

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

**OFFICIAL AGENDA OF REGULAR MEETING
October 22, 2020 at 6:00 PM
ALVIN COMMUNITY COLLEGE
3110 MUSTANG ROAD
ALVIN, TX 77511**

TABLE OF CONTENTS

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**

**ALVIN COMMUNITY COLLEGE
PUBLIC TAX HEARING
BOARD OF REGENTS – SEPTEMBER 17, 2020
OFFICIAL 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 Droege	Vice-Chair	Via Video Conference
Patty Hertenberger	Secretary	Via Video Conference
Jim Crumm	Regent	
Kam Marvel	Regent	
Darren Shelton	Regent	Via Video Conference
Jake Starkey	Regent	Via Video Conference
Roger Stuksa	Regent	Via Video Conference
Andy Tacquard	Regent	
Christal M. Albrecht	President, Alvin Community College	
Jade Borne	Alvin Community College	Via Video Conference
Wendy Del Bello	Alvin Community College	
Karen Edwards	Alvin Community College	Via Video Conference
Cindy Griffith	Alvin Community College	Via Video Conference
Karl Stager	Alvin Community College	Via Video Conference

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 Droege 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 Droege. 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 Droege, 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 Droege. 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 Sonography Faculty/Program Director was pulled from the agenda. The motion to approve Robyn Ketchum as Neurodiagnostics 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.

Financial Report Ending August 2020

Vice Chair Droege 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 Droege	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 Droege 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 Droege	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 December 2016 - Present
Teacher

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

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

Del Mar College February 2009 – March 2010
Tutor Coordinator



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

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

The University of Texas - Brownsville
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



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title: Math Success Center Coordinator		
Department: Academic Affairs and Instruction	Reports to: Project Manager – DoE HSI Stem Grant	
Grade Level:	Job Category: Full-Time	
Salary Range: Professional Salary Schedule	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 March 2018 - Present
Licensed Professional Counselor Supervisor
- SOWELA Technical Community College October 2014 - Present
Student Counselor
- SOWELA Technical Community College November 2018 – March 2019
Interim Director of Student Support Services
- Southeast Mental Health Services September 2010 – August 2013
Clinician



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

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



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Counselor	Reports to:	Director, <u>Student Success and Advising Services</u>
Department:	Student Services	Job Category:	Full-Time
Grade Level:	206	FLSA Status:	Exempt
Salary Range:	Professional Salary Schedule		
HR Approved:		Date:	09/01/2020
Last Updated by: Jade Borne	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 [RM1].
- 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 ELGIBLE

- 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.

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: 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** July 2019 - Present
Human Resource Generalist
- Weir Oil & Gas** September 2017 – February 2019
Human Resources Business Partner
- Weir Oil & Gas** November 2012 – August 2017
Human Resources Generalist
- Weir -Seaboard International Inc** December 2010 – October 2012
Human Resources Administrator
- Weir -Seaboard International Inc** February 2008 – November 2010
Executive Assistant



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Bass Pro Shops

August 2006 – January 2008

Human Resources Training Coordinator

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

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Sr. HR Associate/Sr. HR Generalist		
Department:	Human Resources	Reports to:	Vice President, HR
Grade Level:	207	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date: 09/01/2020	
Last Updated by: Karen Edwards		Date: 07/22/2019	

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/Ellucian)
- Responsible for tracking and reporting on the completion of the employees' annual performance evaluation process.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Facilitates and serves as a resource to all screening committees.
- Acts as trainer and liaison with NEOGOV Insight Online Recruiting
- Prepare, distribute, receive, record and maintain files of job applications in the final stage of interview process. Ensure complete screening packet and HR meeting area is ready for screening committee meetings.
- Oversees an annual audit of I-9 forms to confirm compliance with applicable federal and state laws.
- Plans and conducts new employee orientation (NEO).
- Completes all activities related to on and off boarding employees.
- Assists with data requests, research for reports and surveys, such as IPEDS, CUPA, etc.
- Updates salary tables in Colleague/Ellucian and updates employees' salaries in the HR/Payroll system.
- Cross trains on all benefit setups and employee enrollment.
- Oversees the reporting of all employee training originating from the Office of Human Resources (i.e. Preventing Workplace Harassment, Preventing Employment Discrimination, FERPA, etc.).
- Prepares and distributes employment contracts as directed by the Vice President, Human Resources.
- Serve as the leave administrator by processing and tracking employees on FMLA, Military, Wellness, Worker's Compensation, and etc.
- Ensures maintenance of employee records and applicant records.

- Serves as the coordinator for the HR records retention guidelines and schedules.
- Manage specific projects as determined by the Vice President, Human Resources.
- Executes other duties or tasks as assigned by the Vice President, Human Resources.

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.

	Budgeted 2020-21	OCTOBER 2020	Funded Vacancies
Administrative	11	9	2
Professional	74	68	6
Faculty	113	105	8
Technical Support, Clerical & Maintenance (TSCM)	116	106	10
Total Full-Time (FT) Employees	314	288	26

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Cindy Iszard	Student Services - Admissions	10/9/2020	Resignation
2	Kevin Jurek	Information Technology- Network	10/16/2020	Resignation
3	Tammie Laird	Student Services - Admissions	10/30/2020	Resignation

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 Sothern 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

Time	10:45 am – 11:45 am		
Zoom	Zoom - Section 5 & 6		
Section	Standard(s)	Committee	ACC
Section 5: Administration and Organization	Standard 5.5 (Personnel appointment and evaluation) NC	Dr. Fiege Dr. Grimes	Ms. Karen Edwards, VPHR
	Section 6: Faculty		CR 6.1 (Full-time faculty)
Standard 6.2.a (Faculty qualifications) NC	Dr. Stacy Ebert, Dean Mr. Jeff Parks, Dean		
Standard 6.2.b (Program faculty)	Mr. John Matula, Dean		
Standard 6.2.c (Program coordination)	Ms. Karen Edwards, VPHR		
Standard 6.3 (Faculty appointment and evaluation) NC			

Time	10:45 am – 11:45 am		
Zoom	Zoom – Section 12		
Section	Standard(s)	Committee	ACC
Section 12: Academic and Student Support Services	CR 12.1 (Student support services)	Dr. Townsend Dr. Pate	Dr. Jade Borne, VPI Ms. Natalie Freese, Director of Learning Commons Rebecca McClain, Head Librarian Ms. Akilah Martin – Director of College Career Pathways & Dual Enrollment Ms. Holly Williams – Director of Student Success Brett Haduch – Advisor Ms. Andrea Celestine – VA Coordinator Mr. Daniel Gonzalez – Director of Distance Education Ms. Tonya Creel, Faculty Ms. Traci Elliott, Department Chair Psychology/Sociology Ms. Carolyn McCollum, Exec. Administrative Assistant to VPSS
	Standard 12.2 (Student support services staff) NC		
	Standard 12.4 (Student complaints)		

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

Time	12:50 pm – 1:50 pm		
Zoom	Zoom – Section 8		
Section	Standard(s)	Committee	ACC
Section 8: Student Achievement	CR 8.1 (Student achievement) NC	Ms. Jiles Dr. Fiege	Dr. Pam Shefman, Exec. Director IER Patrick Sanger, Director IER Ms. Tammy Braswell, IER Research Analyst Dr. Nadia Nazarenko, Dean Mr. John Matula, Dean Mr. Philip O'Brien, IER Faculty Fellow Andrea Celestine,
	Standard 8.2.a (Student outcomes: educational programs) NC		
	Standard 8.2.b (Student outcomes: general education) NC		
	Standard 8.2.c (Student outcomes:		

	academic and student services NC		Assistant Registrar Holly Williams, Director of Student Success and Academic Advising Akilah Martin, College a Career Pathways & Dual Enrollment
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Time	12:50 pm – 1:50 pm		
Zoom	Zoom – Section 9		
Section	Standard(s)	Committee	ACC
Section 9: Educational Program Structure and Content	CR 9.1 (Program content)	Dr. Grimes	Dr. Cynthia Griffith, VPI Dr. Stacy Ebert, Dean Mr. Jeff Parks, Dean Ms. Irene Robinson, Registrar
	CR 9.2 (Program length)		
	CR 9.3 (General education requirements)		
	Standard 9.4 (Institutional credits for an undergraduate degree) NC		

Time	12:50 pm – 1:50 pm		
Zoom	Zoom – Section 13		
Section	Standard(s)	Committee	ACC
Section 13: Financial and Physical Resources	Standard 13.6 (Federal and state responsibilities) NC	Dr. Townsend Dr. Pate	Dr. Jade Borne, VPSS Ms. Gabriela Leon, Director of Financial Aid Ms. Margarita Delgado, Financial Aid Advisor Mr. Karl Stager, VPA Ms. Debbie Kraft, Director of Fiscal Affairs Ms. Hameedah Majeed, Director of Facilities
	Standard 13.7 (Physical resources)		

2:00 pm – 3:00 pm

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

Location: ZOOM - College Platform

Time	2:00 pm – 3:00 pm		
Zoom	Zoom – Section 10		
Section	Standard(s)	Committee	ACC
Section 10: Educational Policies, Procedures, and Practices	Standard 10.1 (Academic policies) NC	Dr. Fiege Dr. Grimes Dr. Townsend	Dr. Cynthia Griffith, VPI Dr. Nadia Nazarenko, Dean Dr. Stacy Ebert, Dean Mr. Jeff Parks, Dean
	Standard 10.2 (Public information)		

	Standard 10.5 (Admissions policies and practices)		Mr. John Matula, Dean Dr. Jade Borne, VPSS Dr. Esther Kempen, Faculty Senate President Ms. Irene Robinson, Registrar Mr. Lorrent Smith, Director of Marketing and Media Mr. Daniel Gonzalez, Director of Distance Education Ms. Holly Williams, Director of Student Success Mr. Daveon Gee, Recruiter Mr. David Griffith – Faculty, Music Jennifer Hopkins, Faculty, Mathematics Ms. Teresa Craft – Admissions Specialist
	Standard 10.6 (Distance and correspondence education) NC		
	Standard 10.7 (Policies for awarding credit)		

3:00 pm – 3:45

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. Juston 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. Lorrent 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

Time	8:30 am – 10:15 am		
Zoom	Zoom – QEP		
Section	Standard(s)	Committee	ACC
Section 7: Institutional Planning and Effectiveness	Standard 7.2 (Quality Enhancement Plan)	Ms. Jiles Dr. Pate Dr. Grimes Dr. Fiege Dr. LaRocca Dr. Townsend	Regan Metoyer, Adjunct Faculty (previous Director of Advising) Sarah Currie, Director of Business, Technical & 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

			<p>Mr. Craig Fos, Faculty Mentor</p> <p>Ms. Marby McKinney, Faculty Mentor</p> <p>Ms. Jeanine Wilburn, Faculty Mentor</p> <p>Ms. Dameria Boston, Pathway Advisor</p> <p>Mr. Brett Haduch, Pathway Advisor</p> <p>Dr. Jessica Ranero-Ramirez, Pathway Advisor</p> <p>Mr. Michael Pounds, Pathway Advisor</p> <p>Ms. Monica Sivas, Pathway Advisor</p> <p>Dr. Christal M. Albrecht, President/CEO</p> <p>Mr. Karl Stager, Vice President, Administrative Services/CFO</p> <p>Ms. Deborah Kraft, Director, Fiscal Affairs</p>
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10:30 am – Noon

Continue with interviews needed for areas of NC as needed.
Location: ZOOM - College Platform

As needed.

Time	10:30 am – 10:50 am		
Zoom	Zoom – Section 14		
Section	Standard(s)	Committee	ACC
Section 14: Transparency and Institutional Representation	Standard 14.1 (Publication of accreditation status)	Dr. Atkins-Brady Dr. Grimes	Mr. Lorrent Smith, Director of Marketing and Media Dr. Cynthia Griffith, VPI Dr. Stacy Ebert, Dean Dr. Debbi Fontenot, Director of Nursing
	Standard 14.3 (Comprehensive institutional reviews)		
	Standard 14.4 (Representation to other agencies)		

Time	11:00 am – 11:45 am		
Zoom	Zoom – OCIS		
Section	Standard(s)	Committee	ACC
Off-Campus Instructional Sites		Dr. Thomas-Glover Dr. Atkins-Brady Dr. Grimes Dr. Townsend Dr. Fiege	John Matula, Dean Akilah Martin, Director College Career Pathways & Dual Enrollment Monica Silvas, Pathway Advisor Dr. Kathy Windsor,

			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
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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 Droege, 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 Rebrush, 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.

Time			
Zoom			
Section	Standard(s)	Committee	ACC

Time			
Zoom			
Section	Standard(s)	Committee	ACC

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. Juston 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



MEMORANDUM NO: 134-2020

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.

CMA:tg

**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

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



Alvin Community College Access and Affordability Report 2019-2020

October 2020

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.

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

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.

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

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 Ration, 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

College District	Sorted By				In-District Resident				Out-of-District				Non-Resident			
	Tuition	Fees	Total	Total/SCH	Tuition	Fees	Total	Total/SCH	Tuition	Fees	Total	Total/SCH				
College of the Mainland	\$ 540	\$ 207	\$ 747	\$ 62	\$ 1,020	\$ 207	\$ 1,227	\$ 102	\$ 1,380	\$ 207	\$ 1,587	\$ 132				
Alvin	\$ 552	\$ 289	\$ 841	\$ 70	\$ 1,104	\$ 289	\$ 1,393	\$ 116	\$ 1,680	\$ 289	\$ 1,969	\$ 164				
Galveston	\$ 480	\$ 359	\$ 839	\$ 70	\$ 480	\$ 599	\$ 1,079	\$ 90	\$ 1,260	\$ 599	\$ 1,859	\$ 155				
Houston	\$ 396	\$ 528	\$ 924	\$ 77	\$ 1,452	\$ 624	\$ 2,076	\$ 173	\$ 1,812	\$ 822	\$ 2,634	\$ 220				
San Jacinto	\$ 936	\$ -	\$ 936	\$ 78	\$ 1,620	\$ -	\$ 1,620	\$ 135	\$ 2,520	\$ -	\$ 2,520	\$ 210				
Lone Star	\$ 588	\$ 418	\$ 1,006	\$ 84	\$ 588	\$ 1,678	\$ 2,266	\$ 189	\$ 588	\$ 2,338	\$ 2,926	\$ 244				
Grayson	\$ 600	\$ 444	\$ 1,044	\$ 87	\$ 1,056	\$ 444	\$ 1,500	\$ 125	\$ 1,608	\$ 444	\$ 2,052	\$ 171				
Lee	\$ 708	\$ 375	\$ 1,083	\$ 90	\$ 1,506	\$ 375	\$ 1,881	\$ 157	\$ 1,776	\$ 375	\$ 2,151	\$ 179				
Brazosport	\$ 780	\$ 306	\$ 1,086	\$ 91	\$ 1,188	\$ 306	\$ 1,494	\$ 125	\$ 1,836	\$ 306	\$ 2,142	\$ 179				
Wharton	\$ 384	\$ 732	\$ 1,116	\$ 93	\$ 384	\$ 1,344	\$ 1,728	\$ 144	\$ 1,008	\$ 1,344	\$ 2,352	\$ 196				
State average	\$ 706	\$ 422	\$ 1,129	\$ 94	\$ 1,073	\$ 737	\$ 1,810	\$ 151	\$ 1,872	\$ 706	\$ 2,578	\$ 215				

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

Current Discretionary Competitive Grants - Note: Coordinators' names are in bold face
Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

Grant Type	Grant Name – Fund Source	Begin Date	End Date	Personnel	Faculty/Staff Emphasis	Purchases or Funds Utilization	Amount	Partner	Purpose
F	US Dept of Education – Hispanic Serving Institution (HSI) STEM Grant Contract Award # P0816160219	10/1/16	9/30/21	Dr. Nadia Nazarenko	Process Tech Foundational Education	Fund materials, staffing and courses for STEM programs	\$3,800,750	n/a	Develop and implement strong STEM programs that will increase enrollment and retention of Hispanic students entering the college
S	TWC Skills Development Grant _ Team Industrial Svcs and INEOS Award Contract # 2819SDF006	8/30/2019	4/30/2020	Charles Burgin	CEWD	Instruction and training materials	\$1,332,050	Team Industrial Svcs and INEOS	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

S	Texas Workforce Commission Skills Development Fund – Ascend Performance Materials 2820SDF006	8/31/2020	8/31/2021	Sarah Currie Harrell	CEWD	Instruction and training materials	\$330,080	Ascend Performance Materials	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
P	The Metallica All Within My Hands Foundation	2/1/2020	1/31/2021	Sarah Currie Harrell	CEWD	Instructional Costs	\$100,000	N/A	Provide scholarships for 22 students to complete the ACC Commercial Truck Driving Program
F	US Dept of Education – Upward Bound Grant Contract Award # P047A170605	9/1/2017	8/31/22	Director Upward Bound Yolanda Warren	Upward Bound	Fund materials, staffing, travel and courses for college exposure and preparation program.	\$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	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation.

							Actual is \$312,480		
P	Accenture Workforce and Economic Development Initiative in conjunction with AACC	12/2018	8/2021	Dr. Jade Borne	Student Services	Personnel, supplies, and Travel to Grant Conference	\$13,200	N/A	Acquire and maintain an online career readiness support system for students
F	Wagner Peyser-Texas Governor's Office thru TWC Contract Award # 2820WPB001	10/1/2019	6/30/2021	Dr. Nadia Nazarenko	Developmental Education	Instructors, curriculum development, supplies, instructional materials	\$394,004	N/A	Develop new strategies for improving developmental instruction
F	Texas Workforce Commission Building Construction Trades Grant Contract Award # 2819WOS001	6/5/2019	8/31/21	Charles Burgin	CEWD Industrial Programs	Scholarships and supplies for instruction	\$136,980	N/A	Provides scholarships and lab supplies for instruction of 65 trainees In machining, pipefitting, welding as assigned
S	Texas Workforce Commission Jobs and Education for Texans Grant Contract # 2820JET002	6/22/2020	6/30/2021	Dr. Debra Fontenot	Nursing	Medical Training Equipment	\$256,309	N/A	Acquire medical training equipment for the ADN Program

P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Alexander Swiger	English	Multi-Media Equipment	\$1000	N/A	Upgrade existing and add new audio/visual equipment to enhance English instruction
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Dr. Jade Borne	Student Services	Stipends	\$1000	N/A	Provide emergency cash assistance to students
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Pat Dildy	Campus	Instructional supplies/equipment	\$1200	N/A	Provide an enhanced outdoor learning environment
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Kevin Moody	Music	Instruction	\$1000	N/A	Provide a song writing workshop
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Sarah Currie Harrell and Karen Edwards	Personnel	Awards	\$1500	N/A	Provide Excellence Awards to Adjunct Faculty
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Ian Baldwin	Library	Supplies	\$1000	N/A	Develop an Honors Library Project
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Charley Bevill	Academics	Instruction	\$1000	N/A	Provide support for International Education opportunities for students

P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Joshua Querencia	Student Development	Instruction	\$1000	N/A	Provide students access to a conference(s) designed to expand Academic and Leadership qualities
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	David Griffith	Music	Equipment	\$900	N/A	Acquire a "Smart Music" Mobile Music Station
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Holly Williams	Support Services	Scholarships	\$1000	N/A	Provide students grants to support completion of their degrees
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Dr. Cynthia Griffith	Academics and Technical Programs	Stipends	\$1000	N/A	Provide certification stipends for Adjunct Faculty
P	2020-2021 ACC Foundation Innovative Initiative Grant	9/1/20	8/31/21	Yolanda Warren	Student Services	Instruction	\$800	N/A	Improve student success in the classroom and in life through etiquette education

ACC Lead Agent and Sub-recipient Discretionary Competitive Grant Information - Note: Coordinators' names are in bold face
Grants Submitted and Pending Review
Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

Grant Type	Grant Name – Fund Source	Expected Begin Date	Expected End Date	Personnel	Faculty/Staff Emphasis	Purchases or Funds Utilization	Amount	Partners	Purpose
S	Nursing Innovation Grant Program - THECB	12/1/2020	12/31/2022	Dr. Debra Fontenot	ADN Program	Professional Development Training and materials for instruction	\$118,845	N/A	Provide Professional Development training and credentialing to ADN Program faculty to enhance curriculum development and instructional delivery to simulate clinical experiences for students

Information: ACC as a subrecipient in a Grant - Note: Coordinators' names are in bold face
Grants Awarded, Under Proposal Development or Submitted and Pending Review: Blue Indicates Submission/Red Under Development
Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

Grant Type	Grant Name – Fund Source	Expected Begin Date	Expected End Date	Personnel	Faculty/Staff Emphasis	Purchases or Funds Utilization	Amount	Partners	Purpose
F	National Science Foundation – IUSE Contract Award # 1726968	9/1/17	8/31/22	John Matula	Biology	Lab equipment/supplies, instructor wages	\$135,310	UH-Central and HCCS	Expose Biology students to projects in research that simulate projects of scientists professionally
S	H-GAC/Alvin City Recycling Project for ACC	3/1/2020	6/20/2021	Hameedah R. Majeed	Physical Plant	Recycle Bins (rented/serviced)	\$18,000	City of Alvin	Project will fund 3 recycling bins (paper/plastic/aluminum) managed by the City of Alvin for recycling services for ACC students and employees
S	Texas Workforce Commission Jobs and Education for Texans Grant Contract # 2820JET004	6/22/2020	6/30/2021	Danbury ISD assisted by Charles Burgin	Danbury ISD assisted by CEWD	Welding Training Equipment	\$262,863	Danbury ISD	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

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

Type	Grant Name	Begin Date	End Date	Personnel	Faculty/Staff Emphasis	Purchases	Amount	Partners	Purpose
S	Nursing Innovation Grant Program - THECB	12/1/2020	12/31/2022	Dr. Debra Fontenot	ADN Program	Professional Development Training and materials for instruction	\$118,845	N/A	Provide Professional Development training and credentialing to ADN Program faculty to enhance curriculum development and instructional delivery to simulate clinical experiences for students

ACC Formula or Non-Competitive Grant Information - Note: Coordinators' names are in bold face
Grants Awarded, Under Proposal Development or Submitted and Pending Review: Blue Indicates Submission/Red Under Development
Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

Grant Type	Grant Name – Fund Source	Expected Begin Date	Expected End Date	Personnel	Faculty/Staff Emphasis	Purchases or Funds Utilization	Amount	Partners	Purpose
F	Perkins Contract Award # 18005	9/1/20	8/31/21	Dr. Stacy Ebert	Tech Programs	Technical supplies, support, and equipment	\$150,679	N/A	Provide supplies and equipment required for technical program instruction
F	HUD-Brazoria County Community Development Block Grant	10/1/2020	9/30/2021	Jamie Ward	CEWD	Tuition Workforce Training	\$10,000	N/A	Funds for eligible students for Workforce Training Tuition Costs

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**



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

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

MEMORANDUM NO: 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 Worforce 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 March 2018 - Present
Director, Curriculum and Assessment

Florida Technical College January 2012 – January 2018
Vice President

Concorde Career Colleges October 2010 – June 2011
Regional Business Developer

Fortis College March 2008 – September 2010
Director, Admissions



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

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

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



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dean, Continuing Education/Workforce Development		
Department:	CEWD	Reports to:	Vice President, Instruction
Grade Level:	215	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	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 September 2016 - Present
Director, College & Career Pathways

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

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

Alvin Community College August 2011 – May 2016
Adjunct Faculty



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Alvin Community College
Coordinator of Student Activities

May 2007 – July 2008

Texas State University
Senior Houston Regional Admission Counselor

August 2004 – April 2007

North Harris College-Talent Search TRIO Program
Program Coordinator

November 2003 – August 2004

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

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dean, Student Support Services	
Department:	Student Services	Reports to: Vice President, Student Services
Grade Level:	215	Job Category: Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status: Exempt
HR Approved:		Date: 09/01/2020
Last Updated by:		Date:

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 programing.
- 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 SACSCOC Student 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 April 2015 - Present
IT Manager

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

University of Texas MD Anderson Cancer Center April 2007 – December 2010
Network Engineer I



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

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



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Computer Information Technology		
Department:	Computer and Office Administration	Reports to:	Dean of Professional, Technical, and Human Performance
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
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.

		College Funded			
		Licensing / Maintenance based on current counts			
	Price	Year 2	Year 3	Year 4	Year 5
College - General Service Fees					
Software - One Card Access Control	9,100	9,464	9,843	10,236	10,646
Implementation	13,550				
S Building Hardware (Locks/Controllers)	27,629				
Installation/Training	8,931				
Travel Expenses	TBD				
Controller Maintenance/Warranty	1,962	2,617	2,617	2,617	2,617
Total - General Service Fees	61,172				
Tax Maintenance Note Funds					
A.B.C.D.E.F.G.N.R Buildings					
Controllers, Wireless Controllers	73,736				
Implementation, PM, and Training	20,000				
Installation (not to exceed)	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					
Locks, Readers, Cabling	Included in GC Bid				

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.

CMA:tg

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:

Bidder	Total
Kommerical Kitchen	\$ 75,781.00
ISI Commercial Refrigeration	\$ 67,336.32
PASCO	\$ 72,964.00
ACE Mart	\$ 71,055.78
Jeans	\$ 68,822.57

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.

Asset	Renewal Date	Previous Total	Term 1	Term 2	Term 3
Learn SaaS	9/2/20	\$51,875.00	\$ 39,315.00	\$ 40,494.45	\$ 41,709.28



Collaborate	9/2/20	\$8,125.00	\$ 8,125.00	\$ 8,368.75	\$ 8,619.81
Ancillary Services	9/2/20	\$2,500.00	\$ 2,500.00	\$ 2,575.00	\$ 2,652.25
Helpdesk	11/30/20	\$11,845.00	\$ 11,845.00	\$ 12,200.35	\$ 12,566.36
Ally	8/21/20	\$10,600.00	\$ 9,560.00	\$ 9,846.80	\$ 10,142.20
10TB Storage (Overage)		\$120,000.00 \$60,000.00*	-		
8 TB Storage (Go Forward)	9/2/20		\$ 48,000.00**	(Optional, as needed)	(Optional, as needed)
Total		\$84,945.00 \$144,945.00	\$ 119,345.00	\$ 73,485.35	\$ 75,689.91

- 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.



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

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.

CMA:tg

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

2021-2022 Fee Recommendations

Department	Requested By	Description of Request	Old Fee	Amt of Increase/ Decrease	Updated or New Fee	Rationale	Effective Date	Tuition Fee Course Fee Cashier Fee
RSPT	Marby McKinney	RSPT-2230 - Increase Board Review Seminar Fee	\$285	\$10	\$295	Increase in Board Review Seminar fee	Spring 2021	Course Fee (FERES)
VOCN	Melinda Wallace	Increase ATI fees for VNSG 1160 (1st semester-summer), VNSG 1660 (2nd semester fall) VNSG 1661 (3rd semester spring)	\$257	\$43	\$300	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	Summer 2021	Course Fee (FENUR)
ADN*	Debra Fontenot	RNSG-1523 - Addition of SwiftRiver virtual simulation. Fee includes ATI, SwiftRiver, and ExamSoft fees (\$222 ATI + \$29 ExamSoft + \$75 SwiftRiver)	\$216	\$110	\$326	Addition of SwiftRiver by NurseThink; virtual simulation to supplement clinical. (One semester access.) Addition of ATI Test taking strategies seminar.	Fall 2021	Course Fee (FENUR)
ADN*	Debra Fontenot	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)	\$181	\$139	\$320	Addition of vSim by Laerdal; virtual simulation to supplement clinical. (two year access.) Addition of ATI Test taking strategies seminar.	Fall 2021	Course Fee (FENUR)
ADN*	Debra Fontenot	RNSG-2514 - Increase in ATI testing fee. Fee includes ATI and ExamSoft fees (\$192 ATI + \$29 ExamSoft)	\$179	\$42	\$221	Increase in ATI fees; Addition of ATI Test taking strategies seminar.	Fall 2021	Course Fee (FENUR)
ADN*	Debra Fontenot	RNSG-2435 - Increase in ATI testing fee. Fee includes ATI and ExamSoft fees (\$192 ATI + \$29 ExamSoft)	\$171	\$50	\$221	Increase in ATI fees; Addition of ATI Test taking strategies seminar.	Fall 2021	Course Fee (FENUR)
ADN*	Debra Fontenot	RNSG-1327 - Increase in ATI testing fee. Addition of Laerdal virtual simulation. Fee includes ATI and ExamSoft fees (\$379 ATI + \$29 ExamSoft + \$99 Laerdal)	\$319	\$188	\$507	Addition of vSim by Laerdal; virtual simulation to supplement clinical. (two year access.); Addition of ATI Test taking strategies seminar.	Summer 2021	Course Fee (FENUR)
Pharmacy Tech	Rhonda Boone	PHRA-2262 - Reduction in testing fee	\$158	-\$29	\$129	PTCE Exam Fees have decreased.	Spring 2021	Course Fee

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.

CMA:tg

**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 2019-20 SCHOOL YEAR ARE REQUESTED.

FROM:

TO:

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

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

11-6-15230-82261	ADA Consultant Srvc	(88,696.50)	11-3-14200-61405	Chemistry Fac Sal FT	1,908.69	Lead pay assigned after budget was approved for FY19/20.
11-7-10400-61305	Institutional Security T/C Sal FT	(21,304.17)	11-3-14240-61405	Economics Fac Sal FT	1,976.84	Lead pay assigned after budget was approved for FY19/20.
			11-3-14280-61405	English Fac Sal FT	7,870.98	Instructor hired at PHD level.
TOTAL		(354,313.03)			354,313.03	

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.

FROM:

TO:

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

	<u>September 30, 2020</u>	<u>September 30, 2019</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	3,395,454	1,973,744	1,421,710	
Short-term investments	19,143,664	34,718,570	(15,574,906)	
Accounts receivable, net	1,040,589	1,298,913	(258,324)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	220,068	323,498	(103,430)	
Prepays	36,300	2,058	34,242	Travel advances and prepaid expenses
Total Current Assets	<u>23,836,075</u>	<u>38,316,783</u>	<u>(14,480,708)</u>	
Noncurrent assets				
Long-term investments	11,550,000	750,000	10,800,000	
Capital assets, net	30,933,665	27,157,972	3,775,693	
Total Assets	<u>66,319,740</u>	<u>66,224,755</u>	<u>94,985</u>	
Deferred Outflows of Resources				
Deferred charge on refunding	-	151,897	(151,897)	Bonds
Deferred outflows - pensions	4,339,605	673,306	3,666,299	TRS pension
Deferred outflows - OPEB	3,241,398	793,739	2,447,659	OPEB
Total Deferred Outflows of Resources	<u>7,581,003</u>	<u>1,618,942</u>	<u>5,962,061</u>	
Liabilities				
Accounts payable & accrued liabilities	85,963	139,538	(53,575)	
Net pension liability	9,596,705	5,761,791	3,834,914	
Net OPEB liability	23,714,290	28,072,470	(4,358,180)	
Funds held for others	46,610	37,521	9,089	Agency funds - groups, clubs, etc on campus
Deferred revenues	243,355	245,844	(2,489)	Grants paid in advance and fall registrations
Compensated absences	528,706	414,719	113,987	Entry made annually for change in liability
Bonds payable	7,927,444	9,366,965	(1,439,521)	Annual payment
Tax note payable	21,165,000	21,870,000	(705,000)	Annual payment
Total Liabilities	<u>63,308,073</u>	<u>65,908,848</u>	<u>(2,600,775)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,911,006	806,996	1,104,010	TRS pension
Deferred inflow - OPEB	9,178,950	6,206,958	2,971,992	OPEB
Deferred inflows - premium on tax note	2,461,286	2,598,024	(136,738)	Tax Note
Total Deferred Inflows of Resources	<u>13,551,242</u>	<u>9,611,978</u>	<u>3,939,264</u>	
Net Assets				
Fund Balance - Equity	<u>(2,958,572)</u>	<u>(7,677,129)</u>	<u>4,718,557</u>	
Total Net Assets	<u>(2,958,572)</u>	<u>(7,677,129)</u>	<u>4,718,557</u>	

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	737,559	3,024,108	6,052,116	(3,027,808)	49.97%	792,947	3,094,421	7,195,698	(4,101,277)	43.00%
Federal grants and contracts	2,550,987	-	1,138,749	(1,138,749)	0.00%	2,392,964	-	-	-	0.00%
State grants	9,107	-	-	-	0.00%	50,261	-	-	-	0.00%
Local grants	23,024	-	-	-	0.00%	114,429	-	-	-	0.00%
Auxiliary enterprises	287,832	-	-	-	0.00%	363,106	-	-	-	0.00%
Other operating revenues	63,611	4,890	52,500	(47,610)	9.31%	54,754	5,795	105,000	(99,205)	5.52%
Total operating revenues	3,672,120	3,029,198	7,243,365	(4,214,167)	41.82%	3,768,461	3,100,216	7,300,698	(4,200,482)	42.46%
Expenses										
Operating expenses										
Administrative	-	1,186,708	6,891,734	5,705,026	17.22%	-	876,243	6,466,153	5,589,910	13.55%
Institutional	-	608,367	6,854,512	6,246,145	8.88%	-	506,531	6,792,057	6,285,526	7.46%
Designated for Institutional Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Occupational Technical Instruction	-	402,799	6,017,287	5,614,488	6.69%	-	470,028	6,022,650	5,552,622	7.80%
University Parallel Instruction	-	586,720	7,484,982	6,898,262	7.84%	-	573,275	7,279,530	6,706,255	7.88%
Student Services	-	379,247	4,756,104	4,376,857	7.97%	-	385,586	4,478,128	4,092,542	8.61%
Physical Plant	-	147,904	3,203,462	3,055,558	4.62%	-	160,137	3,215,050	3,054,913	4.98%
Unbudgeted Unrestricted	168,850	-	-	-	0.00%	537,301	-	-	-	0.00%
Continuing Ed (Fund 13)	83,959	-	-	-	0.00%	115,864	-	-	-	0.00%
Auxiliary enterprises	99,986	-	-	-	0.00%	18,530	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	4,275	-	-	-	0.00%
TPEG	84,133	-	-	-	0.00%	11,251	-	-	-	0.00%
Institutional Scholarships	64,513	-	-	-	0.00%	61,433	-	-	-	0.00%
State Grants	9,107	-	-	-	0.00%	50,261	-	-	-	0.00%
Federal Grants	2,550,987	-	-	-	0.00%	2,392,964	-	-	-	0.00%
Donor Scholarships	143,649	-	-	-	0.00%	33,557	-	-	-	0.00%
Unexpended Plant Fund	31,918	-	-	-	0.00%	16,562	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	-	-	-	-	0.00%	500	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	127,988	-	-	-	0.00%	269,969	-	-	-	0.00%
Total operating expenses	3,365,090	3,311,745	36,685,421	33,373,676	9.03%	3,516,709	2,971,800	34,533,568	31,561,768	8.61%
Operating Gain/(Loss)	307,030	(282,547)	(29,442,056)	(37,587,843)		251,752	128,416	(27,232,870)	(35,762,250)	
Nonoperating revenues										
State appropriations*	-	932,948	7,772,636	(6,839,688)	12.00%	-	932,994	7,772,636	(6,839,642)	12.00%
Property tax revenue - Current	-	24,379	20,117,080	(20,092,701)	0.12%	-	-	19,030,234	(19,030,234)	0.00%
Property tax revenue/Insttit Reserve	-	-	1,477,340	(1,477,340)		-	-	280,000	(280,000)	
Property tax revenue - Delinquent	1,743	19,507	-	19,507	0.00%	3,184	33,579	-	33,579	0.00%
Property tax revenue - Interest & Penalties	454	4,872	-	4,872	0.00%	389	3,966	-	3,966	0.00%
Investment income	2,110	(3,435)	75,000	(78,435)	-4.58%	43,063	(13,438)	150,000	(163,438)	-8.96%
Other non-operating revenues	27,194	237	-	237	0.00%	66,634	315	-	315	0.00%
Total nonoperating revenues	31,501	978,508	29,442,056	(28,463,548)	3.32%	113,270	957,416	27,232,870	(26,275,454)	3.52%
Provided by the State										
Revenue for Insurance and Retirement	-	54,497	-	54,497	0.00%	-	51,568	-	51,568	0.00%
State Insurance Match	-	-	-	-	0.00%	-	-	-	-	0.00%
State Retirement Match	-	(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	695,961	-	(66,051,391)		365,022	1,085,832	-	(62,037,704)	
* State Approp portion generated by CE =	25,376					26,404				
* Institutional Reserve	7,610,059					7,610,059				

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	3,672,120	3,029,198	7,243,365	(4,214,167)	41.82%	3,768,461	3,100,216	7,300,698	(4,200,482)	42.46%
Nonoperating revenues										
Total nonoperating revenues	31,501	978,508	29,442,056	(28,463,548)	3.32%	113,270	957,416	27,232,870	(26,275,454)	3.52%
Less Expenses										
Operating expenses										
Total operating expenses	(3,365,090)	(3,311,745)	(36,685,421)	(33,373,676)	9.03%	(3,516,709)	(2,971,800)	(34,533,568)	(31,561,768)	8.61%
Increase/(decrease) in net assets	338,531	695,961	-	(66,051,391)		365,022	1,085,832	-	(62,037,704)	

- State Approp portion generated by CE = 25,376 26,404
- Institutional Reserve 7,610,059 7,610,059

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	-	135,998	1,664,975	1,528,977	8.17%	9,740	102,122	1,309,260	1,207,138	7.80%
Professional Sal	88,699	370,482	4,838,733	4,468,251	7.66%	92,196	366,711	4,920,751	4,554,040	7.45%
Tech/Clerical Sal	76,069	365,692	4,876,121	4,510,429	7.50%	67,593	360,891	4,679,950	4,319,059	7.71%
Faculty Sal	40,457	822,395	11,394,578	10,571,983	7.22%	49,560	887,828	11,291,202	10,403,374	7.86%
Misc Sal	5,852	5,728	64,980	59,252	8.82%	9,460	6,579	71,245	64,666	9.23%
Reg Students Sal	609	5,168	169,454	164,286	3.05%	2,799	10,299	214,089	203,790	4.81%
Work Study Students Sal	4,259	-	-	-	0.00%	5,497	-	-	-	0.00%
Staff Benefits	29,225	221,088	4,000,775	3,779,687	5.53%	31,748	171,932	3,943,717	3,771,785	4.36%
Subtotal	245,170	1,926,751	27,009,616	25,082,865	7.13%	268,593	1,906,362	26,430,214	24,523,852	7.21%
Equipment	-	-	43,400	43,400	0.00%	13,541	2,999	25,000	22,001	12.00%
Computer Hardware	1,456	-	93,050	93,050	0.00%	36,580	-	108,810	108,810	0.00%
Capital Improvements	-	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Insttit Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Travel/Prof Development	71	1,604	440,324	438,920	0.36%	119	9,927	507,192	497,265	1.96%
Supplies & Exp	265,861	1,350,430	5,413,866	4,063,436	24.94%	890,838	1,042,032	5,009,477	3,967,445	20.80%
Institutional Scholarships	64,513	32,960	323,000	290,040	10.20%	69,533	10,480	292,000	281,520	3.59%
Financial Aid	2,486,108	-	-	-	0.00%	2,285,057	-	-	-	0.00%
Donor Scholarships	143,649	-	-	-	0.00%	33,557	-	-	-	0.00%
Purchases (Store/Concession)	(1,644)	-	-	-	0.00%	(98,171)	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	-	-	-	-	0.00%	500	-	-	-	0.00%
Tax Maintenance Note	127,988	-	1,784,625	1,784,625	0.00%	-	-	1,780,875	1,780,875	0.00%
Unexpended Plant	31,918	-	-	-	0.00%	16,562	-	-	-	0.00%
	3,365,090	\$ 3,311,745	\$ 36,685,421	\$ 33,373,676	9.03%	\$ 3,516,709	\$ 2,971,800	\$ 34,533,568	\$ 31,561,768	8.61%
State Insurance Match	-	-	-	-	0.00%	-	-	-	-	0.00%
State Retirement Match	-	54,497	-	(54,497)	0.00%	-	51,568	-	(51,568)	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%

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

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	25,376			25,376	30,177	(4,801)
Motorcycle Safety	-			-	-	-
GED	1,952			1,952	780	1,172
Real Estate	377			377	-	377
Dental Assistant	29,080	(1,745)		27,335	5,704	21,631
Phlebotomy	4,405	(206)	(966)	3,233	543	2,690
Health and Medical	16,985	(949)	(1,172)	14,864	699	14,165
Welding	58,840	(3,530)		55,310	12,785	42,525
Certified Nursing	16,408	(984)		15,424	6,246	9,178
Truck Driving	21,348	(1,151)		20,198	6,794	13,404
Center for Professional Workforce Dev	58			58	-	58
Education to Go	3,730			3,730	-	3,730
Concealed Handguns	-			-	-	-
Occupational Health & Safety	790	-		790	207	583
Community Programs	390	(23)		367	-	367
Clinical Medical Assistant	15,035	(902)		14,133	675	13,458
Vet Assistant	20,990	(1,259)		19,731	1,385	18,346
Yoga	195			195	-	195
Human Resource Program	-	-		-	-	-
Activity Director Program	-	-		-	-	-
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	12,658	(759)		11,899	7,173	4,726
STRIVE	28,830	(1,626)	(1,729)	25,475	5,410	20,065
TWC INEOS/TEAM	2,256	(132)		2,124	896	1,228
TWC Ascend	-	-		-	-	-
Industrial Maintenance	-	-		-	-	-
TWC Building Construction Trades	-	-	-	-	4,485	(4,485)
Total	259,703	(13,268)	(3,867)	242,568	83,959	158,609

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

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

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	97,068		66,135	-	26,473	1,147	190,823	237,891
Student Fees		97,009					97,009	105,215
	97,068	97,009	66,135	-	26,473	1,147	287,832	363,106
Expenses								
Purchases & Returns			(1,644)				(1,644)	(98,171)
Salaries	7,865	6,305	17,518		20,526		52,214	48,735
Staff Benefits	2,456	1,843	4,782		6,914		15,995	13,555
Supplies & Other Operating Expenses	17,774	6,848	6,439				31,061	42,253
Equipment							-	-
Building Repairs							-	-
Bank Charges			2,133		227		2,360	4,058
Contingency							-	-
Scholarships							-	8,100
	28,095	14,996	29,228	-	27,667	-	99,986	18,530
Excess revenue over expenses	68,973	82,013	36,907	-	(1,194)	1,147	187,846	344,576
Assets:								
Cash & Petty Cash			12,013				12,013	12,068
Accounts Receivable			1,614				1,614	14,538
Interfund Receivables	264,758	355,627	357,613	5,705	(93,065)	46,031	936,669	1,861,563
Prepaid Expenses							-	-
Inventory			219,754	315			220,069	323,498
Total Assets	264,758	355,627	590,994	6,020	(93,065)	46,031	1,170,365	2,211,667
Liabilities:								
Accounts Payable/Gift Certificates	4,523	885	33,191		12,188		50,787	45,897
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	4,523	885	33,191	-	12,188	-	50,787	45,897
Restricted Fund Balance (includes inventories)			219,754	315			220,069	323,498
Unrestricted Fund Balance	260,235	354,742	338,049	5,705	(105,253)	46,031	899,509	1,842,272
Total Liabilities & Fund Balance	264,758	355,627	590,994	6,020	(93,065)	46,031	1,170,365	2,211,667

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	104,801		117,445	9	33,223	2,413	257,891
Student Fees		105,215					105,215
	104,801	105,215	117,445	9	33,223	2,413	363,106
Expenses							
Purchases & Returns			(98,171)				(98,171)
Salaries	7,863	1,055	17,651		19,480	2,686	48,735
Staff Benefits	1,998	26	3,925		7,532	74	13,555
Supplies & Other Operating Expenses	18,049	466	21,980		1,758		42,253
Equipment							-
Building Repairs							-
Bank Charges			3,829		224	5	4,058
Contingency							-
Scholarships		8,100					8,100
	27,910	9,647	(50,786)	-	28,994	2,765	18,530
Excess revenue over expenses	76,891	95,568	168,231	9	4,229	(352)	344,576
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			14,538				14,538
Interfund Receivables	424,073	406,478	972,508	2,759	5,020	50,725	1,861,563
Prepaid Expenses							-
Inventory			323,192	306			323,498
Total Assets	424,073	406,478	1,322,251	3,065	5,020	50,780	2,211,667
Liabilities:							
Accounts Payable/Gift Certificates	1,911		36,920		6,971	95	45,897
Deferred Revenue							-
Deposits							-
Total Liabilities	1,911	-	36,920	-	6,971	95	45,897
Restricted Fund Balance (includes inventories)		-	323,192	306			323,498
Unrestricted Fund Balance	422,162	406,478	962,139	2,759	(1,951)	50,685	1,842,272
Total Liabilities & Fund Balance	424,073	406,478	1,322,251	3,065	5,020	50,780	2,211,667

24. Adjournment