1. Call to Order
   A. Certification of Posting of Notice
CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
OCTOBER 22, 2020

It is hereby certified that a notice of this meeting was posted on the 16th day of
October 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 16th day of October, 2020.

Dr. Christal M. Albrecht
President
2. **Executive Session**
   A. **Call to Order**
   B. **Pledge**
   C. **Invocation**
   D. **Citizen Inquiries**
3. **Board Chairman Report/Comments/Recognitions**
4. **Minutes**
The Board of Regents of Alvin Community College conducted a public Tax Hearing on September 17, 2020 at 5:30 p.m., in Room C227 at Alvin Community College, 3110 Mustang Road, Alvin, Texas, with the following members, administrative personnel, and guests present:

‘Bel Sanchez  Chairman
Patty Hertenberger  Secretary  Via Video Conference
Jim Crumm  Regent
Kam Marvel  Regent
Darren Shelton  Regent  Via Video Conference
Jake Starkey  Regent  Via Video Conference
Andy Tacquard  Regent
Christal M. Albrecht  President, Alvin Community College
Wendy Del Bello  Alvin Community College

Rick Morris  Tammy Giffrow  Kelly Klimpt

Public Hearing:
Chair Sanchez called the September 17, 2020 hearing to order at 5:37 p.m. and Dr. Albrecht certified the posting of notice. Chair Sanchez stated that during the August 13, 2020 Board Meeting, the ACC Board of Regents proposed that Alvin Community College adopt the tax rate of $.183443 for the 2020-2021 year. This tax rate of .191744 per $100 in value includes the M & O rate of 0.170579 and the debt service rate of .012864. This represents a tax increase of 7.68% above the No New Revenue Rate.

There were no requests by the public to speak.

Chair Sanchez also stated that the Board of Regents of Alvin Community College District is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on September 17, 2020 in Room C227, at Alvin Community College, 3110 Mustang Road, Alvin, Texas at 6:00 p.m.

The motion to adjourn was made by Mr. Tacquard and seconded by Dr. Crumm. Motion passed unanimously and the meeting was adjourned at 5:41 p.m.

‘Bel Sanchez, Chair  Dr. Patty Hertenberger, Secretary
ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF SEPTEMBER 17, 2020  
OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a regular session on the 17th day of September at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Rick Morris  Via Video Conference:  Debbie Kraft  
Tammy Giffrow  Alan Phillips  
Kelly Klimpt  Gayland Capps

1. **Call to Order**  
The meeting was called to order by Chair Sanchez at 6:03 p.m.

Tammy Giffrow took a roll call for attendance.

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

**Executive Session**  
- 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 Tex. Gov’t Code Section 551.072.

Executive Session ended at 6:22 p.m.

The meeting was called back into session by Chair Sanchez at 6:27 p.m.

- **Pledge**
- **Invocation**  
  Invocation by Mr. Starkey.
Citizen Inquiries
There were no citizen inquiries.

Board Comments
The Regents thanked the staff and faculty for all their continued hard work and efforts in keeping the college operating and serving the students. Chair Sanchez thanked Mrs. Giffrow, Mrs. Del Bello and Mr. Klimpt for their efforts in getting the meeting logistics in order for the evening. The Regents also congratulated Vice Chair Droge on the arrival of her new granddaughter.

Approval of Minutes
Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of August 13, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Vice Chair Droge. Seconded by Dr. Hertenberger. Motion passed unanimously.

President's Report
Dr. Albrecht gave a summary that included the current Covid screening process and campus safety, Phase 3 reopening of the campus, construction on campus update, Convocation summary, annual service award announcements, employee retirements that totaled 223 years of service, Hurricane Laura assistance, SACSCOC update, the fall virtual theatre production, virtual Student activities, and the ACC Foundation campaign of Choose Kind. This report was for information only.

Consider Approval of Tax Rate for 2020-2021
The motion to adopt the total tax rate of .183433 for the 2020-21 fiscal year, which is a tax increase of 7.68% above the No New Revenue Rate and this tax rate of $.183443 per $100 in value includes the M & O rate of .170579 and the debt service rate of .012864 and this represents a tax increase of 7.68% above the No New Revenue Rate was made by Mr. Marvel. Seconded by Mr. Shelton. Vote For: Mr. Stuksa, Mr. Shelton, Mr. Starkey, Chair Sanchez, Mr. Marvel, Vice Chair Droge, Dr. Crumm. Vote Against: Mr. Tacquard. Motion passed.

Consider Approval of Resolution of Payment for Personnel during Closure – Hurricane Laura
The motion to approve the resolution of payment for personnel at their regular hourly or daily rate and payment of time and a half for Campus Police officers who worked during the campus closure for Hurricane Laura was made by Mr. Tacquard. Seconded by Mr. Stuksa. Motion passed unanimously.

Census Day Internal Enrollment by Location Report
Dr. Pam Shefman presented the Census Day Internal Enrollment by Location Report that included Fall comparisons, location breakdown, demographics of students, percentage of students in district, out of district, out of state and international, duplicated and unduplicated headcount two year comparisons, and the percentage of students taking internet classes and classes in more than one location. This report was for information only.
Report on President's Goal #8: Diversity and Inclusion Training and Workshops
Dr. Albrecht informed the Board that the President's goal to "Provide diversity and inclusion training and workshops during the College Convocation week by September 2020" was met with various trainings and workshops conducted during the 2020 Fall Convocation. She also noted that keynote speaker, Dr. Ponjuan, presented on the topic and that various sessions were held throughout the week led by Dr. Earnest Burnett, Dr. Maria Starling, Dr. Alexander Marriott and Mary Song and generated great dialogue amongst faculty and staff. Dr. Albrecht announced that Dr. Earnest Burnett was named the Diversity and Inclusion Liaison for ACC. This report was for information only.

Consider Approval of the Nursing Innovation Program Grant
The motion to approve the college's submittal of the Nursing Innovation Program Grant was made by Dr. Crumm. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of Purchase of Simtronics Software Products
Chair Sanchez informed the Board that this item would be deferred to the October Board of Regents meeting.

Consider Approval of Purchase of Chairs for the Nolan Ryan Center
The motion to approve the purchase of 350 chairs and three (3) chair carriers from Gateway Printing and Office Supplies for a total of $94,274.45 was made by Vice Chair Droge. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of Upgrade to Hugh Adams Park
The motion to approve the project to upgrade Hugh Adams Park by the City of Alvin was made by Mr. Stuksa. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Personnel (Replacement): Neurodiagnostics Faculty/Curriculum Coordinator and Paralegal Instructor/Program Director
Chair Sanchez noted that the Diagnostic Cardiovascular Songraphy Faculty/Program Director was pulled from the agenda. The motion to approve Robyn Ketchum as Nuerodiagnoses Faculty/Curriculum Coordinator and John Murray as Paralegal Instructor/Program Director was made by Mr. Shelton. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Campus-Wide Copier Lease
The motion to authorize the President or her designee to execute the final documents with Xerox Dahill once the equipment schedules and the exact amounts are known and this approval and subsequent lease will create a debt to the college for the five-year lease of these twenty-three (23) copiers for $22,490.88 per year plus copy charges of approximately $10,000 per year was made by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

Vice Chair Droge made the motion to approve the financial and investment report for August 2020. Seconded by Dr. Hertenberger. Motion passed unanimously.
Executive Session
- Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.

Chair Sanchez called the meeting into Executive Session at 8:07 p.m.

Chair Sanchez called the meeting back into open session at 8:16 p.m.

Adjournment
There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Mr. Stuksa. Motion passed unanimously. Meeting was adjourned at 8:17 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair
ALVIN COMMUNITY COLLEGE
CALLED BOARD MEETING OF OCTOBER 2, 2020
BOARD OF REGENTS
OFFICIAL MINUTES

The Board of Regents of Alvin Community College met virtually in a Called Board Meeting on the 2nd day of October, 2020 at 3:00 p.m., with the following members, administrative personnel, and guests present:

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

Matt Graves
Kelly Klimpt, Tammy Giffrow

1. Call to Order
The meeting was called to order by Chair Sanchez at 3:07 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
Mr. Dick Tyson spoke on the topics of the Nolan Ryan Center easement, right of way, costs, guidelines and rules.

Consider Approval of Texas-New Mexico Power Company Electric Line Easement
The motion was made by Vice Chair Droge to approve the TNMP Electric Line Easement agreement and authorize the president to sign on behalf of the College. Seconded by Dr. Hertenberger. Motion passed with a vote of 7-0.

Adjournment
There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Mr. Starkey. Meeting was adjourned at 3:28 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chairman
ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF OCTOBER 12, 2020
OFFICIAL MINUTES

The Board of Regents of Alvin Community College met virtually in a Board Workshop on the 12th day of October, 2020 at 12:00 p.m., via video conference, with the following members, administrative personnel, and guests present:

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

Tammy Giffrow
Alan Phillips

Call to Order
The meeting was called to order by Chair Sanchez at 1:02 p.m.

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. After certification of the agenda, the Executive Leadership Team exited the meeting.

Selection of Executive Search Firm
The Board of Regents interviewed four (4) Executive Search firms for the search for the next President of Alvin Community College. Those firms included: The Pauly Group, Gold Hill Associates, Academic Search, Inc. and Greenwood/Asher and Associates.

The Regents will determine the firm to be used for the Presidential search at the October 22, 2020 Board meeting.

Chair Sanchez announced that the Board of Regents were convening into Executive Session at 3:54 p.m.

- Private consultation with its attorney, when seeking the advice of its attorney in accordance with Texas Gov't Code Section 551.071.

Executive Session ended at 4:25 p.m.

The meeting was called back into session by Chair Sanchez at 4:27 p.m.
Chair Sanchez requested that all Board Regents send their voting tabulation for the Executive Search firm to Mr. Rick Morris, Legal Counsel, as soon as possible.

Adjournment
The meeting was adjourned at 4:29 p.m. by Chair Sanchez.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chairman
5. **Information Items**
MEMORANDUM NO: 142-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: October 6, 2020
SUBJECT: Personnel Action (Replacement): Math Success Center Coordinator

The individual listed below has been recommended to fill the full-time position for the Math Success Center Coordinator HSI STEM Grant position.

Candidate
Recommended: Eliseo Herrera

Education:
Northcentral University
Doctorate, Leadership in Higher Education

United States Sports Academy
Master of Science, Sports Management

Texas A&M University – Corpus Christi
Bachelor of Science, Kinesiology

Experience:
HISD
Teacher
December 2016 - Present

San Jacinto College - South
Retention Specialist
August 2011 – May 2016

University of Houston - Victoria
Senior Coordinator LEAD and Student Recruitment
October 2010 – July 2011

Del Mar College
Tutor Coordinator
February 2009 – March 2010
The University of Texas - Browasville
Head Baseball Coach
August 2002 – August 2006

Dyersburg State Community College
Head Baseball Coach
August 1999 – July 2002

Salary: $56,049.37
Grade 204
2020-21 Admin/Professional Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Math Success Center Coordinator
Department: Academic Affairs and Instruction
Grade Level: Professional Salary Schedule
Salary Range: Project Manager – Reports to: DoE HSI Stem Grant
Job Category: Full-Time
FLSA Status: Exempt

HR Approved: Date: 09/01/2020
Last Updated by: Date: 

SUMMARY
Supervise personnel and operations of the Math Success Center

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
- Oversee renovations for Math Success Center
- Oversee daily operations of Math Success Center; schedule tutor training and coordinate
- Supervise design and pilot of Persist (advising, tutoring, and STEM Bridge program) and assist in ModMath pilot
- Supervise STEM Coach, Dev. Math Specialist, and Math Tutors
- Assist in the evaluation process as described in the Evaluation section
- Advise at risk math students as needed
- Coordinate meetings with program team as center develops
- Make presentations to team and college administration at meetings on center development
- Create reports on center development and maintenance to Project Director at regular intervals

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 in Education or related field

EXPERIENCE
- Minimum of 3 years of supervisory experience
- Minimum of 3-5 years of experience in working with Hispanic and low-income students in advisement

KNOWLEDGE, SKILLS, AND ABILITIES
- Be proficient in use computer-aided programs to support advising and developmental math
- Be able to utilize excellent communication and leadership skills in work
- Have strong knowledge of tutoring pedagogy and successful tutoring programs at other colleges
- Have strong knowledge of effective advisement strategies
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

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

X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND DATE

X
SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 143-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 6, 2020

SUBJECT: Personnel Action (Replacement): Counselor

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

Candidate
Recommended: Cicely Williams

Education:
Regent University
Master of Arts, Counseling
University of Louisiana at Lafayette
Bachelor of Science

Experience:
Williams Counseling and Consulting
Licensed Professional Counselor Supervisor
March 2018 - Present

SOWELA Technical Community College
Student Counselor
October 2014 - Present

SOWELA Technical Community College
Interim Director of Student Support Services
November 2018 – March 2019

Southeast Mental Health Services
Clinician
September 2010 – August 2013
Christian Psychotherapy
Counseling Intern

January 2010 – August 2010

Virginia Beach Psychiatric Center
Mental Health Counselor

March 2009 – December 2009

Salary: $62,370.33
Grade 206
2020-21 Admin/Professional Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Counselor
Department: Student Services
Grade Level: 206
Salary Range: Professional Salary Schedule

Reports to: Director, Student Success and Advising Services
Job Category: Full-Time
FLSA Status: Exempt

HR Approved: Date: 09/01/2020
Last Updated by: Jade Borne Date: 12/06/2019

SUMMARY
This professional position provides counseling and advising services for students, crisis intervention, career exploration, academic enhancement, faculty consultation academic and transfer advising, mental health and other training for faculty and staff, and short-term personal counseling. Maintains contact with faculty and staff and provides consultation as requested.

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

- Provide crisis counseling. Serves on the Assessment and Care Team.
- Provide short-term diagnostic counseling services to students and make appropriate referrals.
- Provide a comprehensive college advising program for technical and transfer students.
- Provide test interpretation for academic, career exploration, or mental-health purposes. Participate in registration activities.
- Perform "risk-assessments" as part of student conduct or Care-team activities.
- Assist with the development and evaluation of the college all Student Services publications and events.
- Serve as a liaison to area high schools. Participate in career fairs and college information programs.
- Collaborates with the Director of Retention and Student Success on early alert interventions.
- Plan and conduct student success workshops for the college, in person and online.
- Plan and conduct a comprehensive suicide prevention Drug and Alcohol program.
- Serve as a resource to faculty and staff concerning TSI, transfer, and graduation requirements.
- Develops and conducts mental health training for students, faculty, and staff.
- Periodically review and update the college web page, especially in the student services area.
- Assist in the coordination of New Student Orientation programming, presentation and materials, in person and online.
- Conduct evaluation and analysis of departmental programming, orientation, career program, and study skills programs.
- Provide small group support services for allied health students by departmental request.
- Maintain legal, ethical and professional standards as regulated by the college, state, federal and entities.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Completes other duties as assigned.

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

EDUCATION
Requires a master's degree or higher in counseling, social-work, counseling/clinical/school psychology or other related mental health field, where a clinical or counseling practicum or internship experience was a degree requirement.

**Licensure or Licensure Eligible**
- Texas State licensure as a Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Marriage and Family Therapist (LMFT), School Psychologist LSSP, or other Texas Mental Health License required. LPC Interns and other Mental Health Interns will be considered if applicant is able to gain licensure within a pre-approved period of time. Candidates who fail to obtain a Texas Mental Health License may not be eligible for continued employment at ACC.

**Experience**
- Completion of a master's degree in one of the areas listed above and a pre-degree practicum or internship experience required.
- Two years of experience in a student services setting is required.
- One year of experience in a similar role at a community college is preferred.

**Knowledge, Skills, and Abilities**
- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to diverse student populations;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals;
- Ability and willingness to perform academic advising duties.
- Ability to participate in recruitment and articulation activities with local schools, colleges, universities; and industries;
- Ability to communicate effectively, both orally and in writing;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Professional counseling experience in an accredited educational institution.
- A background in counseling culturally diverse and nontraditional students in an educational setting.
- Knowledge of Veterans educational benefit regulations for both federal and state.
- Knowledge of federal and state student financial aid procedures.
- Experience using the internet and computer-based career guidance programs

*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.*

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<td>EMPLOYEE SIGNATURE AND DATE</td>
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Sign and return to HR for placement into employee personnel file.
MEMORANDUM NO: 146-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 8, 2020

SUBJECT: Personnel Action (New): Senior Human Resources Generalist

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

Candidate
Recommended: Lindsey Hindman

Education:
University of Houston – Clear Lake
Bachelor of Science

Alvin Community College
Associates of Arts

Experience:
Dickinson ISD
Human Resource Generalist

Weir Oil & Gas
Human Resources Business Partner

Weir Oil & Gas
Human Resources Generalist

Weir-Seaboard International Inc
Human Resources Administrator

Weir-Seaboard International Inc
Executive Assistant

July 2019 - Present
September 2017 – February 2019
November 2012 – August 2017
December 2010 – October 2012
February 2008 – November 2010
Bass Pro Shops
Human Resources Training Coordinator

Salary: $61,558.30
Grade 207
2020-21 Admin/Professional Salary Schedule

CMA:tg
SUMMARY

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

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

- Assists in the development and implementation of personnel procedures.
- Responsible for overseeing web content (internet/intranet) assigned to the Office of Human Resources to ensure that it is continually current.
- Participates in developing department goals, objectives, processes and systems.
- Assists with program reviews and/or development.
- Works to assure full compliance with all applicable state and federal laws and regulations related to employment, employee relations, compensation and all other aspects of human resources.
- Reviews and creates reports.
- Maintains employee records in the Human Resources Information System (Colleague/Elucian)
- Responsible for tracking and reporting on the completion of the employees' annual performance evaluation process.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Facilitates and serves as a resource to all screening committees.
- Acts as trainer and liaison with NEOGOV Insight Online Recruiting.
- Prepare, distribute, receive, record and maintain files of job applications in the final stage of interview process. Ensure complete screening packet and HR meeting area is ready for screening committee meetings.
- Oversees an annual audit of I-9 forms to confirm compliance with applicable federal and state laws.
- Plans and conducts new employee orientation (NEO).
- Completes all activities related to on and off boarding employees.
- Assists with data requests, research for reports and surveys, such as IPEDS, CUPA, etc.
- Updates salary tables in Colleague/Elucian and updates employees' salaries in the HR/Payroll system.
- Cross trains on all benefit setups and employee enrollment.
- Oversees the reporting of all employee training originating from the Office of Human Resources (i.e. Preventing Workplace Harassment, Preventing Employment Discrimination, FERPA, etc.).
- Prepares and distributes employment contracts as directed by the Vice President, Human Resources.
- Serve as the leave administrator by processing and tracking employees on FMLA, Military, Wellness, Worker's Compensation, and etc.
- Ensures maintenance of employee records and applicant records.
• Serves as the coordinator for the HR records retention guidelines and schedules.
• Manage specific projects as determined by the Vice President, Human Resources.
• Executes other duties or tasks as assigned by the Vice President, Human Resources.

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

EDUCATION
• Bachelor's degree in Business, Human Resource Management, Management, or related field required.

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

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

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.
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<td>Cindy Iszard</td>
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6. **Student Report**
7. **Faculty Senate Report**
8. **Consider President’s Goal #1 Report on SACSCOC Virtual Site Visit**
MEMORANDUM NO: 149-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 16, 2020

SUBJECT: Presidents Goal Report #1 Report on SACSCOC Virtual Site Visit

On August 13, 2020, Alvin Community College Board of Regents approved eight goals for the President for the 2020-21 year. Goal # 1 states:

"Work with Executive Leadership Team to prepare the timely submission of the QEP and required Focused Report documents to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and direct logistical arrangements for the October 12 – 15, 2020 decennial site visit, by October 2020."

The virtual site visit occurred Tuesday October 13 – 15, 2020 (see schedule of meetings). On October 15, the Chair of the SACSCOC committee provided an exit report detailing their findings. The College was found in compliance for all 104 standards and there were no recommendations. The Quality Enhancement plan was also found in compliance and there were no recommendations. The brief PowerPoint presentation that follows provides an overview of the process and highlights the next steps.

This report is for information only.

CMA:tg
DRAFT SCHEDULE FOR THE REAFFIRMATION COMMITTEE VISIT TO
Alvin Community College
October 13-15, 2020
ALL TIMES ARE CENTRAL

DAY ONE: Tuesday, October 13, 2020

9:00 am – 9:45 am
Committee orientation
Agenda: team building, orientation of committee, review of assignments, and review of schedule
Location: ZOOM - SACSCOC Platform

10:00 am – 10:30 am
Meet and greet session with institution’s Leadership Team Host president and chair will facilitate introductions plus an overview of college and committee’s work
Location: ZOOM - College Platform

On-Site Reaffirmation Committee Chair introduces committee members and outlines the committee’s responsibilities and itinerary while on campus. SACSCOC Vice President makes brief comments about process.
Dr. Tara L. Atkins-Brady - CHAIR
Vice President of Academic and Student Development; Paul D. Camp Community College (VA)
Dr. William C. Fiege, Vice President of Learning and Student Success, John Tyler Community College (VA)
Dr. Deborah D. Grimes, Senior Vice President of Instruction and Student Services, Lenoir Community College (NC)
Mrs. DiYanna F. Jiles; Coordinator, Institutional Effectiveness Georgia Piedmont Technical College (GA)
Dr. Cherie T. LaRocca, QEP Director, RIGHT Path Initiative & Academic Pathways, Delgado Community College (LA)
Dr. Juston C. Pate, President/CEO, Elizabethtown Community and Technical College (KY)
Dr. Amy N. Townsend; Associate Vice President of Student Success, Pearl River Community College (MS)
Dr. Sidney E. Valentine, Vice President of Academic Affairs & Student Services, South Florida State College (FL)
Dr. Linda Thomas-Glover, Vice President, SACSCOC

The institution’s CEO makes brief (7-10 minutes) welcoming remarks and/or presentation to the committee and introduces selected campus leaders and other participants.
Dr. Christal M. Albrecht, President/CEO
Dr. Cynthia Griffith, Vice President, Instruction and IAL
Dr. Jade Borne, Vice President, Student Services
Mr. Karl Stager, Vice President, Administrative Services/CFO
Ms. Karen Edwards, Vice President, Human Resources
Ms. Wendy Del Bello, Vice President, Development and Outreach
Dr. Pamelyn Shefman, Executive Director, Institutional Effectiveness and Research (IER)
Mr. Kelly Klimpt, Executive Director, Information Technology (IT)
Dr. Nadia Nazarenko, Dean, General Education and Academic Support
Dr. Stacy Ebert, Dean, Legal and Health Sciences
Mr. John Matula, Dean, Arts and Sciences
Mr. Jeff Parks, Dean, Professional, Technical, and Human Performance
Mr. Patrick Sanger, Director, IER
Ms. Tammy Braswell, Research Associate, IER
Ms. Irene Robinson, Registrar
Ms. Holly Williams, Director, Student Success and Academic Advising (SSAA)
Ms. Gabriela Leon, Director, Financial Aid
Mr. Lorrent Smith, Director, Marketing & Media
Ms. Hameedah Majeed, Director, Physical Plant
Mr. Brian Allen, Chief of Police
Dr. Esther Kempen, Faculty Senate President
Dr. Mary Jove, Faculty Senate Vice President

10:45 am – 11:45 am

Committee conducts interviews and brings closure to non-compliance issues where possible

**Location:** ZOOM - College Platform

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<td><strong>Section 5: Administration and Organization</strong></td>
<td>Standard 5.5 (Personnel appointment and evaluation) NC</td>
<td>Dr. Fiege, Dr. Grimes</td>
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<td>CR 6.1 (Full-time faculty)</td>
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<td>Ms. Andrea Celestine – VA Coordinator</td>
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<td>Mr. Daniel Gonzalez – Director of Distance Education</td>
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<td>Ms. Tonya Creel, Faculty</td>
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<td>Ms. Traci Elliott, Department Chair</td>
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<td>Ms. Carolyn McCollum, Exec. Administrative Assistant to VPSS</td>
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11:45 am – 12:50 pm Lunch Break

12:50 pm – 1:50 pm Committee conducts interviews and brings closure to non-compliance issues where possible

**Location:** ZOOM - College Platform

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<td>Patrick Sanger, Director IER</td>
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<td>Ms. Tammy Braswell, IER Research Analyst</td>
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<td>Dr. Nadia Nazarenko, Dean</td>
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<td>Mr. John Matula, Dean</td>
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<td>Mr. Philip O'Brien, IER Faculty Fellow</td>
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<td>Andrea Celestine,</td>
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### Section 9: Educational Program Structure and Content

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<td>Ms. Gabriela Leon, Director of Financial Aid</td>
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<td>Ms. Margarita Delgado, Financial Aid Advisor</td>
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<td>Mr. Karl Stager, VPA</td>
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<td>Ms. Debbie Kraft, Director of Fiscal Affairs</td>
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<td>Ms. Hameedah Majeed, Director of Facilities</td>
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**2:00 pm – 3:00 pm**

Committee conducts interviews and brings closure to non-compliance issues where possible

**Location:** ZOOM - College Platform

### Section 10: Educational Policies, Procedures, and Practices

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<td>Mr. Jeff Parks, Dean</td>
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Institution provides presentation on QEP

**Location: ZOOM – College Platform**

The purpose of this meeting is to provide institution’s QEP team with an opportunity to present an overview of the plan to the committee before in-depth conversations about specific aspects of the QEP.

**SACSCOC Committee:**
Dr. Linda Thomas-Glover, SACSCOC Vice President
Dr. Tara Atkins Brady, Committee Chair
Dr. Justin C. Pate, Committee Member
Dr. William C. Fiege, Committee Member
Dr. Deborah D. Grimes, Committee Member
Dr. Amy N. Townsend, Committee Member
Mrs. DiYanna F. Jiles, Committee Member (IE)
Dr. Cherie T. LaRocca, QEP Lead Evaluator
Dr. Sidney E. Valentine, Committee Observer

**ACC:**
Dr. Pamelyn Shefman, Executive Director, IER
Dr. Jade Borne, Vice President, Student Services
Ms. Holly Williams, Director, SSAA
Dr. Alexander Marriott, Department Chair and Faculty
Dr. Christal M. Albrecht, President/CEO
Dr. Cynthia Griffith, Vice President, Instruction and IAL
Ms. Wendy Del Bello, Vice President, Development and Outreach
Ms. Irene Robinson, Registrar
Mr. Kelly Klimpt, Executive Director, Information Technology (IT)
Dwight Rhodes, Department Chair Physical Sciences and
Instructor Biology
Mr. Lorren Smith, Director of Marketing and Media

4:00 pm – 5:00 pm Committee meets in Executive Session to assess progress and review next day’s schedule/focus
Location: ZOOM - SACSCOC Platform

DAY TWO: Wednesday, October 14, 2020

8:30 am – 10 am Committee meets with appropriate college representatives to examine QEP. ZOOM - College Platform

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<tr>
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<td>Standard 7.2 (Quality Enhancement Plan)</td>
<td>Ms. Jiles, Dr. Pate, Dr. Grimes, Dr. Fiege, Dr. LaRocca, Dr. Townsend</td>
<td>Regan Metoyer, Adjunct Faculty (previous Director of Advising), Sarah Currie, Director of Business, Technical &amp; Community Programs for CEWD/Workforce, Ms. Holly Williams, Director, SSAA, Mr. Kelly Klimpt, Executive Director, Information Technology (IT), Thomas Parker, Faculty, English, Dr. Cynthia Griffith, Vice President, Instruction and IAL, Mr. Pat Sanger, Director Institutional Effectiveness and Research, Mr. Daniel Gonzalez, Director Distance Education, Dr. Pamelyn Shefman, Executive Director, IER, Dr. Jade Borne, Vice President, Student Services, Dr. Alexander Marriott, Faculty Mentor, Dr. Maria Starling, Faculty Mentor, Dr. Nancy Fitzgerald, Faculty Mentor, Ms. Sheila Woods, Faculty Mentor</td>
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<td>Dr. Debbi Fontenot, Director of Nursing</td>
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<td>Monica Silvas, Pathway</td>
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<td>Dr. Kathy Windsor,</td>
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Continue with interviews needed for areas of NC as needed. Location: ZOOM - College Platform

As needed.
Executive Director of Federal & Student Programs Alvin ISD (AISD)
Jade Stenger, Associate Principal, Shadow Creek HS (AISD)
Michelle Harrold, Alvin HS/ACC Faculty (AISD)
Alfredia Foster, Lead Counselor, Manvel HS (AISD)
Kai Bouchard, Principal Robert Turner College & Career HS (PISD)
Dr. Nyla Watson, Sr. Assistant Superintendent Pearland ISD (PISD)
Crystal Pounds, Director of Curriculum Instruction & Assessment Danbury ISD
Dr. Beth Lewis, Associate VP & COO University of Houston Clear Lake – Pearland

12:00 pm – 12:30 pm
Committee Chair, Committee CEO and SACSCOC Staff Representative meet with governing board representatives.
Location: ZOOM - College Platform

SACSCOC Committee:
Dr. Atkins-Brady
Dr. Pate
Dr. Thomas-Glover

ACC:
ACC Board of Regents ‘Bel Sanchez, Chair
ACC Board of Regents Jody Droge, Vice Chair
ACC Board of Regents Patty Hertenberger, Secretary

Committee members met with select students.
Location: ZOOM - College Platform

SACSCOC Committee:
Dr. William C. Fiege, Committee Member
Dr. Deborah D. Grimes, Committee Member
Dr. Amy N. Townsend, Committee Member
Mrs. DiYanna F. Jiles, Committee Member (IE)
Dr. Cherie T. LaRocca, QEP Lead Evaluator
Dr. Sidney E. Valentine, Committee Observer

ACC Students:
Paloma Garcia, ACC Student
Brooke Koons, ACC Student
Christian Rebresh, ACC Student
Cherlyn Crawford, ACC Student
Eberechi Estina Onye-Franklin, ACC Student
Janisha Stewart, ACC Student
Priscila Delapaz, ACC Student
Adebola Adebambo, ACC Student
Hilda Tellez, ACC Student
Octavio Najera, ACC Student

1:00 pm – 2:15 pm Committee completes interviews and data gathering related to the QEP and interviews as needed. **ZOOM - College Platform As needed.**

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<td></td>
</tr>
</tbody>
</table>

2:15 pm – 3:00 pm Executive Session – assessment of progress and updating assigned narratives for final report: **Location: ZOOM - SACSCOC Platform**

3:00 p.m. – 3:30 p.m. Chair and Staff Representative update President: **Location: ZOOM - SACSCOC Platform**

3:45 pm – 5:00 pm Committee meets in Executive Session to complete draft report and exit conference plans **Location: ZOOM - SACSCOC Platform**

**DAY THREE: Thursday, October 15, 2020**

8:30 am – 8:45 am Review draft report and exit conference details **Location: ZOOM - SACSCOC Platform**

9:00 am – 9:15 am Chair and SACSCOC Staff Member meet with President **Location: ZOOM - SACSCOC Platform**

9:15 am Exit Conference – all committee members and college members invited by President **Location: ZOOM College Platform**

**SACSCOC Committee:**
Dr. Linda Thomas-Glover, SACSCOC Vice President
Dr. Tara Atkins Brady, Committee Chair
Dr. Justin C. Pate, Committee Member
Dr. William C. Fiege, Committee Member
Dr. Deborah D. Grimes, Committee Member
Dr. Amy N. Townsend, Committee Member
Mrs. DiYanna F. Jiles, Committee Member (IE)
Dr. Cherie T. LaRocca, QEP Lead Evaluator
Dr. Sidney E. Valentine, Committee Observer

ACC: List names and titles:
Dr. Christal M. Albrecht, President/CEO
Dr. Cynthia Griffith, Vice President, Instruction and IAL
Dr. Jade Borne, Vice President, Student Services
Mr. Karl Stager, Vice President, Administrative Services/CFO
Ms. Karen Edwards, Vice President, Human Resources
Ms. Wendy Del Bello, Vice President, Development and Outreach
Dr. Pamelyn Shefman, Executive Director, Institutional Effectiveness and Research (IER)
Mr. Kelly Klimpt, Executive Director, Information Technology (IT)
Dr. Nadia Nazarenko, Dean, General Education and Academic Support
Dr. Stacy Ebert, Dean, Legal and Health Sciences
Mr. John Matula, Dean, Arts and Sciences
Mr. Jeff Parks, Dean, Professional, Technical, and Human Performance
Mr. Patrick Sanger, Director, IER
Ms. Tammy Braswell, Research Associate, IER
Ms. Irene Robinson, Registrar
Ms. Holly Williams, Director, Student Success and Academic Advising (SSAA)
Ms. Gabriela Leon, Director, Financial Aid
Ms. Hameedah Majeed, Director, Physical Plant
Mr. Brian Allen, Chief of Police
Dr. Esther Kempen, Faculty Senate President
Dr. Mary Jove, Faculty Senate Vice President
9. Consider Approval of Resolution of Payment for Personnel During Closure - Tropical Storm Beta
TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 1, 2020

SUBJECT: Resolution of Payment for Personnel during Closure due to Tropical Storm Beta

Alvin Community College Board Policy DEA (LOCAL) states:

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

Due to the threat of Tropical Storm Beta, the college administration closed the campus at 8:00 a.m. on Monday September 21, and all classes and services were cancelled. While the campus remained closed on Tuesday September 22 and Wednesday September 23, synchronous and asynchronous online instruction and remote student and support services were offered on Tuesday and Wednesday. The resolution that follows 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.

It is recommended that the Board of Regents approve the following resolution.
RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE RELATED TO EMERGENCY CLOSURE

WHEREAS, Alvin Community College (ACC) has a substantial public interest in protecting the health and safety of its students and staff;

WHEREAS, on September 21, 2020, as Tropical Storm Beta threatened the Texas Gulf Coast, Governor Greg Abbott issued a disaster declaration for 29 counties expecting to be impacted by the storm, including Brazoria County;

WHEREAS, ACC closed its facilities on Monday September 21, 2020 at 8:00 a.m. to permit students and staff to prepare for the impending storm;

WHEREAS, Tropical Storm Beta made landfall on the Texas Gulf Coast Monday night on September 21, 2020 causing wide-spread flooding to coastal and inland communities;

WHEREAS, ACC facilities remained closed to the public on Tuesday September 21, 2020 and Wednesday September 23, 2020, but ACC resumed both synchronous and asynchronous online instruction and remote student and support services on Tuesday and Wednesday, September 22 and 23, 2020 under altered operations;

WHEREAS, ACC’s Childcare Services remained closed from Monday September 21, 2020 through Wednesday September 23, 2020;

WHEREAS, ACC police officers worked throughout the closure to safeguard ACC facilities;

WHEREAS, all College operations were resumed on Thursday September 24, 2020;

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

WHEREAS, ACC’s Board of Regents is committed to (1) ensuring the safety of staff, (2) retaining staff, (3) facilitating efficient educational activities, and (4) assisting with emergency and shelter operations;

WHEREAS, ACC’s Board of Regents finds that compensating staff for workdays that they were unable to work because of closures to ACC facilities necessitated by the threat of inclement weather serves an important public purpose in the
morale and retention of staff and ensuring efficient operations and community activities;

NOW, THEREFORE, BE IT RESOLVED that

1. The Board delegates authority to President Albrecht to

   a. compensate all full-time and part-time staff (excluding substitutes and independent contractors) for workdays and hours they were unable to work due to the above-described emergency closure at their regular hourly or daily rate of pay, according to regular duty schedules they would have otherwise worked if not for the closure on Monday (September 21, 2020) and altered operations on Tuesday and Wednesday (September 22 and 23, 2020), or other schedule(s) as determined by the College President; and

   b. administer additional compensation for non-exempt police officers as she deems appropriate for Monday September 21, 2020, the day of emergency closure, provided, however, that under no circumstance shall a non-exempt officer's total hourly rate of pay exceed 1.5 times their normal hourly rate.

ADOPTED THIS 22nd DAY OF OCTOBER 2020.

ALVIN COMMUNITY COLLEGE

By: ________________________________

Bel Sanchez, President
Board of Regents

Attest: ______________________________

Dr. Patty Hertenberger,
Secretary Board of Regents

42
10. **Access and Accountability Report**
MEMORANDUM NO: 132-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 1, 2020

SUBJECT: Access and Accountability Report

According to Board of Regents Policy BI (Legal), “Not later than November 1 of each year, the chief executive officer of each college district shall provide to the governing board of the college district a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution, under Education Code 51.4031. [See AFA].

The report is presented on the following pages. This item is for information only.

CMA:tg
ACC - AFA (LEGAL) – Affordability and Access

Not later than November 1 of each year, the chief executive officer of each institution of higher education, including each college district, shall provide to the governing board of the institution a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution.

The report must include:

1. Statistical information on the percentage of gross family income required for a student who is a resident of this state to pay tuition and required fees charged by the institution;

2. The criteria used by the institution to admit students;

3. An analysis of the criteria used to admit students and to award financial assistance to students, considering the mission of the institution and the purposes of higher education in this state;

4. An analysis of the manner in which the above factors relate to:
   a. The regions of this state in which students reside;
   b. The race or ethnicity of students;
   c. The gender of students; and
   d. The level of education achieved by the parents of students; and

5. Comparisons of the institution with peer institutions in this state and in other states with respect to affordability and access.

For purposes of the report, a student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation necessary for the institution to complete the report.

An institution's report must be in the form prescribed by the Coordinating Board in consultation with the institution.

_Education Code 51.4031_
Access and Affordability 2019-2020

Tuition and Fees

Average Tuition and Fees for 30 SCH at your institution: $3,380

Alvin Community College's average tuition and fees were based on the out-of-district fee structure as that accounts for at least 50% of our students and gives us a simple baseline tuition and fee structure for comparison. The in-district tuition and fees would be $2,000.

Median Family Income By County By Ethnicity 2019-2020

This table provides information on the percentage of the median family income that would be required to pay for tuition and fees for the “average” family from a specific region by ethnicity.

<table>
<thead>
<tr>
<th>Region</th>
<th>White Median Income</th>
<th>White Percent T&amp;F</th>
<th>Black Median Income</th>
<th>Black Percent T&amp;F</th>
<th>Hispanic Median Income</th>
<th>Hispanic Percent T&amp;F</th>
<th>Asian Median Income</th>
<th>Asian Percent T&amp;F</th>
<th>Other Median Income</th>
<th>Other Percent T&amp;F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazoria County</td>
<td>$ 82,397</td>
<td>4.1%</td>
<td>$ 87,356</td>
<td>3.9%</td>
<td>$ 81,200</td>
<td>4.2%</td>
<td>$ 125,802</td>
<td>2.7%</td>
<td>$ 64,162</td>
<td>5.3%</td>
</tr>
<tr>
<td>Fort Bend County</td>
<td>$ 105,194</td>
<td>3.2%</td>
<td>$ 88,255</td>
<td>3.8%</td>
<td>$ 75,806</td>
<td>4.5%</td>
<td>$ 121,054</td>
<td>2.8%</td>
<td>$ 65,625</td>
<td>5.2%</td>
</tr>
<tr>
<td>Galveston County</td>
<td>$ 81,040</td>
<td>4.2%</td>
<td>$ 45,968</td>
<td>7.4%</td>
<td>$ 65,094</td>
<td>5.2%</td>
<td>$ 100,441</td>
<td>3.4%</td>
<td>$ 60,145</td>
<td>5.6%</td>
</tr>
<tr>
<td>Harris County</td>
<td>$ 71,701</td>
<td>4.7%</td>
<td>$ 43,379</td>
<td>7.8%</td>
<td>$ 51,699</td>
<td>6.5%</td>
<td>$ 81,411</td>
<td>4.2%</td>
<td>$ 47,369</td>
<td>7.1%</td>
</tr>
<tr>
<td>Statewide</td>
<td>$ 67,904</td>
<td>5.0%</td>
<td>$ 47,428</td>
<td>7.1%</td>
<td>$ 52,010</td>
<td>6.5%</td>
<td>$ 91,706</td>
<td>3.7%</td>
<td>$ 48,058</td>
<td>7.0%</td>
</tr>
</tbody>
</table>

Income Source: data.census.gov reports B19013a,b,d,f,i
Undergraduate Students From in-State At Your Institution 2019-2020

This table provides information on the number and percent of undergraduates the institution enrolls from each region below by ethnicity.

<table>
<thead>
<tr>
<th>Region</th>
<th>White Num</th>
<th>White %</th>
<th>Black Num</th>
<th>Black %</th>
<th>Hispanic Num</th>
<th>Hispanic %</th>
<th>Asian Num</th>
<th>Asian %</th>
<th>Other Num</th>
<th>Other %</th>
<th>Male Num</th>
<th>Male %</th>
<th>Female Num</th>
<th>Female %</th>
<th>Total Num</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazoria County</td>
<td>2,147</td>
<td>73%</td>
<td>873</td>
<td>30%</td>
<td>2,195</td>
<td>75%</td>
<td>457</td>
<td>16%</td>
<td>167</td>
<td>6%</td>
<td>2,607</td>
<td>89%</td>
<td>329</td>
<td>11%</td>
<td>2,936</td>
<td>100%</td>
</tr>
<tr>
<td>Fort Bend County</td>
<td>75</td>
<td>28%</td>
<td>89</td>
<td>33%</td>
<td>79</td>
<td>30%</td>
<td>15</td>
<td>6%</td>
<td>8</td>
<td>3%</td>
<td>163</td>
<td>61%</td>
<td>103</td>
<td>39%</td>
<td>266</td>
<td>100%</td>
</tr>
<tr>
<td>Galveston County</td>
<td>407</td>
<td>63%</td>
<td>45</td>
<td>7%</td>
<td>163</td>
<td>25%</td>
<td>15</td>
<td>2%</td>
<td>20</td>
<td>3%</td>
<td>215</td>
<td>33%</td>
<td>435</td>
<td>67%</td>
<td>650</td>
<td>100%</td>
</tr>
<tr>
<td>Harris County</td>
<td>147</td>
<td>43%</td>
<td>56</td>
<td>16%</td>
<td>107</td>
<td>31%</td>
<td>17</td>
<td>5%</td>
<td>14</td>
<td>4%</td>
<td>139</td>
<td>41%</td>
<td>204</td>
<td>59%</td>
<td>343</td>
<td>100%</td>
</tr>
<tr>
<td>Statewide</td>
<td>3,017</td>
<td>39%</td>
<td>1,116</td>
<td>14%</td>
<td>2,731</td>
<td>35%</td>
<td>538</td>
<td>7%</td>
<td>302</td>
<td>4%</td>
<td>3,378</td>
<td>44%</td>
<td>4,326</td>
<td>56%</td>
<td>7,704</td>
<td>100%</td>
</tr>
</tbody>
</table>

Source: Zogotech
Note: The "level of education achieved by the parents" is not available for all students and as such cannot be provided

Criteria for Admission:

- ACC is an open enrollment institution which admits students through the following modes of admission:
  - High School/Home School/GED Completer
  - Transfer Student
  - Dual Enrollment
  - Former ACC Student
  - Individual Approval
  - International Student

Analysis of the criteria for admission

As an open admissions community college, ACC provides an excellent opportunity for students to begin their educational journey. The mission of the college is focused on this and states that:

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.
Criteria for Financial Aid:

- Complete the ACC Application
- Create a Federal Student Aid ID
- Complete the FAFSA
- Submit all required documentation
- Enroll in a specific degree plan
- Maintain Financial Aid Eligibility by meeting Satisfactory Academic Progress (SAP – which includes GPA, Completion Rate, and Probation Over Hours Status).

Comments:
ACC utilizes the maximum federal, state institutional and local funds to serve our students. The financial aid process is continually reviewed and streamlined to ensure a clear and concise process for students. Additionally, enhancements continue to be made to the Financial Aid Office website so students can obtain general information regarding financial aid and secure various forms via the website that are necessary for financial aid processing. Students are packaged for financial aid (given financial aid from several of the programs for which a student is eligible) based on the student’s financial need. Financial need is determined by a student’s Expected Family Contribution (EFC) as compared to ACC’s Cost of Attendance (COA). To meet with federal regulations, ACC defines the neediest students as those whose EFC = 0.

Each aid application is handled on an individual basis to determine a suitable award which may be one type of aid or combination “package” of aid.

Analysis of the Criteria Used to Award Financial Aid
Alvin Community College College’s Financial Aid programs stem from a belief that student aid services should facilitate and foster the successful academic participation of financially needy students. As part of its commitment to students’ positive college experience, the Financial Aid Office provides this information to help students better understand their relationship with financial aid.

It is the goal of the Financial Aid Office to provide students with the most current policy information affecting their financial aid while at ACC. Accordingly, as new state or federal regulations take effect or college practices evolve, those changes will be implemented.
Comparison of ACC with Peer Institutions in this State with Respect to Affordability and Access.

**Fall 2019 Tuition and Fees**

<table>
<thead>
<tr>
<th>College District</th>
<th>In-District Resident</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition</td>
<td>Fees</td>
<td>Total</td>
<td>Total/SCH</td>
<td>Tuition</td>
<td>Fees</td>
<td>Total</td>
<td>Total/SCH</td>
<td>Tuition</td>
<td>Fees</td>
<td>Total</td>
</tr>
<tr>
<td>College of the Mainland</td>
<td>$ 540</td>
<td>$ 207</td>
<td>$ 747</td>
<td>$ 62</td>
<td>$ 1,020</td>
<td>$ 207</td>
<td>$ 1,227</td>
<td>$ 102</td>
<td>$ 1,380</td>
<td>$ 207</td>
<td>$ 1,587</td>
</tr>
<tr>
<td>Alvin</td>
<td>$ 552</td>
<td>$ 289</td>
<td>$ 841</td>
<td>$ 70</td>
<td>$ 1,104</td>
<td>$ 289</td>
<td>$ 1,393</td>
<td>$ 116</td>
<td>$ 1,680</td>
<td>$ 289</td>
<td>$ 1,969</td>
</tr>
<tr>
<td>Galveston</td>
<td>$ 480</td>
<td>$ 359</td>
<td>$ 839</td>
<td>$ 70</td>
<td>$ 480</td>
<td>$ 599</td>
<td>$ 1,079</td>
<td>$ 90</td>
<td>$ 1,260</td>
<td>$ 599</td>
<td>$ 1,859</td>
</tr>
<tr>
<td>Houston</td>
<td>$ 396</td>
<td>$ 528</td>
<td>$ 924</td>
<td>$ 77</td>
<td>$ 1,452</td>
<td>$ 624</td>
<td>$ 2,076</td>
<td>$ 173</td>
<td>$ 1,812</td>
<td>$ 822</td>
<td>$ 2,634</td>
</tr>
<tr>
<td>San Jacinto</td>
<td>$ 936</td>
<td>$ -</td>
<td>$ 936</td>
<td>$ 78</td>
<td>$ 1,620</td>
<td>$ -</td>
<td>$ 1,620</td>
<td>$ 135</td>
<td>$ 2,520</td>
<td>$ -</td>
<td>$ 2,520</td>
</tr>
<tr>
<td>Lone Star</td>
<td>$ 588</td>
<td>$ 418</td>
<td>$ 1,006</td>
<td>$ 84</td>
<td>$ 588</td>
<td>$ 1,678</td>
<td>$ 2,266</td>
<td>$ 189</td>
<td>$ 588</td>
<td>$ 2,338</td>
<td>$ 2,926</td>
</tr>
<tr>
<td>Grayson</td>
<td>$ 600</td>
<td>$ 444</td>
<td>$ 1,044</td>
<td>$ 87</td>
<td>$ 1,056</td>
<td>$ 444</td>
<td>$ 1,500</td>
<td>$ 125</td>
<td>$ 1,608</td>
<td>$ 444</td>
<td>$ 2,052</td>
</tr>
<tr>
<td>Lee</td>
<td>$ 708</td>
<td>$ 375</td>
<td>$ 1,083</td>
<td>$ 90</td>
<td>$ 1,506</td>
<td>$ 375</td>
<td>$ 1,881</td>
<td>$ 157</td>
<td>$ 1,776</td>
<td>$ 375</td>
<td>$ 2,151</td>
</tr>
<tr>
<td>Brazosport</td>
<td>$ 780</td>
<td>$ 306</td>
<td>$ 1,086</td>
<td>$ 91</td>
<td>$ 1,188</td>
<td>$ 306</td>
<td>$ 1,494</td>
<td>$ 125</td>
<td>$ 1,836</td>
<td>$ 306</td>
<td>$ 2,142</td>
</tr>
<tr>
<td>Wharton</td>
<td>$ 384</td>
<td>$ 732</td>
<td>$ 1,116</td>
<td>$ 93</td>
<td>$ 384</td>
<td>$ 1,344</td>
<td>$ 1,728</td>
<td>$ 144</td>
<td>$ 1,008</td>
<td>$ 1,344</td>
<td>$ 2,352</td>
</tr>
<tr>
<td>State average</td>
<td>$ 706</td>
<td>$ 422</td>
<td>$ 1,129</td>
<td>$ 94</td>
<td>$ 1,073</td>
<td>$ 737</td>
<td>$ 1,810</td>
<td>$ 151</td>
<td>$ 1,872</td>
<td>$ 706</td>
<td>$ 2,578</td>
</tr>
</tbody>
</table>

Notes:
- Total/SCH is the average tuition and fees per credit hour
- Tuition and fee totals calculated for a student enrolled for 12 credit hours
- Source: TACC.org

The above table is sorted to show the In-District Total/SCH from lowest to highest.

ACC ties for the second lowest In-District cost per SCH with Galveston. ACC has the third lowest Out-of-District and Non-Resident cost of the Gulf Coast Community Colleges.

Accessibility to all students is demonstrated through changes such as increased diversity of the student population and the increasing number of Dual Enrollment and First-time in college students.

Nationally, the average full time cost of in-state tuition and fees at a 2-year public institution was $3,313 (National Center for Educational Statistics, 2019) and ACC is comparable while still being lower at $2,786 for out-of-district (in-state) or $1,682 for in-district.
11. Grant Update
MEMORANDUM NO: 133-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 1, 2020

SUBJECT: Grant Updates

Each October and April, the Board is provided with a status update on:

- Currently awarded and future planned Discretionary Competitive Grants
- Submitted Discretionary Competitive Grants awaiting review
- Formula or Non-Competitive Grants awarded
- Sub-recipient Grants awarded (if applicable)

Information about each of these grant categories can be found on the following pages.

This report is for information only.

CMA:tg
<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant Name – Fund Source</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Personnel</th>
<th>Faculty/Staff Emphasis</th>
<th>Purchases or Funds Utilization</th>
<th>Amount</th>
<th>Partner</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>US Dept of Education – Hispanic Serving Institution (HSI) STEM Grant Contract Award # P0816160219</td>
<td>10/1/16</td>
<td>9/30/21</td>
<td>Dr. Nadia Nazarenko</td>
<td>Process Tech Foundational Education</td>
<td>Fund materials, staffing and courses for STEM programs</td>
<td>$3,800,750</td>
<td>n/a</td>
<td>Develop and implement strong STEM programs that will increase enrollment and retention of Hispanic students entering the college</td>
</tr>
<tr>
<td>S</td>
<td>TWC Skills Development Grant - Team Industrial Svcs and INEOS Award Contract # 2819SDF006</td>
<td>8/30/2019</td>
<td>4/30/2020</td>
<td>Charles Burgin</td>
<td>CEWD</td>
<td>Instruction and training materials</td>
<td>$1,332,050</td>
<td>Team Industrial Svcs and INEOS</td>
<td>Skills training to approximately. 500 incumbent and new employees of Team Industrial Services and INEOS for industrial certifications including safety, I/M/R of Equipment, process technology and electrical applications</td>
</tr>
<tr>
<td>S</td>
<td>Texas Workforce Commission Skills Development Fund – Ascend Performance Materials 2820SDF006</td>
<td>8/31/2020</td>
<td>8/31/2021</td>
<td>Sarah Currie Harrell</td>
<td>CEWD</td>
<td>Instruction and training materials</td>
<td>$330,080</td>
<td>Ascend Performance Materials</td>
<td>Skills training to 393 incumbent and new employees of Ascend Performance Materials for industrial certifications including safety, I/M/R of Equipment, process technology and electrical applications</td>
</tr>
<tr>
<td>P</td>
<td>The Metallica All Within My Hands Foundation</td>
<td>2/1/2020</td>
<td>1/31/2021</td>
<td>Sarah Currie Harrell</td>
<td>CEWD</td>
<td>Instructional Costs</td>
<td>$100,000</td>
<td>N/A</td>
<td>Provide scholarships for 22 students to complete the ACC Commercial Truck Driving Program</td>
</tr>
<tr>
<td>F</td>
<td>US Dept of Education – Upward Bound Grant Contract Award # P047A170605</td>
<td>9/1/2017</td>
<td>8/31/22</td>
<td>Director Upward Bound Yolanda Warren</td>
<td>Upward Bound</td>
<td>Fund materials, staffing, travel and courses for college exposure and preparation program.</td>
<td>$1,351,875 GAN Projection 2017-18 Actual is $277,134 2018-19 Actual is $328,912 2019-20 Actual is $301,913 2020-2021</td>
<td>Alvin ISD</td>
<td>Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation.</td>
</tr>
<tr>
<td>F</td>
<td>Wagner Peyser-Texas Governor’s Office thru TWC Contract Award # 2820WPB001</td>
<td>10/1/2019</td>
<td>6/30/2021</td>
<td>Dr. Nadia Nazarenko</td>
<td>Developmental Education</td>
<td>Instructors, curriculum development, supplies, instructional materials</td>
<td>$394,004</td>
<td>N/A</td>
<td>Develop new strategies for improving developmental instruction</td>
</tr>
<tr>
<td>F</td>
<td>Texas Workforce Commission Building Construction Trades Grant Contract Award # 2819WOS001</td>
<td>6/5/2019</td>
<td>8/31/21</td>
<td>Charles Burgin</td>
<td>CEWD Industrial Programs</td>
<td>Scholarships and supplies for instruction</td>
<td>$136,980</td>
<td>N/A</td>
<td>Provides scholarships and lab supplies for instruction of 65 trainees in machining, pipefitting, welding as assigned</td>
</tr>
<tr>
<td>S</td>
<td>Texas Workforce Commission Jobs and Education for Texans Grant Contract # 2820JET002</td>
<td>6/22/2020</td>
<td>6/30/2021</td>
<td>Dr. Debra Fontenot</td>
<td>Nursing</td>
<td>Medical Training Equipment</td>
<td>$256,309</td>
<td>N/A</td>
<td>Acquire medical training equipment for the ADN Program</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Alexander Swiger</td>
<td>English</td>
<td>Multi-Media Equipment</td>
<td>$1000</td>
<td>N/A</td>
<td>Upgrade existing and add new audio/visual equipment to enhance English instruction</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Dr. Jade Borne</td>
<td>Student Services</td>
<td>Stipends</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide emergency cash assistance to students</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Pat Dildy</td>
<td>Campus</td>
<td>Instructional supplies/equipment</td>
<td>$1200</td>
<td>N/A</td>
<td>Provide an enhanced outdoor learning environment</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Kevin Moody</td>
<td>Music</td>
<td>Instruction</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide a song writing workshop</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Sarah Currie Harrell and Karen Edwards</td>
<td>Personnel</td>
<td>Awards</td>
<td>$1500</td>
<td>N/A</td>
<td>Provide Excellence Awards to Adjunct Faculty</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Ian Baldwin</td>
<td>Library</td>
<td>Supplies</td>
<td>$1000</td>
<td>N/A</td>
<td>Develop an Honors Library Project</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Charley Bevill</td>
<td>Academics</td>
<td>Instruction</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide support for International Education opportunities for students</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Joshua Querencia</td>
<td>Student Development</td>
<td>Instruction</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide students access to a conference(s) designed to expand Academic and Leadership qualities</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>David Griffith</td>
<td>Music</td>
<td>Equipment</td>
<td>$900</td>
<td>N/A</td>
<td>Acquire a &quot;Smart Music&quot; Mobile Music Station</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Holly Williams</td>
<td>Support Services</td>
<td>Scholarships</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide students grants to support completion of their degrees</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Dr. Cynthia Griffith</td>
<td>Academics and Technical Programs</td>
<td>Stipends</td>
<td>$1000</td>
<td>N/A</td>
<td>Provide certification stipends for Adjunct Faculty</td>
</tr>
<tr>
<td>P</td>
<td>2020-2021 ACC Foundation Innovative Initiative Grant</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Yolanda Warren</td>
<td>Student Services</td>
<td>Instruction</td>
<td>$800</td>
<td>N/A</td>
<td>Improve student success in the classroom and in life through etiquette education</td>
</tr>
<tr>
<td>Grant Type</td>
<td>Grant Name - Fund Source</td>
<td>Expected Begin Date</td>
<td>Expected End Date</td>
<td>Personnel</td>
<td>Faculty/Staff Emphasis</td>
<td>Purchases or Funds Utilization</td>
<td>Amount</td>
<td>Partners</td>
<td>Purpose</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>F</td>
<td>Nursing Innovation Grant Program - THECB</td>
<td>12/1/2020</td>
<td>12/31/2022</td>
<td>Dr. Debra Fontenot</td>
<td>ADN Program</td>
<td>Professional Development Training and materials for instruction</td>
<td>$118,845</td>
<td>N/A</td>
<td>Provide Professional Development training and credentialing to ADN Program faculty to enhance curriculum development and instructional delivery to simulate clinical experiences for students</td>
</tr>
</tbody>
</table>
### Grants Awarded, Under Proposal Development or Submitted and Pending Review:

**Note:** Coordinators’ names are in bold face.

**Grant Types:** F=Federal; S=State; L=Local; P=Private/Foundation

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant Name – Fund Source</th>
<th>Expected Begin Date</th>
<th>Expected End Date</th>
<th>Personnel</th>
<th>Faculty/Staff Emphasis</th>
<th>Purchases or Funds Utilization</th>
<th>Amount</th>
<th>Partners</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>National Science Foundation – IUSE Contract Award # 1726968</td>
<td>9/1/17</td>
<td>8/31/22</td>
<td>John Matula</td>
<td>Biology</td>
<td>Lab equipment/supplies, instructor wages</td>
<td>$135,310</td>
<td>UH-Central and HCCS</td>
<td>Expose Biology students to projects in research that simulate projects of scientists professionally</td>
</tr>
<tr>
<td>S</td>
<td>H-GAC/Alvin City Recycling Project for ACC</td>
<td>3/1/2020</td>
<td>6/20/2021</td>
<td>Hameedah R. Majeed</td>
<td>Physical Plant</td>
<td>Recycle Bins (rented/serviced)</td>
<td>$18,000</td>
<td>City of Alvin</td>
<td>Project will fund 3 recycling bins (paper/plastic/aluminum) managed by the City of Alvin for recycling services for ACC students and employees</td>
</tr>
<tr>
<td>S</td>
<td>Texas Workforce Commission Jobs and Education for Texans Grant Contract # 2820JET004</td>
<td>6/22/2020</td>
<td>6/30/2021</td>
<td>Danbury ISD assisted by Charles Burgin</td>
<td>Danbury ISD assisted by CEWD</td>
<td>Welding Training Equipment</td>
<td>$262,863</td>
<td>Danbury ISD</td>
<td>ACC will act as a partner to Danbury ISD’s application and project to acquire welding training equipment that can be shared among the two entities’ welding programs in joint training ventures</td>
</tr>
</tbody>
</table>
ACC Future Discretionary Competitive Grant Initiatives Note: Coordinators’ names are in bold face. Blue Font indicates proposals are pending review by Grantor.

Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

<table>
<thead>
<tr>
<th>Type</th>
<th>Grant Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Personnel</th>
<th>Faculty/Staff Emphasis</th>
<th>Purchases</th>
<th>Amount</th>
<th>Partners</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Nursing Innovation Grant Program - THECB</td>
<td>12/1/2020</td>
<td>12/31/2022</td>
<td>Dr. Debra Fontenot</td>
<td>ADN Program</td>
<td>Professional Development Training and materials for instruction</td>
<td>$118,845</td>
<td>N/A</td>
<td>Provide Professional Development training and credentialing to ADN Program faculty to enhance curriculum development and instructional delivery to simulate clinical experiences for students</td>
</tr>
<tr>
<td>Grant Type</td>
<td>Grant Name – Fund Source</td>
<td>Expected Begin Date</td>
<td>Expected End Date</td>
<td>Personnel</td>
<td>Faculty/Staff Emphasis</td>
<td>Purchases or Funds Utilization</td>
<td>Amount</td>
<td>Partners</td>
<td>Purpose</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>F</td>
<td>Perkins Contract Award # 18005</td>
<td>9/1/20</td>
<td>8/31/21</td>
<td>Dr. Stacy Ebert</td>
<td>Tech Programs</td>
<td>Technical supplies, support, and equipment</td>
<td>$150,679</td>
<td>N/A</td>
<td>Provide supplies and equipment required for technical program instruction</td>
</tr>
<tr>
<td>F</td>
<td>HUD-Brazoria County Community Development Block Grant</td>
<td>10/1/2020</td>
<td>9/30/2021</td>
<td>Jamie Ward</td>
<td>CEWD</td>
<td>Tuition Workforce Training</td>
<td>$10,000</td>
<td>N/A</td>
<td>Funds for eligible students for Workforce Training Tuition Costs</td>
</tr>
</tbody>
</table>
12. Consider Approval of Executive Search Firm and Contract
MEMORANDUM NO: 153-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 15, 2020

SUBJECT: Selection of Executive Search Firm to Assist in the Hiring of the Next College President

Request for Proposals RFP-#21-06 was released on Friday September 18, 2020 to secure an executive search firm to assist in the hiring of the next College President. The deadline for submission of applications was October 8, 2020 at 2:00 p.m. Eleven proposals were received and opened.

On Friday October 9, 2020, a team of Alvin Community College staff reviewed and scored the proposals. The four highest scoring firms were identified as The Pauly Group, Gold Hill Associates, Academic Search Inc., and Greenwood/Asher and Associates.

Each firm was contacted Friday afternoon and provided a time slot for an interview and question session with the Board of Regents during a workshop held on Monday October 12, 2020, beginning at 1:00 p.m.

On Monday October 12, 2020, the Board of Regents met by videoconference to hear presentations and ask questions of the top four executive search firms. After listening to the presentations, the Board Members scored the firms using score sheets and provided the results to legal counsel for tallying.

Based upon the results of the scores from the interviews, Greenwood/Asher and Associates was selected as the best value for the college.

It is recommended that the Board 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.

CMA:tg
13. Consider Approval of the Composition of the Screening Committee for the Selection of the Next President
MEMORANDUM NO: 150-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 13, 2020

SUBJECT: Creation of Presidential Screening Committee

At the October 12, 2020 Board Workshop, Regents discussed the composition of the Presidential Search Committee in Executive Session.

It is recommended that the Board approve the committee membership and authorize Chair Sanchez to appoint the members.

CMA: tg
14. **Consider Approval of Personnel (Replacement): Dean, Continuing Education and Workforce Education**
MEMORANDUM NO: 145-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: October 7, 2020

SUBJECT: Personnel Action (Replacement): Dean, Continuing Education and Workforce Development

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

Candidate
Recommended: Karen White-Goyzueta

Education:
- Grand Canyon University
  Doctor of Education, Organizational Leadership
- University of Central Florida
  Master of Science, Industrial/Organizational Psychology
- University of Central Florida
  Bachelor of Science, Psychology

Experience:
- Texas Southmost College
  Director, Curriculum and Assessment March 2018 - Present
- Florida Technical College
  Vice President January 2012 – January 2018
- Concorde Career Colleges
  Regional Business Developer October 2010 – June 2011
- Fortis College
  Director, Admissions March 2008 – September 2010
High Tech Institute
Director, Admissions
December 2004 – February 2008

Florida Technical College
Online Adjunct
November 2012 – April 2017

Salary: $95,863.44
Grade 215
2020-21 Admin/Professional Salary Schedule

CMA:tg
JOB DESCRIPTION

Job Title: Dean, Continuing Education/Workforce Development
Department: CEWD
Grade Level: 215
Salary Range: Professional Salary Schedule
Reports to: Vice President, Instruction
Job Category: Full-Time
FLSA Status: Exempt

HR Approved: Date: 9/1/2020
Last Updated by: Cynthia Griffith Date: 01/22/2020

SUMMARY
The Dean of Continuing Education and Workforce Development (CEWD) provides leadership in the planning, development, implementation, operation, supervision, and evaluation of all non-credit Continuing Education and Workforce Development courses and instructional programs, Special Interests programs, and Leisure Learning programs. The division is a revenue center responsible for covering direct expenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide division leadership to develop a culture of success and foster a culture of evidence.
- Ensure compliance with THECB, WECM, SACSCOC, programmatic accreditors, and other regulatory agencies. Serves as a resource to THECB on assigned educational programs.
- Recruit, interview, and recommend appointment of highly qualified division instructors and staff. Provide orientation session(s) for all new full-time instructors and staff.
- Participate in the selection process of CEWD Directors to provide leadership for division disciplines/programs. Participates in other College screening committees for the selection of employees, as requested.
- Supervise, mentor, and evaluate full-time instructors, Directors, and staff according to College guidelines.
- Coordinate and collaborate with Directors and instructors to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources.
- Oversight of enrollment management processes to meet student needs and ensure efficiency in course scheduling, classroom utilization, class section combinations/cancellations, and distribution of class loads.
- Provide instructional leadership for ongoing development of an innovative and current curriculum that incorporates interactive learning, technology, and effective pedagogies focused on student success.
- Participate in college-wide strategic planning processes to provide leadership and accountability for division unit planning and outcomes.
- Communicate effectively to implement division programs, advocate for growth, and meet the needs of students and the community.
- Provide instructional and administrative leadership for all activities, programs, and personnel of assigned departments and the departmental and college-wide student success initiatives.
- Assess instructional effectiveness and plans for continued improvement.
- Develop budget recommendations and manage division allocations for effective, efficient, and productive educational programs and support services.
- Provide oversight of division expenditures, maintains financial reports, and records to ensure the division is fiscally sound and generating profit.
- Develop new programs, evaluate, and revise existing programs.
- Approve payroll compensation for division instructors, Directors, and division staff.
- Participate as a member of the Instructional Leadership Team.
• Provide assistance to the Vice President of Instruction to ensure program compliance with accrediting guidelines and external agencies.
• Represent the College at meetings as designated by executive administration.
• Develop and administer adult vocational programming and contact hour funded classes, including those offered through contract training and grants.
• Oversee the planning, development and coordination of special workshops, seminars to support workforce and economic development, business and industry training, programming for professional development, certification and awarding the continuing education unit/professional development contact hours.
• Develop, maintain, and provide various enrollment reports to the Vice President of Instruction each quarter for assigned departments.
• Coordinate discussions, meetings with, and prepare reports for accrediting agencies and external organizations.
• Provide mediation and conflict resolution for student and personnel concerns. Responsible for oversight of the academic appeal process, as appropriate.
• Coordinate, maintain, and assure currency of all formalized agreements related to division programs/disciplines.
• Monitor systems, policies, and procedures in order to ensure consistent delivery of division programs and services.
• Develop, maintain, and expand collaborative partnerships with businesses, industries, school districts, and others to facilitate the responsiveness of division programs.
• Participate in research, creation, and submission of institutional grant proposals. Responsible for oversight, administration, outcomes, and reporting of grants associated with division programs/disciplines.
• Facilitate communication among all departments within the college.
• Serve on institutional committees, attend community functions, and serve on external committees for betterment of the college and community relations.
• Develop innovative and entrepreneurial partnerships to leverage college resources.
• Perform other duties of a similar nature or level as assigned.

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

EDUCATION
• Master’s degree in education, education administration, adult education, training and development or a related field from an accredited institution
• Doctorate degree preferred

EXPERIENCE
• A minimum of three (3) years of teaching experience at a community college/university or experience in workforce training/corporate training in a college or business setting required.
• A minimum of three (3) years of progressive administrative experience with at least three (3) years of equivalent supervisory experience in higher education or a business setting required.
• Three (3) years of work experience in a continuing education, workforce training or corporate training.
• Experience in budget, supervision, and educational planning at a community college, university, or similar organization required.

KNOWLEDGE, SKILLS, AND ABILITIES
• Demonstrated success in an administrative leadership role within an educational, governmental, or business/industry setting
• Experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication
• Knowledge and recent experience with accreditation processes for continuing education/workforce development programs (NCCER, etc.)
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.
15. **Consider Approval of Personnel (New): Dean, Student Support Services**
MEMORANDUM NO: 141-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: October 6, 2020

SUBJECT: Personnel Action (New): Dean, Student Support Services
The individual listed below has been recommended to fill the full-time position for the Dean, Student Support Services position.

Candidate
Recommended: Akilah Martin

Education:
University of Houston – Clear Lake
Doctor of Education, Educational Leadership (In Progress)

Texas Southern University
Master of Education, Counselor Education

Texas State University
Bachelor of Science, Criminal Justice

Experience:
Alvin Community College
Director, College & Career Pathways
September 2016 - Present

Alvin Community College
Director, Dual Enrollment
July 2012 – August 2016

Alvin Community College
Academic Advisor (Dual Credit)
August 2008 – June 2012

Alvin Community College
Adjunct Faculty
August 2011 – May 2016
Alvin Community College
Coordinator of Student Activities

Texas State University
Senior Houston Regional Admission Counselor

North Harris College-Talent Search TRIO Program
Program Coordinator

Salary: $95,517.40
Grade 215
2020-21 Admin/Professional Salary Schedule

CMA:tg
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Dean, Student Support Services</th>
<th>Vice President, Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Student Services</td>
<td>Reports to: Services</td>
</tr>
<tr>
<td>Grade Level:</td>
<td>215</td>
<td>Job Category: Full-Time</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Professional Salary Schedule</td>
<td>FLSA Status: Exempt</td>
</tr>
<tr>
<td>HR Approved:</td>
<td>Date:</td>
<td>Date:</td>
</tr>
<tr>
<td>Last Updated by:</td>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

SUMMARY
The Dean, Student Support Services is responsible for the leadership of assigned areas within the Student Services Division. Assigned areas include advising, counseling, career services, pathways success coaching, disability support services, veterans support services and other enrollment and retention services. The Dean serves as co-chair for the College's Quality Enhancement Plan (Advising). Assist the Vice President, Student Services with overall management of the Student Services Division. The Dean may also serve as Deputy Title IX Coordinator. As a member of the Vice President's Management Team, collaborates and networks internally with other team members and across departments.

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

- Assists the Vice President for Student Services with overall management of the Student Services Division.
- Provide leadership and managerial oversight for assigned student services areas through effective staffing, planning, developing, and evaluation of direct reports.
- Provides direct supervision for assigned student services areas which may include advising, counseling, assessment, disability support services, career advising, and other various enrollment and retention programs.
- Participates as a member of the Vice President's Management Team.
- Makes operational and administrative decisions on a daily basis. The Dean works with other members of the Vice President's team to formulate operational procedures and make high-level decisions that affect the entire College.
- Develop department effectiveness and plans for continued improvement.
- Assist in budget development for assigned units. Implements budget controls and performs needs assessments for the development of annual budget recommendations.
- Assist in program development and effectiveness evaluation.
- Develops reports and analyzes student enrollment and success data for use in student services/success programming.
- Provides leadership for full-time and part-time staffing in compliance with Board policy and administrative procedures.
- Recruits employees in collaboration with HR, chairs screening committees for the selection of full-time Student Services staff and makes recommendations to the Vice President for the initial hiring decisions.
- May serve as Deputy Title IX Coordinator and assist in program development for, Violence against Women Act, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and Human Rights Officer for students. Works with appropriate staff regarding policy and procedures in this area.
- Assist with the student conduct and judicial affairs process.
- Provides leadership for assigned areas related to the Colleges student retention plan to meet overall enrollment and student success goals.
- Assists and collaborates with the Vice President, Student Services, and Vice President, Instruction to coordinate the Guided Pathways processes and procedures.
- Identifies and implements best practices in student support services.
- Responsible for being aware of relevant laws to ensure College is in adherence with state and federal regulations and guidelines.
- Assist the Vice President with all aspects of SACSStudent Services compliance for upcoming decennial review.
- Works with faculty and others to resolve student concerns and disciplinary issues.
- Facilitates communication among all Student Services departments within the college.
- Creates partnerships that foster community, student civility, and social responsibility to build a positive campus climate.
- Performs other duties of a similar nature or level 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
- Required: Master's degree with a focus on areas such as student personnel, advising, counseling, higher education administration, student development theory, or related field required.
- Preferred: Doctorate degree

EXPERIENCE
- Five (5) years of student services administrative experience with at least two (2) years at a Director or Manager level.
- At least two (2) years of experience supervising multiple staff members at various levels of experience.
- Demonstrated student-centered leadership.
- Proven record of leadership that contributed to increased student enrollment, retention, and/or success.
- Experience at the community college level preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
- Requires a wide range of analysis and judgment to meet job situations
- Demonstrated ability to develop, analyze and implement effective and innovative student service strategies.
- Experience providing student-centered vision and leadership within a higher education setting; knowledge of strategic planning and research needed to support student services.
- Knowledge of budget development and management.
- Strong collaboration, innovation, and leadership skills.
- Ability to influence without direct line authority.
- Effective communicator with solid listening skills and problem solving judgment.
- Strong interpersonal and relationship building skills.
- Understanding and awareness of the needs of diverse student populations, including experience working with low-income, first-generation students.
- Ability to motivate and inspire employees and knowledge of how to build cohesive and highly functional teams.
- Excellent problem-solving skills, along with the ability to resolve conflicts.
- Ability to work independently, to identify and implement innovative strategies, to assess effectiveness in meeting College’s strategic planning goals to increased student retention and success.
- A demonstrated commitment to equity and inclusion.

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.
16. **Consider Approval of Personnel (Replacement): Computer Information Technology Instructor**
MEMORANDUM NO: 147-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 12, 2020

SUBJECT: Personnel Action (Replacement): Computer Information Technology Instructor

The individual listed below has been recommended to fill the full-time position for the Computer Information Technology Instructor.

Candidate
Recommended: Marcolin Eakins

Education:

Texas Woman's University
Master of Business Administration

Texas Southern University
Bachelor of Business Administration, Management Information System

Experience:

Menninger Clinic
IT Manager
April 2015 - Present

University of Texas MD Anderson Cancer Center
Manager, IT Service Operations
January 2011 – February 2015

University of Texas MD Anderson Cancer Center
Network Engineer I
April 2007 – December 2010
SBC Communications
Facilities Technician Supervisor

March 1997 – February 2007

Salary: $57,905
Grade MA / Step 10
2020-21 9 Month Faculty Salary Schedule

CMA:tg
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Instructor, Computer Information Technology</th>
<th>Reports to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Computer and Office Administration</td>
<td>Performance</td>
</tr>
<tr>
<td>Grade Level:</td>
<td></td>
<td>Job Category: Full-Time</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Faculty Salary Schedule</td>
<td>FLSA Status: Exempt</td>
</tr>
</tbody>
</table>

HR Approved: Date: 5/1/2016
Last Updated by: Human Resources Date: 5/1/2016

SUMMARY
The instructor will teach a variety of courses within the Computer Information Technology department curriculum, including developmental, freshman and sophomore level courses.

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

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

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.
EDUCATION
- Master's degree in computer science, computer information systems, computer information technology, computer engineering, or computer-based information systems or related field(s). Master's degree with 18 graduate hours in a specific area of technology. (BCIS,COSC)

Or Workforce Only
- Associate's or Bachelor's degree in computer science, computer information systems, computer information technology, computer engineering, or computer-based information systems, instructional technology, or business/computer related field (e.g., management, decision, data processing, and 3 years non-teaching work experience in the field or industry certification(s). (INEW, ITSE, ITSC, ITSW, ITSY)
- Associate's or Bachelor's degree in computer science, computer information systems, computer information technology, computer engineering, computer-based information systems or business/computer related field (e.g., management, decision), or electrical engineering and 3 years non-teaching work experience in the field or industry certification(s). (ITNW, ITMT, ITCC)

EXPERIENCE
- Minimum of three years of experience in a computer related field.

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

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

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

X EMPLOYEE PRINTED NAME

X SUPERVISORS PRINTED NAME

X EMPLOYEE SIGNATURE AND DATE

X SUPERVISOR SIGNATURE AND DATE

Sign and return to HR for placement into employee personnel file.
17. Consider Approval of Door Control System and Hardware
MEMORANDUM NO: 151-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 14, 2020

SUBJECT: Door Access Control System and Hardware

The College relies heavily on technology to support its mission to serve our community and students. OneCard VIP, provided by TouchNet, is the college’s ID badging system for employees and students. The system integrates directly with Colleague, the college’s Student Information System and ERP, and provides the ability for ‘check in’ capabilities for student events and services, as well as flexibility for payment services should this service be requested. TouchNet currently provides the college’s online payment gateway for student tuition and fees.

The OneCard VIP software is directly integrated with the TouchNet Software and data centers, which in turn communicates directly with the college’s Colleague system. The OneCard Access Software Module is designed to work natively with OneCard hardware, including wired door controllers, wireless door controllers, and wireless Gateways. The entirety of this hardware cannot be provided through another source. Instead, card readers and locks are purchased through TouchNet and encoded with the campus security credentials. As the proprietary TouchNet software and hardware “build” on top of each other, and due to compatibility and security issues, there is no other vendor who can sell the software or hardware, nor can another vendor perform any maintenance or support services. TouchNet is the sole source to provide this solution as an integrated part of the Campus OneCard VIP Platform.

For areas of the college undergoing renovations provided by the tax maintenance note, the General Contractor, working with AGCM, will secure door lock and reader hardware, cabling, and installation. Tax maintenance funds will be used to purchase controllers, implementation, and installation. College general funds are designated to secure the OneCard Access Control Software licensing and implementation, hardware and installation for the S Building, and the annual hardware and software maintenance fees. A breakdown of costs follows.

Coupled with the Board approved purchases of an ERP Solution (Ellucian Co., LP) and an E-Commerce Solution (TouchNet) in FY2017 and FY2018 and utilizing comprehensive Request for Proposals in each case, this purchase is precluded from competitive bidding as outlined in
Texas Education Code, Chapter 44, Section 44.031, item j (1) where the developer has a copyright on the product.

Coupled with the Board approved purchases of an ERP Solution (Ellucian Co., LP) and an E-Commerce Solution (TouchNet) in FY2017 and FY2018 and utilizing comprehensive Request for Proposals in each case, this purchase is precluded from competitive bidding as outlined in Texas Education Code, Chapter 44, Section 44.031, item j (1) where the developer has a copyright on the product.

<table>
<thead>
<tr>
<th>College - General Service Fees</th>
<th>College Funded Licensing / Maintenance based on current count</th>
<th>Price</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software - One Card Access Control</td>
<td></td>
<td>9,100</td>
<td>9,464</td>
<td>9,843</td>
<td>10,236</td>
<td>10,646</td>
</tr>
<tr>
<td>Implementation</td>
<td></td>
<td>13,550</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S Building Hardware (Locks/Controllers)</td>
<td></td>
<td>27,629</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation/Training</td>
<td></td>
<td>8,931</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Expenses</td>
<td></td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controller Maintenance/Warranty</td>
<td></td>
<td>1,962</td>
<td>2,617</td>
<td>2,617</td>
<td>2,617</td>
<td>2,617</td>
</tr>
<tr>
<td>Total - General Service Fees</td>
<td></td>
<td>61,172</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tax Maintenance Note Funds

| A,B,C,D,E,F,G,N,R Buildings |                                   | 73,736|        |        |        |        |
| Controllers, Wireless Controllers |                         | 20,000|        |        |        |        |
| Installation, P.M. and Training  |                               | 35,000|        |        |        |        |
| Controller Maintenance/Warranty |                               | 8,295 | 10,071| 10,071| 10,071| 10,071|
| Total - Tax Maintenance Note Funds |                               | 137,031|        |        |        |        |

TOTALS 198,203 22,152 22,531 22,924 23,334

General Contractor / AGCM

| A,B,C,D,E,F,G,N,R Buildings |                                   | Included in GC Bid |        |        |        |
| Locks, Readers, Cabling     |                                   |                    |        |        |        |

It is recommended that the college enters into a contract with TouchNet for the provision of software, equipment and related services to provide an automated building door access control system utilizing OneCard badges.
18. Consider Approval of Kitchen Equipment for the Nolan Ryan Center
MEMORANDUM NO: 138-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 1, 2020

SUBJECT: Purchase of Kitchen Equipment for Nolan Ryan Center

As part of the extensive upgrade of the Nolan Ryan Center, including the new Culinary Arts kitchen, it is necessary to purchase professional grade kitchen equipment. This equipment will be utilized for not only academic purposes and Board meetings but leased events as well.

As provided for in Texas Education Code 44, the Purchasing Department contacted commercial kitchen equipment firms on multiple approved cooperative groups for quotes on exact, pre-approved items. ISI Commercial Refrigeration is the lowest qualified respondent and is a contracted provider on the Harris County Department of Education (HCDE) Choice Partners Cooperative. Quote results are as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kommercial Kitchen</td>
<td>$75,781.00</td>
</tr>
<tr>
<td>ISI Commercial Refrigeration</td>
<td>$67,336.32</td>
</tr>
<tr>
<td>PASCO</td>
<td>$72,964.00</td>
</tr>
<tr>
<td>ACE Mart</td>
<td>$71,055.78</td>
</tr>
<tr>
<td>Jeans</td>
<td>$68,822.57</td>
</tr>
</tbody>
</table>

The purchase will be funded by the Tax Maintenance Note.

It is recommended that the Board approve the purchase of commercial kitchen equipment in the amount of $67,336.32 from ISI Commercial Refrigeration.

CMA:tg
19. Consider Approval of Consolidation and Upgrade of Existing Blackboard Contracts
MEMORANDUM NO: 144-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: October 7, 2020

SUBJECT: Consolidate and Upgrade Existing Blackboard Contracts

Blackboard Learn’s Software as a Service (SaaS) model is utilized as the unified Learning Management System for Alvin Community College. Over the years, the College has leveraged Blackboard’s offerings and accumulated five (5) unique contracts to provide comprehensive student access to online instruction materials and services. Each of these agreements have different terms which are managed by staff for renewals and expirations. The current contract for Blackboard Core Services is scheduled for renewal in August 2021.

In response to Covid19, the College shifted from a historical 19.3% of courses offered through online or hybrid modalities (16-week Fall 2019) to 93.8% in Fall 2020 available either fully online, synchronous remote course, or in a hybrid model. As may be expected, this has caused a massive increase in cloud storage requirements, up to twelve (12) Terabytes over the contractual limit, resulting in a $120,000 overage charge for the academic year ending August 31, 2020. The Office of Distance Education has devised archival and alternative storage methods to reduce the college’s storage footprint moving forward, to an estimated eight (8) Terabyte annual average.

Blackboard approached the College regarding the overage. College staff members from Distance Education, Purchasing, and Information Technology have worked with Blackboard representatives to negotiate an early renewal, consolidation of the five unique contracts, and a proposed solution for the reduction of storage overage costs. A summary of the recommended three-year contract commitment follows.

<table>
<thead>
<tr>
<th>Asset</th>
<th>Renewal Date</th>
<th>Previous Total</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn SaaS</td>
<td>9/2/20</td>
<td>$51,875.00</td>
<td>$39,315.00</td>
<td>$40,494.45</td>
<td>$41,709.28</td>
</tr>
</tbody>
</table>

89
<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
<th>Amount</th>
<th>Savings</th>
<th>Contracted Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborate</td>
<td>9/2/20</td>
<td>$8,125.00</td>
<td>$8,125.00</td>
<td>$8,368.75</td>
<td>$8,619.81</td>
</tr>
<tr>
<td>Ancillary Services</td>
<td>9/2/20</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>$2,575.00</td>
<td>$2,652.25</td>
</tr>
<tr>
<td>Helpdesk</td>
<td>11/30/20</td>
<td>$11,845.00</td>
<td>$11,845.00</td>
<td>$12,200.35</td>
<td>$12,566.36</td>
</tr>
<tr>
<td>Ally</td>
<td>8/21/20</td>
<td>$10,600.00</td>
<td>$9,560.00</td>
<td>$9,846.80</td>
<td>$10,142.20</td>
</tr>
<tr>
<td>10TB Storage (Overage)</td>
<td></td>
<td>$120,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$60,000.00*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 TB Storage (Go Forward)</td>
<td>9/2/20</td>
<td>$48,000.00**</td>
<td>(Optional, as needed)</td>
<td>(Optional, as needed)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$84,945.00</td>
<td>$119,345.00</td>
<td>$73,485.35</td>
<td>$75,689.91</td>
</tr>
</tbody>
</table>

- Permanent reduction on Blackboard Learn SaaS and Blackboard Ally
- *50% reduction on 10TB storage overage ($60,000 savings)
- **50% reduction on additional storage projected at 8TB for 9/1/20 – 8/31/21 ($48,000 savings)
- Additional storage priced at $6,000/TB (instead of $12,000/TB) for duration of contract
- Additional storage optional, reviewed annually at renewal period and licensed for 12-month period

Previous Year / FY20: $60,000 for storage overages (reduced from $120,000). Invoice to be sent upon Board approval.

Year 1 / FY 21: $119,345.00 ($71,345 for software/services, estimated $48,000 for additional storage). Invoice to be sent upon Board approval.

Year 2 / FY 22: $73,485.35 for software/services, additional storage TBD needed at $6,000/TB. Invoice to be sent in FY22.

Year 3 / FY 22-23: $75,689.91 for software/services, additional storage TBD as needed at $6,000/TB. Invoice to be sent in FY23.
Blackboard is a member of the Choice Partners purchasing cooperative, Contract Number 17/026KH-08. This new contract and excess storage fees will be funded from General Funds and Student Technology fees.

It is recommended that the Board of Regents approve the multi-year contract and approve payment according to the payment schedule outlined above.

CMA:tg
20. Consider Approval of Simtronics Software
MEMORANDUM NO: 101-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 1, 2020

SUBJECT: Purchase of Simtronics Software Products

If an effort to upgrade current licenses for software utilized by the Process Technology department, the College desires to purchase an additional eight (8) licenses from Simtronics for a cost of $80,000.00.

The PSU-100 software will enable comprehensive and objective trainee evaluation data and will allow instructors to monitor and track operator performance and progress in real-time process models.

This purchase is considered a sole source purchase based on the fact that College already owns licenses from Simtronics. This purchase is precluded from competitive bidding as outlined in Texas Education Code, Chapter 44, Section 44.031, item j (1) where the developer has a copyright on the product.

This purchase will be funded by the Perkins Basic grant fund.

It is recommended that the Board approve the purchase of licenses from Simtronics in the amount of $80,000.00.
21. **Consider Approval of Proposed Fees for 2020-2021 Fiscal Year and 2021-2022 Fiscal Year**
MEMORANDUM NO: 139-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 6, 2020

SUBJECT: Proposed Fees for 2020-2021 Fiscal Year and 2021-2022 Fiscal Year

Attached are the fees changes proposed for the 2020-2021 and 2021-2022 fiscal years. All of the proposed changes are for course fees in the Health Science departments. An increase in tuition is proposed every other year, so there is no proposal to change tuition for the next year. In addition to the fees presented for approval, the committee discussed implementing a limitation on the number of times a student over 65 may audit a course at no charge. The committee will conduct more research and resume discussion on the matter at the spring meeting.

It is recommended that the Board approve the fees as proposed for the 2020-2021 and 2021-2022 fiscal years.

CMA:tg
<table>
<thead>
<tr>
<th>Department</th>
<th>Requested By</th>
<th>Description of Request</th>
<th>Old Fee</th>
<th>Amt of Increase/Decrease</th>
<th>Updated or New Fee</th>
<th>Rationale</th>
<th>Effective Date</th>
<th>Tuition Fee</th>
<th>Course Fee</th>
<th>Cashier Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPT</td>
<td>Marby McKinney</td>
<td>RSPT-2230 - Increase Board Review Seminar Fee</td>
<td>$285</td>
<td>$10</td>
<td>$295</td>
<td>Increase in Board Review Seminar fee</td>
<td>Spring 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOCN</td>
<td>Melinda Wallace</td>
<td>Increase ATI fees for VNSG 1160 (1st semester-summer), VNSG 1660 (2nd semester fall), VNSG 1561 (3rd semester spring)</td>
<td>$257</td>
<td>$43</td>
<td>$300</td>
<td>ATI is an online instructional package utilized by VN program since 2012. It supplements and complements all areas of the VN Curriculum. Increased fee is for new ATI product that will supplement clinical opportunities</td>
<td>Summer 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN*</td>
<td>Debra Fontenot</td>
<td>RNSG-1523 - Addition of SwiftRiver virtual simulation. Fee includes ATI, SwiftRiver, and ExamSoft fees ($222 ATI + $29 ExamSoft + $75 SwiftRiver)</td>
<td>$216</td>
<td>$110</td>
<td>$326</td>
<td>Addition of SwiftRiver by NurseThink; virtual simulation to supplement clinical. (One semester access.) Addition of ATI Test taking strategies seminar.</td>
<td>Fall 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN*</td>
<td>Debra Fontenot</td>
<td>RNSG-2504 - Increase in ATI testing fee. Addition of Laerdal virtual simulation. Fee includes Laerdal, ATI and ExamSoft fees ($192 ATI + $29 ExamSoft + $99 Laerdal)</td>
<td>$181</td>
<td>$139</td>
<td>$320</td>
<td>Addition of vSim by Laerdal; virtual simulation to supplement clinical. (Two year access.) Addition of ATI Test taking strategies seminar.</td>
<td>Fall 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN*</td>
<td>Debra Fontenot</td>
<td>RNSG-2514 - Increase in ATI testing fee. Fee includes ATI and ExamSoft fees ($192 ATI + $29 ExamSoft)</td>
<td>$179</td>
<td>$42</td>
<td>$221</td>
<td>Increase in ATI fees. Addition of ATI Test taking strategies seminar.</td>
<td>Fall 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN*</td>
<td>Debra Fontenot</td>
<td>RNSG-2435 - Increase in ATI testing fee. Fee includes ATI and ExamSoft fees ($192 ATI + $29 ExamSoft)</td>
<td>$171</td>
<td>$50</td>
<td>$221</td>
<td>Increase in ATI fees. Addition of ATI Test taking strategies seminar.</td>
<td>Fall 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN*</td>
<td>Debra Fontenot</td>
<td>RNSG-1327 - Increase in ATI testing fee. Addition of Laerdal virtual simulation. Fee includes ATI and ExamSoft fees ($379 ATI + $29 ExamSoft + $99 Laerdal)</td>
<td>$319</td>
<td>$188</td>
<td>$507</td>
<td>Addition of vSim by Laerdal; virtual simulation to supplement clinical. (Two year access.) Addition of ATI Test taking strategies seminar.</td>
<td>Summer 2021</td>
<td>Course Fee (FERES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Tech</td>
<td>Rhonda Boone</td>
<td>PHRA-2252 - Reduction in testing fee</td>
<td>$158</td>
<td>-$29</td>
<td>$129</td>
<td>PTCE Exam Fees have decreased</td>
<td>Spring 2021</td>
<td>Course Fee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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22. **Consider Approval of Budget Amendment for 2019-2020 and Budget Amendment for 2020-2021**
MEMORANDUM NO: 140-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht

DATE: October 6, 2020

SUBJECT: Budget Amendment for 2019-2020 Fiscal Year and Budget Amendment for 2020-2021 Fiscal Year

Attached are two budget amendments. The first amendment is for the 2019-2020 Fiscal Year which adjusts the budget for payroll items that weren’t known at the time that the budget was adopted in August 2019. This budget amendment also has items related to the unexpected effects of the COVID pandemic.

The second amendment is for the 2020-2021 Fiscal Year which moves funds from their original department to their final and correct department.

It is recommended that the Board approve the budget amendments for FY20 and FY21 as presented.
FROM: DR. CHRISTAL ALBRECHT  
DATE: October 22, 2020  
TO: BOARD OF REGENTS  

THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2019-20 SCHOOL YEAR ARE REQUESTED.

<table>
<thead>
<tr>
<th>Budget Code</th>
<th>Account Name</th>
<th>Transfer Out</th>
<th>Budget Code</th>
<th>Account Name</th>
<th>Transfer In</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-7-10350-61105</td>
<td>HR Prof Sal FT</td>
<td>(68,700.63)</td>
<td>11-7-10150-61005</td>
<td>President’s Adm Sal FT</td>
<td>14,548.63</td>
<td>President received an increase after the budget was approved for FY19/20.</td>
</tr>
<tr>
<td>11-7-10400-61310</td>
<td>Institutional Security T/C</td>
<td>(75,380.96)</td>
<td>11-5-10520-82000</td>
<td>IT Pooled Account</td>
<td>164,993.61</td>
<td>COVID-19 expenses (burner phones and service, laptops, external Wi-Fi, keyboard and mouse covers, software, webcams, and remote support console)</td>
</tr>
<tr>
<td></td>
<td>Sal PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-5-14520-61110</td>
<td>Learning Lab Prof Sal PT</td>
<td>(52,271.76)</td>
<td>11-7-11102-82288</td>
<td>COVID-19 Expenses</td>
<td>50,515.27</td>
<td>COVID-19 expenses (plexiglass, PPE, sanitizer machines and sanitizer, thermometers, wristbands, and install UV in Childcare)</td>
</tr>
<tr>
<td>11-4-13800-61105</td>
<td>Radio Station Prof Sal FT</td>
<td>(38,890.30)</td>
<td>11-7-11500-81662</td>
<td>Compensated Absences</td>
<td>101,830.34</td>
<td>We are required to keep a reserve of expenses owed to employees for vacation pay not used. This line represents the increase in the expense accrual at 8/31/2020.</td>
</tr>
<tr>
<td>11-5-14081-82672</td>
<td>Softball Books</td>
<td>(6,732.55)</td>
<td>11-5-14082-82261</td>
<td>Baseball Fence</td>
<td>9,068.71</td>
<td>Funds originally paid from Fund 61 were moved to baseball.</td>
</tr>
<tr>
<td>11-5-14081-82261</td>
<td>Softball Consulting Srvc</td>
<td>(2,336.16)</td>
<td>11-3-14160-61405</td>
<td>Bus/Acctg Fac Sal FT</td>
<td>1,599.96</td>
<td>Lead pay assigned after budget was approved for FY19/20.</td>
</tr>
</tbody>
</table>


### ALVIN COMMUNITY COLLEGE
#### BUDGET REVISION REQUEST
**DATE:** October 22, 2020

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Start Date</th>
<th>Description</th>
<th>Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-6-15230-82261</td>
<td>ADA Consultant Srve</td>
<td>11-3-14200-61405</td>
<td>Chemistry Fac Sal FT</td>
<td>1,908.69</td>
<td>Lead pay assigned after budget was approved for FY19/20.</td>
</tr>
<tr>
<td>11-7-10400-61305</td>
<td>Institutional Security T/C</td>
<td>11-3-14240-61405</td>
<td>Economics Fac Sal FT</td>
<td>1,976.84</td>
<td>Lead pay assigned after budget was approved for FY19/20.</td>
</tr>
<tr>
<td></td>
<td>Sal FT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-3-14280-61405</td>
<td>English Fac Sal FT</td>
<td>7,870.98</td>
<td>Instructor hired at PHD level.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>(354,313.03)</td>
<td>354,313.03</td>
</tr>
</tbody>
</table>

**APPROVED on the 22th day of October, 2020**

___________________________
Director, Fiscal Affairs

___________________________
Chairman of ACC Board of Regents

___________________________
Vice President of Administrative Services

___________________________
Secretary of ACC Board of Regents

___________________________
President
ALVIN COMMUNITY COLLEGE
BUDGET REVISION REQUEST
DATE: October 22, 2020

FROM: DR. CHRISTAL ALBRECHT

TO: BOARD OF REGENTS

THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2020-21 SCHOOL YEAR ARE REQUESTED.

<table>
<thead>
<tr>
<th>Budget Code</th>
<th>Account Name</th>
<th>Transfer Out</th>
<th>Budget Code</th>
<th>Account Name</th>
<th>Transfer In</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-5-15500-62125</td>
<td>Library Student Workers</td>
<td>(20,953.00)</td>
<td>11-5-15505-62125</td>
<td>Learning Commons Student Workers</td>
<td>30,915.00</td>
<td>Consolidate student workers in one account.</td>
</tr>
<tr>
<td>11-5-14520-62125</td>
<td>Learning Lab Student Workers</td>
<td>(9,962.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-5-10500-61310</td>
<td>Dean Gen Educ and Acad Support T/C Sal PT</td>
<td>(12,132.00)</td>
<td>11-5-10510-61310</td>
<td>Dean of Arts and Sciences T/C Sal PT</td>
<td>12,132.00</td>
<td>Part-time employee was budgeted under the wrong dean.</td>
</tr>
</tbody>
</table>

TOTAL: (43,047.00)  43,047.00

APPROVED on the 22th day of October, 2020

__________________________
Director, Fiscal Affairs

__________________________
Chairman of ACC Board of Regents

__________________________
Vice President of Administrative Services

__________________________
Secretary of ACC Board of Regents

__________________________
President
23. **Financials**
## Alvin Community College
### Consolidated Statement of Net Assets

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2020</th>
<th>September 30, 2019</th>
<th>Variance</th>
<th>Explanations/Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>3,395,454</td>
<td>1,972,744</td>
<td>1,421,710</td>
<td>Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>19,143,664</td>
<td>34,718,570</td>
<td>(15,574,906)</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable, net</td>
<td>1,040,589</td>
<td>1,298,913</td>
<td>(258,324)</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>220,068</td>
<td>323,498</td>
<td>(103,430)</td>
<td></td>
</tr>
<tr>
<td>Prepaid</td>
<td>36,300</td>
<td>2,018</td>
<td>34,282</td>
<td>Travel advances and prepaid expenses</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>23,836,075</td>
<td>38,316,783</td>
<td>(14,480,708)</td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term investments</td>
<td>11,550,000</td>
<td>750,000</td>
<td>10,800,000</td>
<td></td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>30,933,665</td>
<td>27,157,972</td>
<td>3,775,693</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>66,319,740</td>
<td>66,224,755</td>
<td>95,985</td>
<td></td>
</tr>
<tr>
<td><strong>Deferred Outflows of Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred charge on refunding</td>
<td>*</td>
<td>151,897</td>
<td>(151,897)</td>
<td>Bonds</td>
</tr>
<tr>
<td>Deferred outflows - pensions</td>
<td>4,339,605</td>
<td>673,306</td>
<td>3,666,299</td>
<td>TRS pension</td>
</tr>
<tr>
<td>Deferred outflows - OPEB</td>
<td>3,241,398</td>
<td>793,239</td>
<td>2,448,159</td>
<td>OPEB</td>
</tr>
<tr>
<td><strong>Total Deferred Outflows of Resources</strong></td>
<td>7,581,003</td>
<td>1,618,492</td>
<td>5,962,511</td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable &amp; accrued liabilities</td>
<td>85,063</td>
<td>139,538</td>
<td>(54,475)</td>
<td></td>
</tr>
<tr>
<td>Net pension liability</td>
<td>9,596,705</td>
<td>5,761,791</td>
<td>3,834,914</td>
<td></td>
</tr>
<tr>
<td>Net OPEB liability</td>
<td>23,714,290</td>
<td>28,072,470</td>
<td>(4,358,180)</td>
<td></td>
</tr>
<tr>
<td>Funds held for others</td>
<td>46,610</td>
<td>37,521</td>
<td>9,089</td>
<td>Agency funds - groups, clubs, etc on campus</td>
</tr>
<tr>
<td>Deferred revenues</td>
<td>243,335</td>
<td>245,844</td>
<td>(2,509)</td>
<td>Grants paid in advance and fall registrations</td>
</tr>
<tr>
<td>Compensated absences</td>
<td>528,286</td>
<td>414,719</td>
<td>113,567</td>
<td>Entry made annually for change in liability</td>
</tr>
<tr>
<td>Bonds payable</td>
<td>7,927,444</td>
<td>9,366,965</td>
<td>(1,439,521)</td>
<td>Annual payment</td>
</tr>
<tr>
<td>Tax note payable</td>
<td>21,165,000</td>
<td>21,870,000</td>
<td>(705,000)</td>
<td>Annual payment</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>63,308,073</td>
<td>65,908,848</td>
<td>(2,600,775)</td>
<td></td>
</tr>
<tr>
<td><strong>Deferred Inflows of Resources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred inflows - pensions</td>
<td>1,911,006</td>
<td>806,996</td>
<td>1,104,010</td>
<td>TRS pension</td>
</tr>
<tr>
<td>Deferred inflow - OPEB</td>
<td>9,178,950</td>
<td>6,206,958</td>
<td>2,971,992</td>
<td>OPEB</td>
</tr>
<tr>
<td>Deferred inflows - premium on tax note</td>
<td>2,461,286</td>
<td>2,598,024</td>
<td>(136,738)</td>
<td>Tax Note</td>
</tr>
<tr>
<td><strong>Total Deferred Inflows of Resources</strong></td>
<td>13,551,242</td>
<td>9,611,978</td>
<td>3,939,264</td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balance - Equity</td>
<td>(2,958,572)</td>
<td>(7,677,129)</td>
<td>4,718,557</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>(2,958,572)</td>
<td>(7,677,129)</td>
<td>4,718,557</td>
<td></td>
</tr>
</tbody>
</table>
## Alvin Community College
### Consolidated Statement of Revenue and Expense
#### September 30, 2020 and September 30, 2019

<table>
<thead>
<tr>
<th>Year-To-Date</th>
<th>Prior Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other</td>
</tr>
<tr>
<td>Funds Actual</td>
<td>Funds Actual</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Operating revenues</td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>327,559</td>
</tr>
<tr>
<td>Federal grants and contracts</td>
<td>2,550,987</td>
</tr>
<tr>
<td>State grants</td>
<td>9,167</td>
</tr>
<tr>
<td>Local grants</td>
<td>53,054</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>287,822</td>
</tr>
<tr>
<td>Other operating revenues</td>
<td>63,613</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>3,672,120</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Operating expenses</td>
<td></td>
</tr>
<tr>
<td>Administrators</td>
<td>-</td>
</tr>
<tr>
<td>Institutional</td>
<td>608,367</td>
</tr>
<tr>
<td>Designated for Institutional Reserve</td>
<td>-</td>
</tr>
<tr>
<td>Occupational Technical Instruction</td>
<td>-</td>
</tr>
<tr>
<td>University Parallel Instruction</td>
<td>-</td>
</tr>
<tr>
<td>Student Services</td>
<td>-</td>
</tr>
<tr>
<td>Unbudgeted Unrestricted</td>
<td>168,850</td>
</tr>
<tr>
<td>Continuing Ed Fund (13)</td>
<td>83,959</td>
</tr>
<tr>
<td>Auxiliary enterprises</td>
<td>99,966</td>
</tr>
<tr>
<td>Local Grants</td>
<td>-</td>
</tr>
<tr>
<td>TPED</td>
<td>84,123</td>
</tr>
<tr>
<td>Institutional Scholarships</td>
<td>64,513</td>
</tr>
<tr>
<td>Student Fees</td>
<td>9,197</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>2,550,987</td>
</tr>
<tr>
<td>Donor Scholarships</td>
<td>143,649</td>
</tr>
<tr>
<td>Uncollected Plant Fund</td>
<td>31,918</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
</tr>
<tr>
<td>Debt Refinance</td>
<td>-</td>
</tr>
<tr>
<td>Gain on Sale of Property</td>
<td>-</td>
</tr>
<tr>
<td>Tax maintenance</td>
<td>-</td>
</tr>
<tr>
<td>Total nonoperating expenses</td>
<td>127,988</td>
</tr>
<tr>
<td>Operating Expenditures (Loss)</td>
<td>3,365,090</td>
</tr>
<tr>
<td>Nonoperating revenues</td>
<td>307,030</td>
</tr>
</tbody>
</table>

### Provided by the State
- **Revenue for Insurance and Retirement** | - | 54,497 | - | 54,497 | 0.00% | - | 51,568 | - | 51,568 | 0.00% |
- **State Insurance Matching** | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
- **State Retirement Matching** | - | 54,497 | - | 54,497 | 0.00% | - | 51,568 | - | 51,568 | 0.00% |
- **State Retiree Insurance** | - | - | - | - | 0.00% | - | - | - | - | 0.00% |

### Increase/(decrease) in net assets
- 338,531 | 695,061 | (66,051,591) | - | 365,072 | 1,085,832 | (62,037,704) | - |

* State Appropriation generated by CE = 25,376
* Institutional Reserve = 7,610,059
## Alvin Community College
### Consolidated Statement of Revenue and Expense
**September 30, 2020 and September 30, 2019**

<table>
<thead>
<tr>
<th></th>
<th>Year-To-Date</th>
<th>Prior Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other</td>
<td>Amended</td>
</tr>
<tr>
<td></td>
<td>Funds</td>
<td>M&amp;O Actual</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>3,672,120</td>
<td>3,029,198</td>
</tr>
<tr>
<td>Nonoperating revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total nonoperating revenues</td>
<td>21,501</td>
<td>978,508</td>
</tr>
<tr>
<td>Less Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>(3,365,620)</td>
<td>(3,111,645)</td>
</tr>
<tr>
<td>Increase/(decrease) in net assets</td>
<td>238,531</td>
<td>695,961</td>
</tr>
</tbody>
</table>

* State Approp portion generated by CE = 25,376
* Institutional Reserve = 7,610,059
<table>
<thead>
<tr>
<th></th>
<th>Year-To-Date</th>
<th>Prior Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Other</td>
<td>M&amp;O Actual</td>
</tr>
<tr>
<td>Administrative Sal</td>
<td>135,098</td>
<td>1,644,975</td>
</tr>
<tr>
<td>Professional Sal</td>
<td>88,699</td>
<td>370,482</td>
</tr>
<tr>
<td>Tech/Clinical Sal</td>
<td>76,069</td>
<td>365,992</td>
</tr>
<tr>
<td>Faculty Sal</td>
<td>40,457</td>
<td>822,905</td>
</tr>
<tr>
<td>Misc Sal</td>
<td>5,833</td>
<td>5,728</td>
</tr>
<tr>
<td>Reg Students Sal</td>
<td>609</td>
<td>5,168</td>
</tr>
<tr>
<td>Work Study Students Sal</td>
<td>4,259</td>
<td>-</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>29,735</td>
<td>221,088</td>
</tr>
<tr>
<td>Subtotal</td>
<td>245,170</td>
<td>1,926,721</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>43,400</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>1,456</td>
<td>-</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Designated for Inst Reserve</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Travel/Prof Development</td>
<td>71</td>
<td>1,604</td>
</tr>
<tr>
<td>Suppliers &amp; Exp</td>
<td>265,861</td>
<td>1,350,430</td>
</tr>
<tr>
<td>Institutional Scholarships</td>
<td>64,313</td>
<td>32,960</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>2,486,108</td>
<td>-</td>
</tr>
<tr>
<td>Donor Scholarships</td>
<td>143,649</td>
<td>-</td>
</tr>
<tr>
<td>Purchases (Store/Concession)</td>
<td>(1,644)</td>
<td>-</td>
</tr>
<tr>
<td>Contingency Expense</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Refinancing (Int &amp; Amort)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Tax Maintenance Note</td>
<td>127,088</td>
<td>-</td>
</tr>
<tr>
<td>Unexpensed Plant</td>
<td>31,918</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>5,365,090</td>
<td>$ 3,311,745 $</td>
</tr>
<tr>
<td>State Insurance Match</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Retirement Match</td>
<td>54,497</td>
<td>-</td>
</tr>
<tr>
<td>State Return Insurance</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### Alvin Community College

Continuing Education Statement of Revenue and Expense (Fund 13)

September 30, 2020

<table>
<thead>
<tr>
<th></th>
<th>Actual Revenue</th>
<th>TPEG</th>
<th>Exemptions</th>
<th>Actual Revenue</th>
<th>Actual Expense</th>
<th>Net Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>25,376</td>
<td></td>
<td></td>
<td>25,376</td>
<td>30,177</td>
<td>(4,801)</td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OED</td>
<td>1,952</td>
<td></td>
<td></td>
<td>1,952</td>
<td>780</td>
<td>1,172</td>
</tr>
<tr>
<td>Real Estate</td>
<td>377</td>
<td></td>
<td></td>
<td>377</td>
<td>-</td>
<td>377</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>29,080</td>
<td>(1,745)</td>
<td></td>
<td>27,335</td>
<td>5,704</td>
<td>21,631</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>4,405</td>
<td>(206)</td>
<td>(966)</td>
<td>3,233</td>
<td>543</td>
<td>2,690</td>
</tr>
<tr>
<td>Health and Medical</td>
<td>16,985</td>
<td>(949)</td>
<td>(1,172)</td>
<td>14,864</td>
<td>699</td>
<td>14,165</td>
</tr>
<tr>
<td>Welding</td>
<td>58,840</td>
<td>(3,530)</td>
<td></td>
<td>55,310</td>
<td>12,785</td>
<td>42,525</td>
</tr>
<tr>
<td>Certified Nursing</td>
<td>16,408</td>
<td>(984)</td>
<td></td>
<td>15,424</td>
<td>6,246</td>
<td>9,178</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>21,348</td>
<td>(1,151)</td>
<td></td>
<td>20,198</td>
<td>6,794</td>
<td>13,404</td>
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<tr>
<td>Center for Professional Workforce Dev</td>
<td>58</td>
<td></td>
<td></td>
<td>58</td>
<td>-</td>
<td>58</td>
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<tr>
<td>Education to Go</td>
<td>3,730</td>
<td></td>
<td></td>
<td>3,730</td>
<td>-</td>
<td>3,730</td>
</tr>
<tr>
<td>Concealed Handguns</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>790</td>
<td></td>
<td></td>
<td>790</td>
<td>207</td>
<td>583</td>
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<tr>
<td>Community Programs</td>
<td>390</td>
<td>(23)</td>
<td></td>
<td>367</td>
<td>-</td>
<td>367</td>
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<tr>
<td>Clinical Medical Assistant</td>
<td>15,035</td>
<td>(902)</td>
<td></td>
<td>14,133</td>
<td>675</td>
<td>13,458</td>
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<tr>
<td>Vet Assistant</td>
<td>20,990</td>
<td>(1,259)</td>
<td></td>
<td>19,731</td>
<td>1,385</td>
<td>18,346</td>
</tr>
<tr>
<td>Yoga</td>
<td>195</td>
<td></td>
<td></td>
<td>195</td>
<td>-</td>
<td>195</td>
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<tr>
<td>Human Resource Program</td>
<td></td>
<td>-</td>
<td></td>
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<td>-</td>
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<tr>
<td>Activity Director Program</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Machinist Program</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TWC Pipefilter Program</td>
<td>12,658</td>
<td>(759)</td>
<td></td>
<td>11,899</td>
<td>7,173</td>
<td>4,726</td>
</tr>
<tr>
<td>STRIVE</td>
<td>28,830</td>
<td>(1,626)</td>
<td></td>
<td>25,475</td>
<td>5,410</td>
<td>20,065</td>
</tr>
<tr>
<td>TWC INEOS/TEAM</td>
<td>2,256</td>
<td>(132)</td>
<td></td>
<td>2,124</td>
<td>896</td>
<td>1,228</td>
</tr>
<tr>
<td>TWC Ascend</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TWC Building Construction Trades</td>
<td></td>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>4,485</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>259,703</td>
<td>(13,268)</td>
<td>(3,867)</td>
<td>242,568</td>
<td>83,959</td>
<td>158,609</td>
</tr>
</tbody>
</table>

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

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.
<table>
<thead>
<tr>
<th></th>
<th>Parking</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>Vending</th>
<th>Childcare</th>
<th>Fitness Center</th>
<th>Total</th>
<th>Prior Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; services</td>
<td>97,068</td>
<td>66,335</td>
<td>-</td>
<td></td>
<td>26,473</td>
<td>1,147</td>
<td>190,831</td>
<td>257,891</td>
</tr>
<tr>
<td>Student Fees</td>
<td>97,068</td>
<td>97,009</td>
<td>66,335</td>
<td>-</td>
<td>26,473</td>
<td>1,147</td>
<td>97,009</td>
<td>103,213</td>
</tr>
</tbody>
</table>

| **Expenses**                      |         |                    |           |         |           |                |       |                   |
| Purchases & Returns               |         |                    |           |         |           |                |       |                   |
| Salaries                          | 7,885   | 6,305              | 17,118    |         | 20,326    |                | 52,144 | 48,735            |
| Staff Benefit                     | 2,456   | 1,842              | 4,728     |         | 6,914     |                | 18,955 | 13,355            |
| Surplus & Other Operating Expenses| 17,774  | 6,828              | 6,479     |         |           |                | 31,061 | 41,752            |
| Equipment                         |         |                    |           |         |           |                |       |                   |
| Building Repairs                  |         |                    |           |         |           |                |       |                   |
| Bank Charges                      | 2,133   | 227                |           |         |           |                | 2,360  | 4,658             |
| Scholarships                      |         |                    |           |         |           |                |       |                   |
| Contingency                       |         |                    |           |         |           |                |       |                   |
|                                  | 28,095  | 14,995             | 29,328    | -       | 27,667    | -              | 99,966 | 18,550            |

| Excess revenue over expenses      | 48,973  | 82,013             | 36,967    | -       | 1,147     | 187,846       | 344,876 |                   |

| **Assets**                        |         |                    |           |         |           |                |       |                   |
| Cash & Petty Cash                 |         |                    |           |         |           |                |       |                   |
| Accounts Receivable               | 12,013  | 12,013             | 12,013    |         | 12,013    |                | 12,013  | 12,013            |
| Interfund Receivables             | 264,758 | 335,627            | 337,613   | 5,705   | (93,065)  | (46,031)      | 936,669 | 1,101,563         |
| Prepaid Expenses                  | 1,614   | 1,614              | 1,614     |         |           |                | 14,538  |                   |
| Inventory                         | 219,754 | 311                |           |         |           |                | 220,069 | 323,498           |
| Total Assets                      | 264,758 | 335,627            | 337,613   | 5,705   | (93,065)  | (46,031)      | 1,170,348 | 2,511,667        |

| **Liabilities**                   |         |                    |           |         |           |                |       |                   |
| Accounts Payable/Short-Term        | 4,723   | 885                | 33,191    |         | 12,188    |                | 50,797  | 45,897            |
| Deferred Revenue                  |         |                    |           |         |           |                |       |                   |
| Depreciation                      |         |                    |           |         |           |                |       |                   |
| Total Liabilities                 | 4,723   | 885                | 33,191    | -       | 12,188    |                | 50,797  | 45,897            |
| Restricted Fund Balance (includes inventories) | -     | 219,754            | 311      |         | 220,069   |                | 323,498 |                   |
| Unrestricted Fund Balance         | 264,758 | 335,627            | 337,613   | 5,705   | (93,065)  | (46,031)      | 897,599 | 1,442,272         |
| Total Liabilities & Fund Balance  | 264,758 | 335,627            | 337,613   | 5,705   | (93,065)  | (46,031)      | 1,170,348 | 2,511,667        |
## Revenue

<table>
<thead>
<tr>
<th></th>
<th>Parking</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>Vending</th>
<th>Childcare</th>
<th>Fitness Center</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales &amp; services</td>
<td>104,801</td>
<td>117,445</td>
<td>9</td>
<td>22,222</td>
<td>1,412</td>
<td>257,891</td>
<td></td>
</tr>
<tr>
<td>Student Fees</td>
<td>105,215</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>257,891</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>104,801</strong></td>
<td><strong>105,215</strong></td>
<td><strong>117,445</strong></td>
<td><strong>9</strong></td>
<td><strong>22,222</strong></td>
<td><strong>1,412</strong></td>
<td><strong>257,891</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th></th>
<th>Purchases &amp; Returns</th>
<th>Salaries</th>
<th>Staff Benefits</th>
<th>Supplies &amp; Other Operating Expenses</th>
<th>Equipment</th>
<th>Building Repair</th>
<th>Bank Charges</th>
<th>Contingency</th>
<th>Scholarship</th>
<th>9,100</th>
<th>3,220</th>
<th>224</th>
<th>1</th>
<th>4,054</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>(98,171)</td>
<td>7,863</td>
<td>1,055</td>
<td>17,651</td>
<td>19,480</td>
<td>2,085</td>
<td>48,723</td>
<td>13,555</td>
<td>-</td>
<td>8,100</td>
<td>5,100</td>
<td>28,994</td>
<td>2,765</td>
<td>18,230</td>
</tr>
</tbody>
</table>

## Excess revenue over expenses

<table>
<thead>
<tr>
<th></th>
<th>Parking</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>Vending</th>
<th>Childcare</th>
<th>Fitness Center</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>76,891</td>
<td>95,568</td>
<td>168,231</td>
<td>9</td>
<td>4,229</td>
<td>(287)</td>
<td>344,876</td>
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</tbody>
</table>

## Assets

<table>
<thead>
<tr>
<th></th>
<th>Cash &amp; Petty Cash</th>
<th>Accounts Receivable</th>
<th>Interfund Receivables</th>
<th>Prepaid Expenses</th>
<th>Inventory</th>
<th>Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,291</td>
<td>14,234</td>
<td>424,073</td>
<td>406,478</td>
<td>231,192</td>
<td>421,073</td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th></th>
<th>Accounts Payable/Gift Certificates</th>
<th>Deferred Revenue</th>
<th>Deposits</th>
<th>Total Liabilities</th>
<th>Restricted Fund Balance (includes inventories)</th>
<th>Unrestricted Fund Balance</th>
<th>Total Liabilities &amp; Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36,920</td>
<td></td>
<td>36,571</td>
<td>1,911</td>
<td>323,292</td>
<td>272,102</td>
<td>424,073</td>
</tr>
</tbody>
</table>
24. **Adjournment**