Title: Safety Program – Plans and Alerts		Policy Number: CGC	
Local	Date Adopted by ELT: November 3, 2020		

**Purpose:** The purpose of this procedure is to establish a Crisis Communication Plan to properly disseminate the most complete and accurate information to the public during a crisis situation on campus or in the community after taking direction from the ACC Emergency Management Team.

**Initiation:** The Crisis Communication Plan can be enacted for any situation, including but not limited to: active shooter, weather disaster, immediate closure, pandemic, and more. A crisis can be any circumstance identified by the president as having a significant impact on the college or the community. Each crisis will require a specific approach depending on the circumstances and who needs to be notified.

**Personnel:** The dissemination of information is the exclusive responsibility of the ACC Crisis Communication Team (CCT).

**Members:**

- President
- Vice President of Development and Outreach, Public Information Officer
- Director of Marketing
- Communications Coordinator
- Digital Marketing Specialist
- Web Services Team
- Graphic Designers
- Legal Counsel as needed

When a crisis situation has been determined, the President or designated representative shall activate the Crisis Communication Team.

The Vice President of Development and Outreach shall coordinate with the Director of Marketing, Communications Coordinator, Digital Marketing specialist and Web Department to ensure the timely release of information to the public. Coordination with other college departments and personnel may also be required depending upon the crisis.



All information released shall be drafted and finalized in coordination with the college president and/or the campus police chief if necessary. Legal counsel will be consulted as needed.

Emergency contact information for Crisis Communication Team members shall be maintained and distributed by Vice President of Development & Outreach.

If feasible, members of the team should meet in person. If an in-person meeting is not feasible, the team may convene virtually or by phone.

The designated senior administrator will invite other individuals to participate in the initial meeting as necessary.

Once activated, all members of the CCT should be available by cell phone at all times.

If warranted, the designated senior administrator will identify a dedicated space and resources for use by the CCT for the duration of the crisis.

**Duties:** The CCT shall assess the facts of the crisis and formulate any institutional response. They will collaborate on a plan of action for both internal and external communications. They will determine what, how and when messages will be communicated.

The Vice President of Development and Outreach along with the Communications Coordinator shall serve as the liaison and the spokespersons between the media and the college for the duration of the crisis response. They shall stay informed of the latest developments and messages to be conveyed. Only spokespersons shall release information to the media and the public after approval from the President or designated representative.

The team shall bear in mind that as the crisis evolves and circumstances change, so too will the messaging.

They shall identify all internal and external audiences and adjust the messages accordingly. The audiences can include:

- Students
- Faculty
- Staff
- Parents of students
- Board of Regents
- Media
- Public/Government officials
- Alumni
- General public
- TDCJ
- Dual Enrollment
- Lab School
- ISD's and University Partners

**Communication Tools:** The Communications Crisis Team shall identify all available tools necessary for each crisis. The tools utilized will depend on the crisis at hand. Recommended tools are as follows:

- ACC Website
- ACC Intranet
- News media call list
- System-wide emails
- Text messaging
- Emergency messaging system (RAVE)
- Video message boards (Blue tube, marquee)
- Social media (Facebook, Twitter)
- KACC
- Phone messaging system

**Member responsibilities/backup:** Crisis Communications Team members will be assigned particular outlets to disseminate emergency messaging. Backups also will be assigned in the event the primary member is not available.

<b>Area of Responsibility</b>	<b>Primary Member</b>	<b>Backup</b>
ACC Website	Web Services	Director of Marketing
ACC Intranet	Director of Marketing	Web Services
News media call list	Communications Coordinator	VP of Development & Outreach
System-wide emails	Communications Coordinator	VP of Development & Outreach
Text messaging	Communications Coordinator	VP of Development & Outreach
Emergency messaging system	Communications Coordinator	VP of Development & Outreach
Video message boards (Blue tube, marquee)	Graphic Designers	Media Technology Specialist
Social media (Facebook, Twitter)	Digital Marketing Specialist	Communications Coordinator
KACC	Communications Coordinator	VP of Development & Outreach
Phone messaging system	Communications Coordinator	VP of Development & Outreach

**Order of Release:** Whenever possible, students, faculty and staff shall be given first priority as to the details of the crisis and the college response thereof. Members of the public who shall be contacted include:

1. Students, employees and families/emergency contacts
2. Board members
3. Alumni, friends, community leaders and public/government officials, ISD's and University Partners
4. Media

**Privacy:** In all instances of a crisis response, the college shall comply with the Federal Educational Rights and Privacy Act (FERPA).

Details about students or college employees shall not be released in compliance with FERPA.

In the event of a crisis that may include a current or pending criminal investigation, the Crisis Communication Team will exercise caution in what information is released as to not interfere with said investigation or legal proceeding.

In the event of injury or death, the college will not release the names involved until notification of family/next of kin has been achieved. Any such information may then be released according to FERPA guidelines.

**Legal counsel:** When necessary, the Crisis Communication Team shall consult with the college legal counsel to determine what and to who information should be released.

**Information to be released:** All information released to the public by the Crisis Communications Team shall be appropriately proven and verified prior to release. No information based on speculation shall be released including the following:

1. Number of deaths/injuries
2. Damage to campus property
3. Estimates of damage to campus property
4. Estimates on the length of time it will take to repair damage
5. Cause of deaths, injuries or damage
6. Estimates of original costs
7. Status of criminal investigation or legal proceeding
8. College shutdown
9. The possibility of policy violation by college staff
10. The possible effect on the community
11. Events as they transpire
12. Information involving military or DoD personnel, facilities or contracts related to the disaster without the prior approval of appropriate public affairs personnel
13. Information related to any government agency associated with the college without prior approval from appropriate public affairs personnel

Information that may be released as long as they are verified may include:

1. Factual account of events as known
2. Background information
3. Updates on the events as they transpire
4. Cause of crisis
5. Course of action
6. Extent of physical damages
7. Availability of grief counseling or mental health services

**Information outlets:** All information shall be edited so as to be consistent between the various outlets for dissemination to media outlets, social media platforms, website, and phone messaging among others.

**Media release:** The President, Vice President of Development and Outreach and the Communications Coordinator shall draft, edit and issue a release to the members of the media maintained as current as possible.

**Social media release:** The Vice President of Development and Outreach, Director of Marketing, Digital Marketing Specialist and Communication Coordinator shall draft, edit and issue content that shall be released to the various ACC social media outlets maintained by college personnel.

**Web page:** The Vice President of Development and Outreach, Director of Marketing and Web Services Team shall produce, edit and issue information on the ACC website as quickly as possible.

**Phone messaging:** ACC shall maintain an emergency contact system for students and staff members that has the capability of sending out an immediate message through texting, voice calls and/or e-mail addresses. The Vice President of Development and Outreach shall coordinate with the Communications Coordinator or other designated staff member to write the message and disseminate when appropriate. The ACC phone answering systems shall also be updated with an emergency message.

**KACC announcement:** If possible, the Crisis Communication Team shall coordinate with KACC to issue a release on the air.

**Media communications center:** When appropriate, the Communications Crisis Team shall set up a media communications center at the Nolan Ryan Center or other designated location where all media members shall be directed. A spokesperson will issue periodic statements to the media at the center.

**Press conferences:** If warranted, the Chair of the Board of Regents, the President, the Police Chief, the Vice President of Development and Outreach, the Communications Coordinator and/or other appropriate personnel shall set up press conferences as required. The press will be provided with all verified information deemed appropriate regarding the crisis.

**Training/Review:** The Crisis Communication Team members will implement regular training in crisis response.

The Crisis Communication Team will also meet after a crisis to evaluate its effectiveness related to the incident and determine whether the plan shall be adjusted for future crises.





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

Dr. Christal M. Albrecht  
President

Office 281 756 3598  
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**MEMORANDUM NO: 169-2020**

**TO:** Board of Regents

**FROM:** Dr. Christal M. Albrecht 

**DATE:** November 5, 2020

**SUBJECT:** Presidents Goal #7: Budget Procedure Manual

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On August 13, 2020, Alvin Community College Board of Regents approved eight goals for the President for the 2020-21 year. Goal # 7 states:

*“Work with the CFO and Business Office to create and compile all documents related to the budget process into an ACC Budget Procedure Manual by November 2020.”*

A Budget Procedure Manual continuing board policies, administrative procedures, timelines and processes was developed and approved by the Executive Leadership Team on November 3, 2020 (see attached). This manual will serve as a resource for all budget managers as they undergo the annual budget development process. The manual is designed to be updated in October of each year. All related forms have been moved to the college’s intranet portal for easy access.

This report is for information only.

CMA:tg

10. **Consider Approval of Consultant for the Development of the 2022-2027 Strategic Plan**

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**MEMORANDUM NO: 162-2020**

**TO:** Board of Regents

**FROM:** Dr. Christal M. Albrecht 

**DATE:** November 3, 2020

**SUBJECT:** Consulting Firm for the Development of the 2022-2027 Strategic Plan

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On August 13, 2020, Alvin Community College Board of Regents approved eight goals for the President for the 2020-21 year. Goal # 2 states:

*“Work with Consultant to compile documents, complete research and schedule interviews with faculty, staff, students, ISD partners, University partners, local businesses, community members and other stakeholders to produce the Discovery Report, in preparation for the creation of the 2022-2027 Strategic Plan. by May 2021.”*

RFP # 21-03 was released on August 25, 2020 with a due date of September 22, 2020. Staff members scored the eleven proposals based upon 1) Cost, including total long-term cost to ACC to acquire Vendor’s services; 2) Market Reputation of Vendor and of Vendor’s services; 3) Quality of Vendor’s services; 4) Extent to which the services meet ACC’s needs; 5) Vendor’s past relationship with ACC or other similar institutions; and 6) Vendor’s ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.

There clear number one choice based on scoring of the proposals was Collaborative Brain Trust (CBT). While Legal Counsel advised that we could end deliberations and recommend the top scored firm, the screening committee agreed to interview the top four firms, which occurred on virtually on October 28, 2020. The interviews did not change the outcome of CBT being selected as the best value for the college.



The providers and the cumulative scores are as follows:

1	<b>Collaborative Brain Trust</b>	1,907.50
2	<b>Campus Works</b>	1,672.50
3	<b>Strategy Management Group</b>	1,660.00
4	<b>Plante Moran</b>	1,640.00
5	<b>MGT Consulting</b>	1,585.00
6	<b>Berkeley Research Group</b>	1,375.00
7	<b>Public Works, LLC</b>	1,217.50
8	<b>Four Point</b>	1,197.50
9	<b>Page Southerland Page</b>	1,125.00
10	<b>Performance Works</b>	912.50
11	<b>Transform Ed Consulting</b>	735.00

Prices ranged from a high of \$210,000 to a low of \$93,802.

It is recommended that the Board of Regents approve the selection of CBT for the development of the 2022-2027 Strategic Plan at a negotiated rate of \$139,000.00. This price includes the Discovery Report, the Strategic Plan and the Implementation Plan. Payments will be made over two fiscal years. This approval includes the authorization for the President to execute a contract with CBT for the College.

Note: Goal #2 will be presented to the Board of Regents again during the May 27, 2021 Board Meeting upon completion of the creation of the first phase of the project, the Discovery Report.

11. **Annual Report on Board Member Trainings**



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: 170-2020**

**TO:** Board of Regents

**FROM:** Dr. Christal M. Albrecht



**DATE:** November 5, 2020

**SUBJECT:** Annual Report on Required Board Training

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According to Board Policy BBD (LEGAL), the minutes of the last regular meeting held by the Board of Regents during a calendar year must reflect whether each member of the Board has completed any required training required as of the meeting date, under Education Code 61.084.

The following chart indicates various trainings available to Regents and the “x” in the column indicates that the particular Regent has taken the training.

This report is for information only.

CMA:tg

## Training Requirements for Governing Board Members of Texas Public Institutions and Systems of Higher Education

Texas statutes require certain training for governing board members of Texas public institutions and systems of higher education. The information summarized in the table below and on subsequent pages is provided by the Texas Higher Education Coordinating Board (THECB) to assist new governing board members in complying with these training requirements.

Legal Requirement	Satisfied By	Texas Statute
<p>Before voting on a budgetary or personnel matter, each governing board member who <u>holds an appointive</u> position and whose first year of service on the governing board begins on or after January 1, 2016, must complete the intensive short orientation course that includes best practices and transparency in trusteeship and governance.</p>	<p>The THECB offers a free online Intensive Short Orientation Course. Satisfactory completion of an assessment test (70%) subsequent to completing the course satisfies this legal requirement.</p> <p>(See page 3.)</p>	<p>Texas Education Code, Section 61.0841 (Intensive Short Course for Appointed Members of Governing Boards)</p>
<p>During the member's first year of service as a member of a governing board, each governing board member who <u>holds either an elective or appointive position</u> must attend a training program that is focused on the official role and duties of the members of governing boards and that provides training in the areas of budgeting, policy development, and governance.</p>	<p>1) Attendance at the day-long orientation that is offered annually in the fall as part of the THECB's annual Higher Education Leadership Conference satisfies this legal requirement; or 2) Videos from the THECB's orientation for newly appointed regents and elected trustees are available online approximately one month after the Leadership Conference for those who are unable to attend the conference in person. Satisfactory completion of an assessment test (70%) subsequent to watching the videos satisfies this legal requirement.</p> <p>(See page 4.)</p>	<p>Texas Education Code, Section 61.084 (Training for Members of Governing Boards)</p>
<p>Not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body, each governing board member who <u>holds either an elective or appointive position</u> must complete a course of training regarding the responsibilities of the governmental body and its members under the Open Meeting Act and the Public Information Act.</p>	<p>The Office of the Attorney General offers free online video training courses that satisfy this legal requirement.</p> <p>(See page 5.)</p>	<p>Texas Government Code, Section 551.005 (Open Meetings Training)</p> <p>Texas Government Code, Section 552.012 (Open Records Training)</p>





12. **Consider Approval of Revision to Board Policy FLA (Local)**





13. **Annual College Data Report (2019-2020)**





14. **Consider Approval of Presidential Profile and Advertising Plan**



15. **Consider Approval of the 2020 Texas Reskilling Support Fund Grant**





16. **Consider Approval of EAB Navigate Software as the Customer Relationship Management Software for QEP Implementation**



17. **Consider Approval of Personnel Action (Replacement): Director of College and Career Pathways**



18. **Consider Approval of Personnel Action (Replacement): Clinical Coordinator, Diagnostic Cardio Vascular Sonography**



19. **Consider Approval of Personnel Action (Replacement): Clinical Coordinator, Health Information Management**





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



21. **Consider Approval of Personnel Action (Replacement): Sociology Faculty**



22. **AGCM Update**



23. **Consider Approval of Elevator Modernization- A and C Buildings**





24. **Consider Approval of H Building Roof Replacement and Roof Repair to Buildings G and N**



25. **Consider Approval of Audio-Visual Equipment for Building E and the Nolan Ryan Center**



26. **Consider Approval of Parking Lot/Blue Light Change Order**



27. **Consider Approval of AGCM Contract Extension**





28. **Financial Report**



29. **Adjournment**