



Mission

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

Vision

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

Agenda
Board of Regents

Regular Meeting

April 25, 2019
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
April 25, 2019 at 6:00 PM
NOLAN RYAN CENTER**

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1. Call to Order

- **Pledge**
- **Invocation**

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B. Executive Session

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Deliberate the evaluation of ACC employees, including, but not limited to, College
President's goals as related to President's evaluation, in accordance with Tex. Gov't Code
Section 551.074*

C. Call to Order

D. Pledge

E. Invocation

F. Citizen Inquiries

In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes. Delegations of more than five persons must appoint one person to present their views before the Board.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.

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**NOTICE OF MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
APRIL 25, 2019
NOLAN RYAN CENTER
6:00 P.M.**

Notice is hereby given that on the 25th day of April 2019, the Board of Regents of the Alvin Community College District will hold a meeting at 6:00 o'clock, p.m., in the Nolan Ryan Center at Alvin Community College, 3110 Mustang Road, Alvin, Texas.

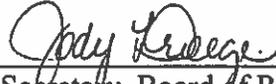
If, during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board is required, then such closed or executive meeting or session as authorized by Title 5, Chapter 551, Texas Government Code will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects for any and all purposes permitted by Title 5, Chapter 551, Texas Government Code, including, but not limited to:

- Section 551.071 For the purpose of a private consultation with its attorney when seeking the advice of its attorney about pending or contemplating litigation, or a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this Chapter.
- Section 551.072 For the purpose of deliberating the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- Section 551.073 For the purpose of deliberating a negotiated contract for a prospective gift or donation, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- Section 551.074 To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- Section 551.076 To deliberate the deployment, or specific occasions for implementations of security personnel or security devices.
- Section 551.0785 To deliberate the medical records or psychiatric records of an individual applicant for a benefit from the plan; or a matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.
- Section 551.082 To deliberate in a case in which a complaint or charge is brought against a College District employee by another employee and the complaint or charge directly results in the need for a hearing.
- Section 551.0821 To deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation.
- Section 551.087 To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the College district and with which the Board is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to such a business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- (a) the opening meeting covered by this notice upon the reconvening of this public meeting, or
- (b) at a subsequent public meeting of the Board upon notice thereof; as the Board shall determine.

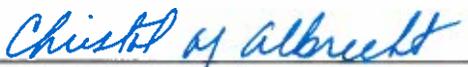
On this 19th day of April 2019, an original copy of this notice was posted on a bulletin board in the administrative offices of the College district at 10:00 o'clock, a.m., on said date.


Secretary, Board of Regents

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
APRIL 25, 2019**

It is hereby certified that a notice of this meeting was posted on the 19th day of March 2019, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 19th day of April, 2019.



Dr. Christal M. Albrecht
President

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF MARCH 28, 2019
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 28th day of March, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman
'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Jim Crumm	Regent
Patty Hertenberger	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Karl Stager	Alvin Community College
Cynthia Griffith	Alvin Community College
Karen Edwards	Alvin Community College
Stacy Ebert	Alvin Community College
Jerry Flinger	Alvin Community College
Nadia Nazarenko	Alvin Community College

Adam Clapp
Alyssa Hughes
Amos Byington
Ben Miller
Benjamin Jensen
Denise Aviles
Egypt Goggans
Elijah Garcia
Garrett Page
Gayland Capps

Hameedah Majeed
Jeannette Stuksa
John Tompkins
Katie Zvonek
Kelly Klimpt
Kevin Moody
Kyle Marasckin
Laurel Joseph
Lloyd Cox
Matt Graves
Micaela Campos

Nick Robertson
Pam Sheffler
Phillip O'Brian
Randi Faust
Rhonda Hull
Ronnie Phillips
Sergio Andrade
Tammy Giffrow
Victoria Cole

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:03 p.m.

2. Certification of Posting of Notice

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

Executive Session:

- *Obtain legal advice about pending litigation in accordance with Section 551.071; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Tex. Gov't Code Section 551.074*

The Executive Session ended at 6:49 p.m.

3. **Call to Order**

The meeting was called to order by Chair Pyburn at 7:06 p.m.

- **Pledge**
- **Invocation**

Invocation by Regent Marvel.

Citizen Inquiries

Time will be allotted at each regular meeting of the Board of Regents for citizen inquiries. After registering with the Board Secretary prior to the meeting, a citizen shall have an opportunity to address the Board of Regents for the four specific purposes as designated by State laws governing opening meetings: (1) to discuss an item that appears on the agenda/notice of the meeting, (2) to make a request for specific, factual information, (3) to ask for a recitation of existing policy, (4) to redress grievances. In accordance with State law, no deliberation, discussion, or decision will be made other than to consider a proposal to place the subject on the agenda for a subsequent meeting, unless the subject is listed on the Board agenda, in which case it may be discussed by the Board of Regents. A written response / acknowledgment will be provided from the Board of Regents. Oral comments are limited to five minutes in length, unless extended by a majority of the Regents by vote, and must not mention any individuals by name or position or contain any personally identifiable reference (State of Texas Opening Meeting Law). In the event there is a charge or grievance to be made against a specific agent, employee, or student, then it shall be conducted in an Executive Session to comply with State law.

Mr. Lloyd Cox – Alvin Resident – Stated his remarks and asked that the remarks be typed exactly and directly from his letter he handed out. See the remarks as follows:

28 MAR. 2019
LLOYD COX
1823 MEADOWVIEW
ALVIN, TX 77511

TO WHOM IT MAY CONCERN:

MY NAME IS LLOYD COX. I HERE [SIC] TO REPRESENT MYSELF.

I WANT TO THANK THE RETIRING ACC POLICE CHIEF FOR A JOB WELL DONE. IN MY OPINION THE ACC POLICE CHIEF [SIC] PROFESSIONALISM AND EXPERIENCE SAVED ME A TRIP TO JAIL AND A POSSIBLE LAW SUIT.

AS MUCH AS I DON'T LIKE EXECUTIVE SECTION [SIC] I AM WILLING TO GO INTO EXECUTIVE SECTION [SIC] AT THE BOARDS REQUEST.

I WOULD LIKE THIS STATEMENT MADE PART OF THE RECORD.

THANK YOU VERY MUCH. I AM OPEN FOR QUESTION [SIC] .

LLOYD COX
281-331-5595

Board Chairman Report/Comments

Mr. Stuksa thanked everyone for the support during his recent surgery.

Vice Chair Sanchez thanked the Technical Department for their help recently.

Mr. Andy Tacquard talked about the Empty Bowls fundraiser for Meals on Wheels.

Mr. Kam Marvel thanked Dr. Albrecht for representing ACC and fighting for funds in Austin.

Dr. Patty Hertenberger congratulated Dr. Debbie Fontenot and Mr. Gayland Capps for efforts in bringing in the TWC grant funds.

Mrs. Jody Droege also agreed with Dr. Hertenberger and enjoyed representing ACC at the Red Hat Literacy luncheon.

Dr. Jim Crumm asked that everyone remember the Knape family in their time of loss.

Chair Pyburn recognized the following:

Four ACC band students were named to the Texas Community College All State Band. Three clarinetists and one percussionist attended the recent Texas Music Educators Association clinic. These students were chosen among many entries from more than 20 Texas community colleges for the honor. Those included: Gabreil Denger, Sarah Bowman, Jonathan Garcia along with Band director David Griffith.

Nine ACC music students also were named to the All State Choir and performed at the Texas Music Educators Association conference in February. Those included: Sergio Andrade, Micaela Campos, Victoria Cole, Egypt Goggans, Alyssa Hughes, Benjamin Jensen, Ben Miller, Nick Robertson, Katie Zvonek and Choir Director Dr. Kevin Moody.

Office of Retention student worker, Denise Aviles, was named the Outstanding Undergraduate of the Year at the Association for Orientation, Transition, and Retention in Higher Education Region IV Conference. She was chosen from nominees throughout the five-state region.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Workshop of February 21, 2019 and the Regular Board meeting of February 28, 2019 and, he would entertain a motion to approve. A motion to approve the minutes was made by Vice Chair Sanchez. Seconded by Dr. Hertenberger. Motion passed unanimously.

Student Report

SGA hosted Laser Tag that gave students the opportunity to release frustrations right before midterm exams.

Black History Month provided historical information along with an event called Cultural Cuisine in which students had the opportunity to eat food in celebration of another culture.

SGA and Student Activities hosted Alcohol and Drug Awareness Week that provided students important and relevant information before leaving for Spring Break that included the importance of safe drinking habits, safe sex and consent, bystander intervention and the effects of being under the influence or having sleep deprivation.

President's Report

Dr. Albrecht report the following:

ACC was proud to sponsor, and participate in, VOW22's 2019 Veteran Suicide Awareness Hike. Around 750 people attended the event including some ACC veterans. The hike was designed to link veterans to the numerous resources available to them in our community. ACC Veterans advisor Toby Herzog was also at the event to help veterans interested in attending the college.

Starting this month our Continuing Education Workforce Development Department began offering courses in Wastewater Treatment and Operations. The courses prepare students to test for a Wastewater license from the Texas Commission on Environmental Quality

The Texas Workforce Commissioner Robert Thomas visited the college on March 21 to present a \$243,556 check from the Jobs and Education for Texans program. The grant will fund patient simulators and heart monitoring equipment for our Nursing Programs. Since 2014, the college has received \$1.14 million from Jobs and Education for Texans.

Our Choir and Band members joined a delegation from ACC during a visit to the Texas Capitol for Brazoria County Day on March 5 in Austin. The Choir students performed in the Capitol annex while Band members performed at the Capitol entrance. The students also performed the Brazoria County Shrimp Boil the following evening.

The Baseball team has put together an impressive winning streak during the past few weeks. The team has won ten straight games in a row throughout the month of March.

Acc recently became a third-party testing provider for the Texas Department of Public Safety. Students can take the program at the college and earn a Commercial Driving License with a Class A or B endorsement. This month, several of our Art students and staff members held a Throw-A-Thon and made 300 bowls which will be auctioned off on April 2 during the second annual Empty Bowls event here in the Nolan Ryan Center. Proceeds from the event will benefit the Alvin Meals on Wheels program.

We will be hosting an adjunct faculty hiring fair on April 13 as we seek instructors for several positions to teach day, evening and weekend courses. Job seekers are encouraged to bring copies of their resumes and transcripts. The event will be from 10 a.m. to 1 p.m. at the Pearland Hilton Garden Inn.

Annual Racial Profiling Report

Each year it is required that the annual Racial Profiling Report required by the State Senate Bill 1074 Section 1, Chapter 2 and the Code of Criminal Procedures be submitted to the Board of Regents. Interim Police Chief Ronny Phillips confirmed that the report was completed and that there were no issues. This report is for information only.

Status Update Regarding Regular Maintenance and Renovation Projects - AGCM

Mr. Amos Byington, AGCM, presented the monthly report on the construction planning of the Maintenance Tax Note project. He gave the current Bond schedule update that included site investigations, administrative activities, emergency and non-design project phase information, along with G Building current Bond scope. This report was for information only.

Strategic Plan Report Relating to Strategic Plan Goal # 6

Dr. Cindy Griffith, Vice President of Instruction and Mrs. Karen Edwards, Director of Human Resources presented an update on Strategic Plan Goal #6 which states that Alvin Community College will strengthen its human resources' capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development. Updates included a completed Performance Evaluation System for all employee classifications, utilization of the Center of Success, organization of college spirit days, new employee orientation in the Fall and Spring semesters and the Leadership program under development due for completion in 2021. This report was for information only.

Personnel Action

The following three replacement personnel items were combined into one motion.

Vice Chair Sanchez made the motion to approve Travis Hill as Instructor of Emergency Medical Technology, Philip O'Brien as Instructor of Geology and Jade Borne as Vice President of Student Services. Seconded by Mr. Andy Tacquard. Motion passed unanimously.

Consider Approval of Network Infrastructure Upgrades

Mr. Tacquard made the motion to approve the expenditure of funds for networking infrastructure equipment and services from Data Vox, Inc. Seconded by Mrs. Droege. Motion passed unanimously.

Consider Approval of Cybersecurity Program

Dr. Albrecht presented the labor market demand for the Cybersecurity program, an overview of the program research, the committee input, and the development of a certificate and a two-year Associate Degree. Motion to approve the development and implementation of a Cyber Security Program to be budgeted for in the 2019-20 fiscal year and implemented in the Fall 2020 semester was made by Mr. Tacquard. Seconded by Mr. Marvel. Motion passed unanimously.

Financial Report Ending February 2019

Vice Chair Sanchez made the motion to approve the financial report for February 2019. Seconded by Dr. Hertenberger. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:54 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF APRIL 8, 2019**

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Board Workshop on the 8th day of April, 2019 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Vice-Chair
Jody Droege	Secretary
Jim Crumm	Regent
Patty Hertenberger	Regent
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College
Tammy Giffrow	Alvin Community College
Hameedah Majeed	Alvin Community College
Pam Sheffler	Alvin Community College
Kyle Marasckin	Alvin Community College
Amos Byington	Matt Graves
	Lloyd Cox

1. Call to Order

The meeting was called to order by Vice Chair Sanchez at 12:23 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.

Discussion with AGCM Regarding Progress of Bond Projects Prioritization and Pricing

Mr. Amos Byington, AGCM, gave an analysis of the repair projects for Building G and possible recommendations for spending of the current bond money. This information was provided to assist the Board in making a long term strategic plan for Building G and the investment of funds towards its maximum usage in the future. Mr. Byington stated that he would need direction from the Board as he is the conduit to the Design team. The Regents decided that they wanted this information brought back to the next Board meeting for the Chairman to view and for further discussion on how to proceed forward.

President's Goal #7 – Provide a Comprehensive Report to the Board on the Four High-Priority Credit Programs (and Their Associated Accounts)

Dr. Albrecht presented a comprehensive report on the following credit programs and their associated accounts: Drama Program and Theater Accounts, Sports and Human Performance and Fitness Center, Respiratory Therapy and Child Development Program and Child Care Center. The report included program enrollments, the number of majors declared per program, budgets, SWOTs, changes in program requirements, usage of facility data, staffing needs in various programs, advisory committee input and items to consider relating to each program. This report was for information only.

Other

Regent Andy Tacquard thanked Dr. Albrecht for ACC's support and participation in the Empty Bowls fundraiser for Meals on Wheels and how the event brought the college and the community together.

Regent Roger Stuksa thanked everyone for their support during his recent surgery and recovery.

Adjournment

There being no further business before the Board, the meeting was adjourned at 2:33 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman



MEMORANDUM NO: 54-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 12, 2019
SUBJECT: Personnel Action (Replacement): Sergeant, Campus Police

The individual listed below has been recommended to fill the full time position of Sergeant, Campus Police.

Candidate
Recommended: Joshua Durham

Education: **B.A., Applied Arts & Science / Criminal Justice** May 2013
Midwestern State University
A.A.S., Criminal Justice August 2011
Houston Community College

Certification: Master Peace Officer

Experience: **Alvin Community College** May 2016 - Present
Police Officer
Management and Training Corporation March 2015 – April 2016
Lieutenant of Corrections
Alief ISD Police Department February 2013 – September 2014
Police Officer
College of the Mainland Police Department March 2010 – February 2013
Police Officer



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Eagle One Security

Security Officer

January 2010 – August 2010

The Wackenhut Corporation

Custom Protection Officer

January 2007 – September 2009

Galveston County Sheriff's Office

Deputy Sheriff

December 2003 – April 2007

Salary: \$41,987
Grade G / Step 6
2018-19 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Sergeant, Campus Police		
Department:	Campus Police	Reports to:	Chief of Campus Police
Grade Level:	G	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
HR Approved:	Karen Edwards	Date:	03/08/2019
Last Updated by:		Date:	

SUMMARY

The Patrol Sergeant of Campus Police will perform all duties required of patrol officers. In addition to these duties, the Patrol Sergeant will supervise conduct criminal investigations, background investigations, coordinate the oral review board process, coordinate inner-departmental training and maintain training records for the patrol officers as well, other duties that fall outside of normal patrols or investigation.

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

Patrol:

- Perform all patrol duties as required.
- Responsible for the monthly schedule for patrol officers.
- Supervise emergency operations
- Maintains all departmental equipment.

Investigations

- Supervises all criminal investigations, including the background investigation process for department applications, to insure all required reports are completed and filed with the District Attorney's office.
- Supervisor of department's criminal investigations, including the background investigation process for department applications.

Training

- Serves as departments Field Training coordinator, including training record maintenance for the department's officers.
- Serves as departments Field Training Supervisor, Field Training Evaluator and Field Training officer when needed, including maintaining training records for departments.

Administrative

- Serves as second in Chain of Command for the department and as an on-call supervisor.
- Supervisor of Communications, assist in budget planning.
- Will maintain all records pertaining to all investigations (criminal and non-criminal cases).
- Maintains the computer report writing system for the department.
- Responsible for end of year statistical data.

- Responsible for all new officers hire in paperwork.

Public Service

- Will conduct public service seminars when requested.
- Other duties may be 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

- Must have high school diploma or GED
- Must be a state licensed Texas Peace officer
- Must be a state certified Field Training Officer
- Must have an Intermediate TCOLE certificate or higher
- An Associate’s degree in criminal justice, law enforcement, public administration or related field, preferred

EXPERIENCE

- Minimum of five (5) years of experience in law enforcement, preferably in an educational setting

KNOWLEDGE, SKILLS, AND ABILITIES

- Have a strong knowledge and understanding of criminal law.
- Have a working knowledge of computers.
- Requires good communication skills and should be able to resolve situations between departmental and non-departmental persons.

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 2018-19	APRIL 2019	Funded Vacancies
Administrative	11	11	0
Professional	69	61	8
Faculty	111	96	15
Technical Support, Clerical & Maintenance (TSCM)	112	104	8
Total Full-Time (FT) Employees	303	272	31

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Amie Corson	Academic Affairs - Learning Commons	4/12/2019	Resignation
2	Eileen Cross	Student Services- Disability Services	4/30/2019	Retirement
3	Patrick Gillman	Physical Plant - Grounds	4/4/2019	Resignation
4	Olivia Henderson	Student Services -Student Activities	4/5/2019	Resignation
5	Dora Sims	Student Services - Financial Aid	4/30/2019	Retirement

Alvin Community College Board of Regents

Calendar of Events

MAY 2019

Friday, May 3	Choir Concert	7:00 p.m.	Theatre
Wednesday, May 8	ADN Pinning	7:00 p.m.	Fitness Center/Gym
Thursday, May 9	LVN Pinning	7:00 p.m.	Fitness Center/Gym
Saturday, May 11	Commencement	10:00 a.m.	Fitness Center/Gym
Monday, May 13	Mini 3 Semester Begins		
Tuesday, May 21	CEWD Graduation	7:00 p.m.	Fitness Center/Gym
Thursday, May 23	Board of Regents Meeting	6:00 p.m.	Nolan Ryan Center
Monday, May 27	<i>Memorial Day Holiday</i>	Campus Closed	
Wednesday, May 29	Police Academy Graduation	7:00 p.m.	Theater



MEMORANDUM NO: 56-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 17, 2019
SUBJECT: Status Update Regarding Maintenance and Renovation Projects

Mr. Amos Byington, Program Manager, AGCM, Inc., will provide an update on the status of planning for the maintenance and renovation projects for Alvin Community College. Particularly, Mr. Byington is requesting that the Board of Regents provide guidance on the long term strategy for the use of Building G.

It is recommended that the Board of Regents provide direction to Mr. Byington regarding the scope of work to be performed in the renovation of Building G.

CMA:tg



MEMORANDUM NO: 55-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: April 17, 2019

SUBJECT: President's Goal #3 Relating to College Strategic Plan Goal 1.1.2.B –
Develop and Implement Process with Timelines for SACSCOC Submissions

On August 16, 2018, Alvin Community College Board of Regents approved nine goals for the President for the 2018-19 year. Goal # 3 states:

“Work with Executive Leadership Team to complete pre-preparation and ensure timely submission of SACSCOC decennial report.”

The following presentation provides a status report on the development of the SACSCOC decennial report.

This report is for information only.

CMA:tg



MEMORANDUM NO: 44-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: April 1, 2019 
SUBJECT: Federal State and Private Grants Awarded (2018-19) and Projected (2019-20)

The following pages reflect the current grants held by Alvin Community College for the 2018-19 year and a list of proposed grants that that college plans to receive for the 2019-20 year. All grants proposed for the 2019-20 year listed under Community Education and Instructional and Support Services have been previously submitted to the Board of Regents for approval with the exception of the Carl Perkins Grant and the Nursing Shortage Reduction Grant, which are awarded to the college based on specific criteria established by the Texas Higher Education Coordinating Board (THECB).

The proposed 2019-20 Student Financial Aid grants reflect the estimated awards from the Department of Education for the Federal College Work Study Program and the Supplemental Educational Opportunity Grant. The THECB determines the award amounts for the Texas Educational Opportunity Grant and the Texas Work Study Program. Pell grants are awarded through the Department of Education based on the number of students who apply and their financial need.

This report is for information only.

CMA:tg

ALVIN COMMUNITY COLLEGE

**Federal, State & Private Grants
Awarded 2018-19**

GRANT DESCRIPTION		GRANT AWARD
Community Education		
	Department of Education - Upward Bound	\$ 328,912
	Brazoria County Community Development Block Grant	10,000
Instructional & Support Services		
	Carl Perkins Grant	133,626
	Texas Workforce Commission Jobs and Education for Texans Grant	243,556
	National Science Foundation – IUSE	32,820
	Texas Workforce Commission/Governor's TTC(2)-Wagner Peyser 7(b)	398,758
	Accenture Workforce and Economic Development Initiative Grant	13,200
	The Coordinating Board Nursing Shortage Reduction Program	93,064
	US Department of Education STEM Grant	840,096
	Texas Higher Education Texas Emergency Aid Mini-Grant	9,125
Student Financial Aid		
	Federal College Work Study Program	61,557
	Pell Grant	3,401,986
	Supplemental Educational Opportunity Grant	163,500
	Texas Educational Opportunity Grant	176,973
	Texas Work Study Program	3,096
TOTAL		\$ 5,910,269

ALVIN COMMUNITY COLLEGE

**Federal, State & Private Grants
Projected for 2019-20**

GRANT DESCRIPTION		PROJECTED AWARD
Community Education		
	Department of Education - Upward Bound	\$ 277,134
	Brazoria County Community Development Block Grant	10,000
Instructional & Support Services		
	Texas Workforce Commission/Governor's TTC(3)-Wagner Peyser 7(b)	400,000
	Carl Perkins Grant	133,626
	Texas Workforce Commission Building Construction Trades Grant	136,980
	US Department of Education STEM Grant	665,034
	The Coordinating Board Nursing Shortage Reduction Program	93,064
	Texas Workforce Commission Jobs and Education for Texans Grant	266,832
	Texas Workforce Commission Skills Development Fund Ineos-Team Grant	1,300,000
	National Science Foundation – IUSE	33,847
Student Financial Aid		
	Federal College Work Study Program	100,000
	Pell Grant	4,500,000
	Supplemental Educational Opportunity Grant	150,000
	Texas Educational Opportunity Grant	176,000
	Texas Work Study Program	8,800
TOTAL		\$8,251,317

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	Texas Workforce Commission – Fast Start IV Program Contract Award # 2817GRF000	6/1/17	5/31/19	Chase Burgin	Workforce Development	Instruction, welding, parts/tools, office supplies	\$234,040	N/A	Develop 300-320 hr intermediate welding program and train 12 students as NCCER Level 2 welders
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	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.

F	Community Development Block Grant – HUD/Brazoria County	10/1/2018	9/30/2019	Jim Simpson	CEWD	Workforce training	\$10,000	N/A	Provide CE training cost assistance to low-middle income persons living in a HUD designated zone of Brazoria County
S	TWC JET – Round 3 Award # 2818JET000	8/1/2018	8/31/2019	Dr. Debra Fontenot	ADN	Equipment for training	\$243,556	N/A	Train nursing students on updated equipment to reduce time designated for off-campus clinicals
F	Wagner Peyser-Texas Governor's Office thru TWC Contract Award 2818WPB002	8/1/2018	7/31/2019	Dr. Nadia Nazarenko	Developmental Education	Instructors, curriculum development, supplies, instructional materials	\$398,758	N/A	Develop new strategies for improving developmental instruction
P	Accenture Workforce and Economic Development Initiative in conjunction with AACC	12/2018	8/2019 – option for use of software through 8/2021	Karen Edwards	Student Services	Personnel, supplies, and Travel to Grant Conference	\$13,200	N/A	Acquire and maintain an online career readiness support system for students
P	Texas Higher Education Foundation – Texas Emergency Aid Mini-Grant Program	2/2019	2/28/2020	Holly Williams	Student Services	Software and Personnel	\$9125	N/A	Provide a management system for tracking student emergency aid funds utilization on campus

P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Keith Vyvial	NA	Across the Curriculum Conference	\$1000	N/A	Curriculum Conference Workshops supporting professional development
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Cindy Izard	NA	ACC Landscape Proposal	\$1000	N/A	Improve landscaping appearance on campus
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Student Services	NA	College Store Book Gift Cards	\$1000	N/A	Assist students with book purchases based on financial need
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Marby McKinney	Respiratory Care	Electronic Health Records for Respiratory Care	\$1600	N/A	Utilize new approach to prepare graduates with demonstrated competence in all learning domains of respiratory care practice
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Neisha Pander	NA	Keep ACC Beautiful	\$1000	N/A	New and effective recycling campaign across campus
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Holly Williams and John Matula	NA	STEM Expo	\$1500	N/A	Events that create a positive environment conducive to cultivating and sustaining interest in STEM careers

P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Sarah Currie Harrell	CEWD	STEM for STRIVE	\$1500	N/A	Enhance studies and activities in the STRIVE Program that support student interests in STEM careers
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Becky McClain Cindie Vallis	Library	Take a Brain Break	\$500	N/A	Create an area of the library to offer activities for students to take stress relief breaks from their studies
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Leigh Ann Moore Thomas Parker	English Dept.	TYCA-SW 2018 Conference: Connect-Collaborate-Innovate	\$1500	N/A	Funding will be used for programs, advertising, bags, pens, nametags, notebooks and more for the conference
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Holly Williams and Olivia Henderson	NA	Women's Expo	\$1000	N/A	Offer female students inspiration, motivation, networking, and personal and professional development through workshops and keynote addresses

P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Stacy Ebert	Student Services	Virtual Reality Lab Stations	\$1320	N/A	Pilot the lab stations with the Allied Health Programs, allowing students to explore the human anatomy and to partake in VR medical training simulations
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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
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P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Marby McKinney	Respiratory Care	Electronic Health Records for Respiratory Care	\$1600	N/A	Utilize new approach to prepare graduates with demonstrated competence in all learning domains of respiratory care practice
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Neisha Pander	NA	Keep ACC Beautiful	\$1000	N/A	New and effective recycling campaign across campus
P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Holly Williams and John Matula	NA	STEM Expo	\$1500	N/A	Events that create a positive environment conducive to cultivating and sustaining interest in STEM careers

P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Sarah Currie Harrell	CEWD	STEM for STRIVE	\$1500	N/A	Enhance studies and activities in the STRIVE Program that support student interests in STEM careers
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P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Holly Williams and Olivia Henderson	NA	Women's Expo	\$1000	N/A	Offer female students inspiration, motivation, networking, and personal and professional development through workshops and keynote addresses

P	2017-2018 ACC Foundation Innovative Initiative Grant	6/1/18	5/31/19	Stacy Ebert	Student Services	Virtual Reality Lab Stations	\$1320	N/A	Pilot the lab stations with the Allied Health Programs, allowing students to explore the human anatomy and to partake in VR medical training simulations
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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	TWC JET Round 4	TBD	TBD	Charles Burgin	CEWD	Equipment for the Welding Program	\$266,832	N/A	Upgrade equipment in welding instruction to enhance training delivery and scope
F	Texas Workforce Commission Building Construction Trades Grant	5/24/2019	9/30/2020	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

**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

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 research that simulate projects of scientists professionally

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	TWC Skills Development Grant - Team Industrial Svcs and INEOS	5/15/2019	5/15/2020	Charles Burgin	CEWD	Instruction and training materials	Est. \$1.3 million	Team Industrial Svcs and INEOS	Skills training to 492 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	TWC JET Round 4	TBD	TBD	Charles Burgin	CEWD	Equipment for the Welding Program	\$266,832	N/A	Upgrade equipment in welding instruction to enhance training delivery and scope

F	Texas Workforce Commission Building Construction Trades Grant	5/24/2019	9/30/2020	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
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ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

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

MEMORANDUM NO: 43-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 1, 2019
SUBJECT: Wagner Peyser 7(b) Grant Program Texas Talent Connection (3)

Alvin Community College desires to submit a grant proposal of \$400,000 for the Wagner Peyser 7(b) Grant Program, provided by the Governor's Office through the Texas Workforce Commission. Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

It is recommended that the Board approve the college's submittal of the grant described on the following page.

CMA:tg

Grant Information Form

Grant Program Title: Wagner Peyser 7(b) Grant Program – Texas Talent Connection (3)

Grant Provider: Governor’s Office through the Texas Workforce Commission

Amount Requested by ACC: \$400,000

Expected Date of Funding: August 1, 2019

Proposed Grant Period: Aug 2019-July 2020

Matching Funds: None Required

ACC Proposed use of Funds:

The grant can provide the following:

- Continue to enhance curriculum in Integrated Reading/Writing Courses and Specific Math Courses to assist developmental education students’ academic success
- Assist the college with meeting co-requisite course requirements approved by the Texas Higher Education Coordinating board under H.B. 2223
- Continue development of ESL Bridge Program to Freshman English
- Develop format to present our Co-Requisite model to other college faculty in Texas



MEMORANDUM NO: 47-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019
SUBJECT: Careers in Texas Industry Grant

Alvin Community College desires to submit a grant proposal for up to \$25,000 for the Careers in Texas Industry Grant provided by Workforce Solutions through the Gulf Coast Workforce Board.

The funding would provide funds for a forum for public school and college students to explore career opportunities with regional employers, receive information regarding college entry and ACC workforce and academic programs and finally, provide community-based organizations with opportunities to network regarding services they provide in support of education and career development.

Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

It is recommended that the Board approve the college's submittal of the grant described on the following page.

CMA:tg

Grant Information Form

Grant Program Title: Careers in Texas Industry

Grant Provider: Workforce Solutions through the Gulf Coast Workforce Board

Amount Requested by ACC: up to \$25,000

Expected Date of Funding: May 2019

Proposed Grant Period: May 2019-Aug 2020

Matching Funds: None Required

ACC Proposed use of Funds:

The grant will provide the following:

- Forum for public school and college students to explore career opportunities in Texas with regional employers through a one-day event at ACC
- Students receive information regarding college entry and ACC workforce and academic programs including credit, CEWD and dual enrollment at the event
- Community-based Organizations with opportunities to network with secondary and post-secondary age individuals regarding services they provide in support of education and career development at the event



MEMORANDUM NO: 58-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 18, 2019
SUBJECT: Revision to Board Policy BBE (LOCAL)

At the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) annual convention, Colleges were instructed to review their Board Policies related to the review of the College's Mission Statement. While Alvin Community College Board of Regents currently makes a practice of regularly reviewing the Mission Statement, it is currently not specifically stated in Board Policy. The proposed language would strengthen the Board Policy to meet SACSCOC standards.

It is recommended that the Board of Regents approve the revision to BBE (LOCAL).

CMA:tg

**BOARD MEMBERS
AUTHORITY**

**BBE
(LOCAL)**

Board Authority	The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District. <u>The Board ensures the regular review of the institution's mission.</u>
Transacting Business	Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to adopt or pass a resolution or order. To transact business for which the adoption or passage of a resolution or order is not required by applicable law, the affirmative vote of a majority of the Board members present shall be required. [See BD] Each action supported by the majority of all Board members to adopt or pass a resolution or order is binding on the whole Board. All other action of the Board supported by the majority of the Board members present is binding on the whole Board.
Individual Authority for Committing the Board	Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chairperson, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]
Individual Access to Information	An individual Board member, acting in his or her official capacity, shall have the right to seek information, through the College President, pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GCA]
Limitations	An individual member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).
Requests for Records	Individual members shall seek access to records or request copies of records from the College President or designee.
Requests for Reports	All requests for reports shall be directed to the College President. Directives to the College President regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.
Confidentiality	At the time Board members are provided access to confidential records or to reports compiled from such records, the College

**BOARD MEMBERS
AUTHORITY**

**BBE
(LOCAL)**

President or designee shall advise them of their responsibility to comply with confidentiality requirements.

**Referring
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda, subject to the parameters of requesting agenda items.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.



MEMORANDUM NO: 49-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019

SUBJECT: Personnel Action (Replacement): Process Technology Instructor

The individual listed below has been recommended to fill the full time position of Process Technology Instructor.

Candidate

Recommended: Bob Ash

Education: B.S., Environmental Chemistry December 2009
University of Houston – Clear Lake

A.A.S., Chemistry
San Jacinto College

Experience: Alvin Community College
Adjunct Instructor, Process Technology August 2018 – Present

Cendre, Inc
Director May 1998 – August 2017

Mathews, Matson and Kelly
Staff Chemist May 1998 – May 1999

KMTEX
Technical Manager September 1994 – May 1998



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Haltermann

Senior Chemist / Analytical Supervisor

September 1985 – September 1994

Advanced Aromatics

Plant Chemist

March 1980 – September 1985

Salary: \$65,933
Technical Programs / Step 6; 12-Month Faculty Contract
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Process Technology		
Department:	Process Technology	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:	Revised by HR Cynthia Griffith (credentialing guide)	Date:	10/05/2018
Last Updated by:		Date:	10/5/2018

SUMMARY

The instructor will teach a variety of courses within the department including academic and technical 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

Associate's in Process Technology and 3 years non-teaching work experience or a Bachelor's or higher degree in Engineering or related field.

EXPERIENCE

- Three (3) years non-teaching related work experience required.
- Five (5) years of industry experience with plant operations, startups/shutdowns, troubleshooting, safety, operator training, plant processes, and utility systems or related preferred.
- Three (3) years of training or instructional experience at the college level is preferred; and experience in development of curriculum and instructional materials is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate effective communication skills, both written and oral.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Commitment to diversity; ability to appreciate alternative viewpoints; ability to work effectively with a wide variety of people.
- Working knowledge of Blackboard course management system or other Learning Management System preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet
- Serve as liaison with industry and related organizations.
- Demonstrate strong understanding of process systems and controls. Teach analog, PLC's and digital control systems, and demonstrate mastery of course content.
- Learn the operations and control of the Simtronics Simulators, the Emerson DeltaV Total Trainer, Polaris 656 Trainer and its Siemen's 1200 PLC and various table top *trainers*.

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: 50-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019

SUBJECT: Personnel Action (Replacement): Associate Degree Nursing Instructor

The individual listed below has been recommended to fill the full time position of Associate Degree Nursing Instructor.

Candidate

Recommended: Justin Morgan

Education: M.S., Family Nurse Practitioner December 2014
University of Texas Medical Branch

B.S., Nursing April 2011
University of Texas Medical Branch

Licensure: Registered Nurse / Texas Board of Nursing

Experience: College of the Mainland
Assistant Faculty, Clinical Simulations September 2018 - Present

Alvin Community College
Adjunct Instructor, Associate Degree Nursing January 2018 – December 2018

Kingwood Health and Wellness
Family Nurse Practitioner October 2015 – September 2018

Clinical Staffing Solutions
Staff Nurse June 2013 – June 2015
May 2018 - Present



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

University of Texas Medical Branch
Staff Nurse

2011 - 2013

Salary: \$65,933
Technical Programs / Step 6; 12-Month Faculty Contract
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Associate Degree Nursing		
Department:	Nursing Programs	Reports to:	Director, Nursing Programs
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	3/28/2017
Last Updated by:	Human Resources	Date:	3/28/2017

SUMMARY

The instructor is responsible for working as a member of a teaching team which develops, implements, and evaluates nursing courses and student learning in accordance with the philosophy and objectives of the Associate Degree Nursing Program and Alvin Community College. Instructional settings include classroom, online, skills laboratory, simulation and clinical. Clinical times and days may vary each semester and possibly include weekend and evening hours.

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.
- Assist in the maintenance of the nursing skills and computer laboratories.
- Coordinate clinical experiences in assigned clinical agency and maintain good relationships with the agency.
- Provide an evaluation of the assigned clinical agency at the completion of the semester.

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 Nursing (preferred) or Bachelor's in Nursing with a Master's degree in another field with 6 graduate hours in nursing.

EXPERIENCE

- At least 3 years non-teaching work experience in the field required.
- The instructor should have two years of recent clinical experience in the area of teaching responsibility and the ability to function effectively and safely in those settings preferred.
- Prior teaching in an associate degree nursing program is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- The ADN instructor must hold a current license to practice as a registered nurse in the state of Texas.
- Instructors teaching in clinical settings must have a clear background check, clear drug screen, up-to-date immunizations, annual TB screening and hold a current American Heart Association CPR Health Care Provider certification.
- 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.



MEMORANDUM NO: 51-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019

SUBJECT: Personnel Action (Replacement): English Instructor

The individual listed below has been recommended to fill the full time position of English Instructor.

Candidate

Recommended: Joshua Cowan

Education: Ph.D., English May 2018
Texas Tech University

M.A., American Studies May 2013
George Washington University

B.A., English December 2009
University of Texas at Austin

Experience: Lone Star College – Victory Center
Adjunct Instructor, English January 2019 – July 2019

Wharton County Junior College
Part Time Dual Credit Instructor August 2018 – May 2019

University of Houston
Lecturer August 2018 – May 2019

Texas Tech University
Graduate Part Time Instructor August 2014 – May 2018



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

George Washington University Writing Center

Writing Tutor / Instructional Assistant

August 2012 – May 2013

Princeton Review

SAT Instructor

February 2011 – May 2013

American Writers Museum

Research Associate

January 2012 – August 2012

Salary: \$53,139
PHD / Step 3; 9-Month Faculty Contract
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, English	Reports to:	Dean of General Education Academic Support
Department:	English	Job Category:	Full-Time
Grade Level:		FLSA Status:	Exempt
Salary Range:	Faculty Salary Schedule		
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 English Department including developmental, freshman, and sophomore level courses, and individual instruction in the specific area of expertise.

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 English or a Master’s degree with 18 graduate hours in English

EXPERIENCE

- Strongly prefer coursework in teaching Composition and/or Rhetoric
- Prior teaching experience at the college level preferred
- Experience in teaching distance learning courses using Blackboard preferred
- Strongly prefer dual credit or high school teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.



MEMORANDUM NO: 48-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019

SUBJECT: Personnel Action (Replacement): History Instructor

The individual listed below has been recommended to fill the full time position of History Instructor.

Candidate

Recommended: Hailey Fuller

Education:	<u>M.A., European History</u> University of Nevada-Las Vegas	May 2013
	<u>B.A., European History</u> University of Nevada-Las Vegas	December 2009
Experience:	<u>Alvin Community College</u> <i>Temporary Full Time Instructor, History</i> <i>Adjunct Instructor, History</i>	September 2018 – Present July 2018 – August 2018
	<u>International Montessori School</u> <i>Adolescent Guide</i>	August 2015 – June 2017
	<u>Erotic Heritage Museum</u> <i>Museum Curator</i>	June 2014 – August 2015
	<u>University of Nevada-Las Vegas</u> Part Time Instructor	August 2012 – December 2014
	<u>Las Vegas Historical Society</u> <i>Implementation Specialist</i>	September 2012 – January 2014



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

University of Nevada-Las Vegas

Graduate Assistant

August 2010 – May 2012

Washington Department of Fish & Wildlife

Office Assistant

March 2010 – July 2010

Salary: \$43,936
M.A. / Step 2; 9-Month Faculty Contract
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, History		
Department:	History, Geography, and Philosophy	Reports to:	Dean of Arts and Sciences
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 History Department.

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 History or American Civilization (with cross-listed courses in History), or related Master's degree with 18 graduate hours in History.

EXPERIENCE

Prior teaching experience at the college level preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.



MEMORANDUM NO: 52-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019

SUBJECT: Personnel Action (Replacement): Coordinator of Disability Services

The individual listed below has been recommended to fill the full time position of Coordinator of Disability Services.

Candidate

Recommended: Brett Haduch

Education:	<u>M.A., Addiction Studies</u> Governors State University	April 2007
	<u>M.A., Community Agency Counseling</u> Saint Xavier University	December 2005
	<u>B.A., Psychology</u> Saint Xavier University	May 2003

Experience:	<u>Navarro College</u> <i>District Coordinator, Disability Services/ Counseling</i>	August 2016 – May 2018
	<u>Collin County Community College</u> <i>Campus Coordinator / Mental Health Specialist Academic Advisor</i>	December 2010 – August 2016 October 2010 – December 2010
	<u>Moraine Valley Community College</u> <i>Counselor</i>	August 2008 – August 2010



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

South Suburban Family Shelter

Group Facilitator & State Certified

Facilitator Trainer

Licensed Professional Counselor

December 2005 – August 2010

May 2008 – December 2009

South Suburban Council on Alcoholism &

Substance Abuse

Youth Outreach Specialist

July 2007 – August 2008

Salary: \$66,042
Grade 5 / Step 6
2018-19 Administrative/Professional Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Coordinator, Disability Services		
Department:	Student Services	Reports to:	Director, Advising Services
Grade Level:	5	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:	Karen Edwards	Date:	1/31/2019
Last Updated by:		Date:	

SUMMARY

The Coordinator, Disability Services position is a member of Advising Services and also works closely with the Admissions department to orient students to college The Coordinator, Disability Services manages all aspects of compliance with the Americans with Disabilities Act (ADA) all new standards and rules under the Americans with Disabilities Amendments Act (ADAAA). This position manages the College's compliance of Section 504 of the Rehabilitation Act of 1973, as it relates to students and campus accessibility, including writing administrative procedures.

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

- Advises students in making decisions affecting their academic progress through personal guidance, changes in major courses of study, interpretation college guidelines and policies, development in student support systems, and decisions based on an analysis of the students' academic records.
- Conducts intake interview with current and prospective students diagnosed with a disability.
- Evaluates, verifies, and interprets all students' submitted documentation to determine eligibility and appropriate accommodations under the guidance of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA).
- Creates accommodation letters for instructors, monitors receipt of the Student Accommodation Form as verification instructors will provide listed accommodations. Collaborates with faculty to ensure accommodations do not fundamentally alter course outcome or program.
- Works with students referred by instructors by diagnostically (informally) exploring strengths and weaknesses in study skills to allow students to make changes to promote confidence and success.
- Maintains confidential records and strictly adheres to FERPA guidelines.
- Sets up accommodations needed (alternative format, physical accommodations, equipment, hires readers, interpreters, CART Providers and teaches use of accessible technology).
- Remains up to date on pending disability legislation and changing mandates which would affect the college's responsibility to provide services and accommodations. Serves as the subject matter expert surrounding the subject of serving students with disabilities along with related laws and accommodations.
- Hires, trains and supervises part-time staff to maintain ADA compliance.
- Develops and revises procedures to guide provision of academic accommodations and services to students with disabilities.
- Provides study skills, learning lab and orientation information to all students.
- Assists students with reaching their career goals by providing transfer information referring to career assessment for more extensive help.
- Collaborate with division offices and faculty members on matters that impact students with disabilities. Using the information to provide/teach appropriate skills to allow students to make changes to promote academic success.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- Effectively manages and maintains budget to serve students and employees with disabilities.

- Advocates for students with disabilities by fostering awareness and commitment regarding disability issues.
- Provides disability representation on relevant campus committees.
- Provides information to area high schools distinguishing the difference between modifications and accommodations.
- Coordinates with the Office of Human Resources regarding employee disability issues and VA advisor providing services and support.
- Serves as liaison with high schools, other colleges, universities, agencies and the community.
- Provides services that promote access to the campus community through universal design, and availability of a wide range of assistive technology.
- Consults with deans, division and department chairs regarding academic accommodations, compliance, as well as instructional and curriculum modifications
- Provides disability awareness training to faculty and staffing.

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 counseling, educational diagnostics, special education, vocational rehabilitation or related field.

EXPERIENCE

- Five years experience working directly with students with disabilities in an educational setting.
- At least one year of supervising clerical staff.
- At least two years working with governmental requirements and compliance, specifically ADA and Section 504 of the Rehabilitation Act.
Experience in higher education preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ADA, ADAAA, Section 504 and other relevant state and federal regulations concerning serving student with disabilities.
- General knowledge of assistive technology for all disabilities; knowledge of technology programs needed for access, how to use, instruct and utilize for student's benefit.
- Ability to organize, conceptualize, and prioritize objectives while exercising independence of judgment based on knowledge of laws.
- Ability to provide direct service as well as coordinate services with campus constituents and various community agencies.
- Significant experience coordinating and providing services to students with various disabilities and learning differences, experience working with students with disabilities in a higher education setting; knowledge of laws, rules, regulations and policies applicable to college students with disabilities; ability to plan, organize and manage academic support services; and strong oral, written and interpersonal communication skills, knowledge of adaptive computing and assistive technology.
- Knowledge of testing and measurements, the ability to interpret diagnostic assessments and documentation of cognitive, psychiatric and medical disorders and impact on the education process.
- Knowledge of functional limitations, their effects and understanding how they are used to determine appropriate accommodations.

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: 59-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 18, 2019

SUBJECT: Personnel Action (Replacement): Director, Distance Education and Instructional Design
The individual listed below has been recommended to fill the full time position of Director, Distance Education and Instructional Design.

Candidate

Recommended: Daniel Gonzalez

Education: M.E., Instructional Design and Technology May 2001
Texas Tech University
B.S., Economics December 2000
B.A., Political Science
Texas A & M University

Experience: Alvin Community College January 2019 – Present
Coordinator, Distance Education
Houston Community College November 2015 – December 2018
Instructional Designer
Training Specialist July 2014 – November 2015
*Harris County Community Supervision
And Corrections*



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

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

Victoria College

*Assistant Director, Adult Education Center
Adult Basic Education Coordinator
Adjunct Instructor*

January 2012 – December 2013
August 2010 – January 2012
November 2002 – December 2013

Mid-Coast Family Services

Prevention/Intervention Specialist, Lead Staff

August 2002 – August 2010

Salary: \$63,111
Grade 6 / Step 3
2018-19 Administrative / Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director, Distance Education and Instructional Design		
Department:	Distance Education	Reports to:	Vice President, Instruction
Grade Level:	6	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	
Last Updated by:		Date:	

SUMMARY

The Director is responsible for the organization, operation, and management of Distance Education as well as the day to day operation, support and maintenance of the distance education courses and the Blackboard system. He/She is also responsible for all instructional design issues in online instruction, training for faculty/staff in the use of Blackboard and instructional design, and various distance education projects.

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

- Develop and administer annual goals/objectives for Distance Education.
- Supervise and evaluate Distance Education staff and faculty fellows.
- Establish and supervise general operating procedures of the Distance Education Department.
- Supervise selection of departmental equipment and supplies to include inventory maintenance of all Distance Education equipment.
- Evaluate and oversee Distance Education courses to insure that they meet guidelines and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Texas Higher Education Coordinating Board (THECB), and National Council for State Authorization Reciprocity Agreements (SARA).
- Serve as the institutional representative for Distance Education with the THECB and SACSCOC.
- Serve as ACC Coordinator for the Virtual College of Texas, TexasDistanceEducation.com, Gulf Coast Education Network, and the Southern Regional Electronic Campus.
- Maintain the Distance Education website, intranet, and updates the catalog and schedule with necessary revisions.
- Provide recommendations for all online course fees.
- Develop, manage, and act as a resource for all Distance Education grants.
- Assist faculty in the development of and coordination of Distance Education courses in all delivery formats.
- Serve as a resource for departments and faculty with regard to instructional design, educational technology, and Distance Education best practices.
- Train faculty in the appropriate use of software and equipment in online and on-campus classrooms to include best teaching techniques and strategies.
- Maintain online classroom equipment in cooperation with the Network Administrator.
- Provide administrative and technical support for the enterprise online course management system (Blackboard).
- Administer and supervise the Online Faculty Certification program and the online orientation course for students.
- Provide leadership and oversight of ongoing effectiveness of distance education courses through an established review process.
- Develop and manage the Distance Education budget.
- Provide leadership, oversight, and participation of members on the Distance Education Committee.

- Develop and manage Distance Education budget, to include processing and approval of departmental purchases.
- Responsible for all surveys and questionnaires related to Distance Education including, evaluation of online faculty, evaluating courses, Petersons Annual report, and other surveys as requested.
- Develop and manage all marketing efforts for the recruitment of online students.
- Provide oversight, planning, and services of the professional development Center for Success
- Represent the college on various institutional committees and events.
- Collaborate with other departments to coordinate advisement, registration, library, bookstore and all student related services for distance education students.
- Collaborate with faculty to enhance their instructional delivery with the latest technology, on-campus or online.
- Serve as an instructional resource for faculty during the development and creation/implementation of their courses using best practices and current theory.
- Assist, as needed, with training instructional personnel in the use of online software, tools and office applications to enhance faculty instruction.
- Work with faculty, individually and in group settings, to provide instruction in the use of computer programs such as Blackboard, Respondus, Turnitin, PowerPoint, and Word as needed.
- Organize faculty/staff vendor training to increase their abilities and understanding of our online course management system (Blackboard).
- Develop distance education training, provide ongoing assessment of its effectiveness, and improve training as appropriate.
- Create and deliver presentations for a variety of constituents.
- Research, interpret, apply and collaborate with colleges on effective strategies to incorporate best practices in distance education.

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 in instructional technology or related field.

EXPERIENCE

- Two to five years related experience.
- Classroom teaching skills and/or experience is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate in-depth knowledge of and ability to provide instruction of computer programs and techniques.
- Demonstrated knowledge and experience in distance education (all formats), educational telecommunications, copyright law, electronics, instructional technology, instructional design, evaluation, network systems and personal computing.
- Must have the knowledge to make decisions regarding enterprise level equipment and software, training, supplies, budget management, and personnel.
- Must be able to troubleshoot both faculty and student computer issues with regards to all software in use with the Distance Education courses.
- Must also be knowledgeable in all Coordinating Board, SACS requirements, current theory and best practices for Distance Education.
- Communicate effectively with faculty, staff, and administrators.

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: 60-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 18, 2019
SUBJECT: Contract Recommendations 2019-20

The following is a list of recommended contracts for 2019-20. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

ADMINISTRATIVE CONTRACTS (Annual)

The following is a list of recommended Administrative Contracts for 2019-20. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

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



PROFESSIONAL CONTRACTS (Annual)

The following is a list of recommended Professional Contracts for 2019-20. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

1	Daniel Abrego	Programmer	27	Laurel Joseph	Assistant Dir, Fiscal Affairs
2	Roger Bell	Technical Services Librarian	28	Kevin Jurek	Network Administrator
3	Fred Bellows	Systems/DB Administrator	29	Kelly Klimpt	Dir, Information Technology
4	Dameria Boston	Academic Advisor	30	Melanie Kocurek	HR Associate
5	Sara Bouse	Dir, TDCJ Programs	31	Deborah Kraft	Dir, Fiscal Affairs/Comptroller
6	Tamela Braswell	Research Associate	32	Hong "Louise" Le	Accountant
7	Gwendolyn Burgess	Academic Advisor	33	Christina Maartens	Academic Advisor
8	Steve Cabrera	Network Manager	34	Akilah Martin	Dir, College & Career Pathways
9	Gayland Capps	Grant Coordinator	35	Hameedah Majeed	Dir, Physical Plant
10	Andrea Celestine	Assistant Registrar	36	Regan Metoyer	Dir, Advising Services
11	Robin Dahms	Coor, Campus Events/Spec Proj	37	Rebecca McClain	Head Librarian
12	Ben Deadwyler	Programmer/Analyst	38	Mark Moss	KACC Station Manager
13	Patricia Dildy	Dir, Child Care Center	39	Ronny Phillips	Training Coor/Range Master
14	Barbara Eckenfels	Dir, Learning Commons	40	Irene Robinson	Registrar
15	Randi Faust	Dir, Purchasing	41	Sammi Sanders	Digital Media Specialist
16	Charzetta Fleming	Web Administrator	42	Patrick Sanger	Dir, Institutional Research
17	Debra Fontenot	Dir, Nursing Programs	43	Monica Silvas	Academic Advisor
18	Rachel Garry	Academic Advisor	44	Lorrent Smith	Dir, Marketing & Media
19	Daniel Gonzalez Jr.*	Dir, Distance Education	45	Jessica Solcich	Financial Aid Counselor
20	Logan Griffith	Programmer	46	D'Carrey Stell	Coor, Designer/Technical Theatre
21	Brett Haduch*	Coordinator, Disability Services	47	Diana Stiles	Counselor
22	Latisha Harrison	Academic Advisor	48	John Tompkins	Coordinator, Communications
23	Dacia Henderson	Web Designer	49	Alpha Trevino	Academic Advisor
24	Deborah "Toby" Herzog	Academic Advisor	50	William Trevino	Dir, Testing
25	Chakoa Jefferson	Academic Advisor - TDCJ	51	Harold Wicker	Network Security Administrator
26	Tracy Jones	Academic Advisor	52	Holly Williams	Dir, Retention & Student Success

*Pending approval of the Board of Regents on April 25, 2019



ANNUAL FACULTY CONTRACTS

Listed below are faculty members currently employed on an annual contract. It is recommended that they be approved by the Board of Regents to receive an annual appointment for the 2019-20 academic year. These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

1	Lisa Akheituame	Management Development-TDCJ	20	Alexander Marriott	History
2	Bob Ash*	Process Technology	21	Ashlea Massie	English
3	Ian Baldwin	History	22	Justin Morgan*	Associate Degree Nursing
4	Brian Berger	Chemistry	23	David Mustain	Automotive Technology - TDCJ
5	McKonnen Birru	Associate Degree Nursing	24	Philip O'Brien	Geology
6	Jennifer Brazil	Mathematics	25	Don Parus	Process Technology
7	Thomas Burke	Mathematics	26	Albert Pasaoa	Economics
8	Andrea Busch	Office Administration	27	Elizabeth Saucedo	Associate Degree Nursing
9	Adam Clapp	Government	28	Jason Schreiber	Sports/Human Performance
10	Joshua Cowan*	English	29	Maria Starling	Speech
11	Cindy Dalmolin	Psychology	30	Alexander Swiger	English
12	Nancy Fitzgerald	Biology	31	Laura Tapp	Mathematics
13	Craig Fos	Criminal Justice	32	Amy Terbrock	Foreign Language
14	Hailey Fuller*	History	33	Jerri Torres-Farmer	Women's Softball Coach
15	Darron Garner	Human Services & Addiction	34	Kathryn Trantham	Diagnostic Cardio Sonography
16	Shannon Graham	Emergency Medical Technology	35	Kelly Truitt	Electroneurodiagnostics Technology
17	Travis Hill	Emergency Medical Technology	36	Jocelyn Wiltz	Associate Degree Nursing
18	Larry Huffman	Industrial Design Technology-TDCJ	37	Courtney Wolfe	Associate Degree Nursing
19	Heather Lewis	Biology	38	Sheila Woods	Accounting

* Pending approval of the Board of Regents on April 25, 2019



FACULTY RECOMMENDED FOR TENURE

Listed below are faculty members currently performing under an annual appointment. Having met the established tenure criteria, it is recommended that they be approved by the Board of Regents to receive a Tenured Faculty appointment with the 2018-19 academic year. These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

- | | | | |
|----------------------|--------------------------|----------------|--------------------------|
| 1 Tana Hafner Burton | Associate Degree Nursing | 3 Janet Joost | Associate Degree Nursing |
| 2 Haley Collins | English | 4 Keith Vyvial | English |

TENURED FACULTY CONTRACTS

These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

- | | | | |
|---------------------------|--------------------------|---------------------|------------------------------|
| 1 Karen Barnett | Legal Studies | 30 Nancey Lobb | Psychology |
| 2 Leslie Bartosh | Culinary Arts | 31 James Langley | Industrial Design Technology |
| 3 Charley Bevill | English | 32 John Matula | Biology |
| 4 Margaret Ellen Birdwell | English | 33 Marby McKinney | Respiratory Care |
| 5 James Boler | Mathematics | 34 Elizabeth McLane | Government |
| 6 Rhonda Boone | Pharmacy Technology | 35 Tory McTaggart | Vocational Nursing |
| 7 Rosemary Bowen | Culinary Arts - TDCJ | 36 Richard Melvin | Computer Science |
| 8 Earnest Burnett | Speech | 37 Joseph Mills | Physics |
| 9 Jay Burton | Speech / Drama | 38 Kevin Moody | Music |
| 10 Chris Chance | History | 39 Leigh Ann Moore | English |
| 11 Tonya Creel | Psychology | 40 Tommy Dan Morgan | Biology |
| 12 Deanna Dick | Mathematics | 41 Jason Nichols | Radio/TV Broadcasting |
| 13 Traci Elliott | Psychology | 42 Saul Olivares | Foreign Languages |
| 14 Mary Alice Estes | Associate Degree Nursing | 43 Carlos Ordonez | Art |
| 15 Georgette Goodwill | Polysomnography | 44 Thomas Parker | English |
| 16 David Griffith | Music / Band Director | 45 Sosina Peterson | Mathematics |
| 17 Robin Harbour | Mathematics | 46 Suzanne Poston | Cardiovascular Diagnostics |
| 18 Jennifer Hopkins | Mathematics | 47 Jean Raniseski | Sociology / Psychology |
| 19 Bea Hugetz | English | 48 Tim Reynolds | Economics |
| 20 Johanna Hume | History / Government | 49 Dwight Rhodes | Biology / Horticulture |



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

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

21	Kevin Jefferies	Government	50	Itzel Richarte	Foreign Languages
22	Bonny Johnson	Sports / Human Performance	51	Dianna Smith	Office Administration
23	Esther Kempen	Chemistry	52	Michael Smith	Computer Info Technology- TDCJ
24	Charles Kilgore	Mathematics	53	Wendy Stewart	Associate Degree Nursing
25	Thirty Lacy	Vocational Nursing	54	Bill Waggoner	Speech
26	Norma LaHart	Respiratory Care	55	Melinda Wallace	Vocational Nursing
27	Dennis La Valley	Arts	56	Ashley White	Associate Degree Nursing
28	Cathy LeBouef	Computer Info Technology	57	Jeanine Wilburn	Early Care & Development
29	Bill Lewis	Communications			

CMA:tg



MEMORANDUM NO: 45-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 3, 2019
SUBJECT: Disability Services Contracts Renewals

The Office of Disability Services makes educational opportunities more accessible by coordinating support services for students with disabilities. The goal is to help students achieve their goals to the fullest potential possible. Interpreting and communication access real-time translation (CART) services are provided free of charge to students who are eligible.

Requests for Proposals (RFP) #18-03 and #18-04 were issued in accordance with Texas Education Code §44.031 to procure interpreting and CART services, respectively. The Board previously approved contracts to Universe Technical Translation for interpreting services and Quick Caption for CART services at the February 22, 2018 meeting.

The estimated annual expenditure for these services is \$60,000 and is dependent on student need each semester. The new contract term, May 1, 2019 through April 30, 2020, will exercise the first of four one-year renewal options.

It is recommended the Board of Regents approve contract renewals with Universe Technical Translation to provide interpreting services and Quick Caption to provide CART services.

CMA:tg



MEMORANDUM NO: 53-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: April 11, 2019

SUBJECT: Firing Range Repairs and Upgrades

The firing range was built in 1983 by Meggitt Training Systems and was state of the art. A targeting system upgrade was performed in 2003. The range is used by ACC's Law Enforcement Training Academy, approximately 60 area state, local, and federal law enforcement agencies, License to Carry classes, and civilian handgun classes. When the range was originally built, agencies did not readily issue rifles to street officers. Most agencies now issue rifles requiring them to find a range that is rated for rifles to qualify their officers. Currently, the ACC range is certified to handle only handgun and shotgun rounds. This issue limits the College's ability to service our community and causes agencies to utilize ranges elsewhere to train and qualify with both rifle and handguns.

After upgrades, the firing range will be able to serve many law enforcement agencies by accommodating most firearms issued – handguns, shotguns, and rifles up to .308 caliber. Upgrades will also provide an opportunity to host hunter safety courses that require civilians to show proficiency with hunting rifles and shotguns.

Meggitt Training Systems is a sole provider of their proprietary systems and will provide upgrades to their equipment currently installed in the firing range. Sole source purchases are exempt from competitive bidding per Section 44.031(j) of the Texas Education Code. Sole source number 1902 has been assigned.

The estimated expenditure is \$340,000 and will be funded by maintenance tax notes proceeds.

It is recommended the Board of Regents approve the expenditure of funds for repair and upgrades to the firing range from Meggitt Training Systems.

CMA:tg



MEMORANDUM NO: 46-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: April 11, 2019
SUBJECT: Theatre Rigging and Fire Curtain

The theatre rigging system is composed of rope lines, blocks, counterweights, and other devices that enable a stage crew to quickly, quietly, and safely lift, lower, and hold curtains, lights, scenery, and stage effects. The system is periodically inspected to ensure its safe operating condition. Past inspections have resulted in replacement of purchase lines and adjustments of lift lines and pulleys. Maintenance and repair on such systems must be done by trained and certified technicians. A certified rigger inspected the counterweight rigging system and provided a Stage Rigging Use and Safety Report. Due to age and normal wear over time, it is recommended the College replace lift lines, handlines, and terminating hardware. The Drama department is using the fly system sparingly until deficiencies are addressed. Upgrading the rigging system is a project included in the maintenance tax notes project list and is scheduled to be completed during the summer.

The City of Alvin Fire Marshal recently visited the theatre regarding a request to use pyrotechnics during the production of a musical. It was determined the theatre does not have a fire curtain over the stage that closes in the event of a fire to prevent heat, smoke, and flames on the stage from reaching the audience. The Fire Marshal allowed the production to proceed, but pyrotechnics could not be used. Installation of a fire curtain is required in building codes and fire safety standards as presented by the Fire Marshal. This project is also scheduled to be completed during the summer in conjunction with the rigging project.

MainStage Theatrical Supply, Inc. employs Entertainment Technician Certification Program (ETCP) certified riggers and has a contract through the BuyBoard cooperative contracts program to provide stage and theater systems, contract number #575-18. Cooperative contracts comply with the competitive procurement requirement in Texas Education Code §44.031 and are permitted through Texas Government Code §791.011(g).



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

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The total estimated expenditure is \$106,800 with \$42,800 funded by maintenance tax notes proceeds for the rigging portion of the project and \$64,000 funded by General Service Fee funds for the fire curtain.

It is recommended the Board of Regents approve the purchase of equipment and services for the rigging system upgrades and fire curtain from MainStage Theatrical Supply, Inc.

CMA:tg

Alvin Community College
Consolidated Statement of Net Assets

	March 31, 2019	March 31, 2018	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	3,269,030	1,589,921	1,679,109	
Short-term investments	38,775,697	13,700,000	25,075,697	
Accounts receivable, net	761,255	790,776	(29,521)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	400,387	729,241	(328,854)	
Prepays	66,383	74,060	(7,677)	
Total Current Assets	43,272,752	16,883,998	26,388,754	Travel advances and prepaid expenses
Noncurrent assets				
Restricted cash	-	2	(2)	
Long-term investments	1,500,000	750,000	750,000	
Capital assets, net	27,157,972	26,716,826	441,146	
Total Assets	71,930,724	44,350,826	27,579,898	
Deferred Outflows of Resources				
Deferred charge on refunding	303,794	455,691	(151,897)	Bonds
Deferred outflows - pensions	673,306	1,452,579	(779,273)	TRS pension
Deferred outflows - OPEB	793,739	-	793,739	OPEB
Total Deferred Outflows of Resources	1,770,839	1,908,270	(137,431)	
Liabilities				
Accounts payable & accrued liabilities	(16,831)	(12,350)	(4,481)	
PARS	327,043	654,086	(327,043)	Annual Payment
Net pension liability	5,761,791	6,596,001	(834,210)	GASB 68
Net OPEB liability	28,072,470	-	28,072,470	GASB 75
Funds held for others	40,209	39,390	819	Agency funds - groups, clubs, etc on campus
Deferred revenues	231,389	78,508	152,881	Grants paid in advance and fall registrations
Compensated absences	428,516	414,799	13,717	Entry made annually for change in liability
Bonds payable	9,521,486	10,886,007	(1,364,521)	Annual payment
Tax note payable	21,870,000	-	21,870,000	Annual payment
Capital Lease Payable	-	11,916	(11,916)	Annual payment
Total Liabilities	66,236,073	18,668,357	47,567,716	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,996	807,559	(563)	TRS pension
Deferred inflows - OPEB	6,206,958	-	6,206,958	OPEB
Deferred inflows - premium on tax note	2,734,762	-	2,734,762	Tax Note
Total Deferred Inflows of Resources	9,748,716	807,559	8,941,157	
Net Assets				
Fund Balance - Equity	(2,283,226)	26,783,180	(29,066,406)	
Total Net Assets	(2,283,226)	26,783,180	(29,066,406)	

Alvin Community College
Consolidated Statement of Revenue and Expense
March 31, 2019 and March 31, 2018

	Year-To-Date				Prior Year-To-Date					
	All Other Funds Actual	M&O Actual	Amended Budget	Remaining Budget % of Budget	All Other Funds Actual	M&O Actual	Amended Budget	Remaining Budget % of Budget		
Revenues										
Operating revenues										
Tuition and fees	1,705,713	6,002,904	7,546,142	(1,543,238)	79.55%	1,508,913	6,123,211	7,744,783	(1,621,572)	79.06%
Federal grants and contracts	5,364,864	-	-	-	0.00%	5,194,412	-	-	-	0.00%
State grants	500,505	-	-	-	0.00%	235,631	-	-	-	0.00%
Local grants	248,245	-	-	-	0.00%	233,036	-	-	-	0.00%
Auxiliary enterprises	1,335,092	-	-	-	0.00%	1,338,920	-	-	-	0.00%
Other operating revenues	221,614	51,265	105,000	(53,735)	48.82%	216,917	55,835	105,000	(49,165)	51.18%
Total operating revenues	9,376,033	6,054,169	7,651,142	(1,596,973)	79.13%	8,927,829	6,179,046	7,849,783	(1,670,737)	78.72%
Expenses										
Operating expenses										
Administrative	-	3,350,490	5,811,407	2,460,917	57.65%	-	3,016,793	5,598,812	2,562,019	54.24%
Institutional	-	2,251,507	6,553,258	4,301,751	34.36%	-	2,844,457	4,807,265	1,962,808	59.17%
Designated for Institutional Reserve	-	-	150,000	150,000	0.00%	-	750,000	750,000	-	0.00%
Occupational Technical Instruction	-	3,259,265	6,111,901	2,852,636	53.33%	-	3,492,624	6,159,768	2,667,144	56.70%
University Parallel Instruction	-	3,793,272	6,991,658	3,198,386	54.25%	-	3,770,842	6,841,035	3,070,193	55.12%
Student Services	-	2,332,770	4,249,129	1,916,359	54.90%	-	2,064,722	3,992,080	1,927,358	51.72%
Physical Plant	-	1,476,769	3,054,853	1,578,084	48.34%	-	1,502,028	2,986,995	1,484,967	50.29%
Unbudgeted Unrestricted	-	1,091,258	-	-	0.00%	-	1,104,522	-	-	0.00%
Continuing Ed (Fund 13)	673,381	-	-	-	0.00%	719,480	-	-	-	0.00%
Auxiliary enterprises	1,203,892	-	-	-	0.00%	1,331,866	-	-	-	0.00%
Local Grants	12,439	-	-	-	0.00%	15,606	-	-	-	0.00%
TPEG	107,084	-	-	-	0.00%	145,991	-	-	-	0.00%
Institutional Scholarships	94,390	-	-	-	0.00%	88,393	-	-	-	0.00%
State Grants	500,505	-	-	-	0.00%	235,631	-	-	-	0.00%
Federal Grants	5,364,864	-	-	-	0.00%	5,194,412	-	-	-	0.00%
Donor Scholarships	146,886	-	-	-	0.00%	212,303	-	-	-	0.00%
Unexpended Plant Fund	224,338	-	-	-	0.00%	949,814	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	954,515	-	-	-	0.00%	223,381	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Construction in Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	10,452,552	16,464,073	32,922,206	16,458,133	50.01%	10,221,399	16,711,466	31,135,955	14,424,489	53.67%
Operating Gain/(Loss)	(1,076,519)	(10,409,904)	(25,271,064)	(18,055,106)		(1,293,570)	(10,532,420)	(23,286,172)	(16,095,226)	
Nonoperating revenues										
State appropriations*	-	4,164,947	7,930,935	(3,765,988)	52.52%	-	4,179,114	7,930,935	(3,751,821)	52.69%
Property tax revenue - Current	1,480,628	15,960,092	17,065,129	(1,105,037)	93.52%	1,472,182	13,300,891	14,580,237	(1,279,346)	91.23%
Property tax revenue/Instat Reserve	-	150,000	150,000	-	0.00%	-	750,000	750,000	-	0.00%
Property tax revenue - Delinquent	13,310	123,667	123,667	-	0.00%	13,437	116,178	116,178	-	0.00%
Property tax revenue - Interest & Penalties	4,870	61,144	61,144	-	0.00%	4,961	55,425	55,425	-	0.00%
Investment income	331,157	126,752	125,000	1,752	101.40%	1,003	63,257	25,000	38,257	253.03%
Other non-operating revenues	344,285	10,659	-	10,659	0.00%	285,207	15,729	-	15,729	0.00%
Total nonoperating revenues	2,174,250	20,597,261	25,271,064	(4,673,803)	81.51%	1,776,790	18,480,594	23,286,172	(4,805,578)	79.36%
Provided by the State										
Revenue for Insurance and Retirement	-	1,234,888	-	1,234,888	0.00%	-	1,185,218	-	1,185,218	0.00%
State Insurance Match	-	(605,682)	-	(605,682)	0.00%	-	(572,666)	-	(572,666)	0.00%
State Retirement Match	-	(333,948)	-	(333,948)	0.00%	-	(312,902)	-	(312,902)	0.00%
State Retirees Insurance	-	(285,258)	-	(285,258)	0.00%	-	(279,650)	-	(279,650)	0.00%
Increase/(decrease) in net assets	1,097,731	10,187,357	-	(22,728,909)		483,220	7,948,174	-	(20,900,804)	
* State Approp portion generated by CE =	165,765					167,165				
* Institutional Reserve	6,771,294					5,520,431				

Alvin Community College
Consolidated Statement of Revenue and Expense
 March 31, 2019 and March 31, 2018

	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	9,376,033	6,054,169	7,651,142	(1,596,973)	79.13%	8,927,829	6,179,046	7,849,783	(1,670,737)	78.72%
Nonoperating revenues										
Total nonoperating revenues	2,174,250	20,597,261	25,271,064	(4,673,803)	81.51%	1,776,790	18,480,594	23,286,172	(4,805,578)	79.36%
Less Expenses										
Operating expenses										
Total operating expenses	(10,452,552)	(16,464,073)	(32,922,206)	(16,458,133)	50.01%	(10,221,399)	(16,711,466)	(31,135,955)	(14,424,489)	53.67%
Increase/(decrease) in net assets	1,097,731	10,187,357	-	(22,728,909)		483,220	7,948,174	-	(20,900,804)	

* State Approp portion generated by CE = 165,765

167,165

* Institutional Reserve 6,771,294

5,520,431

Alvin Community College
Consolidated Detail Expense by Type
March 31, 2019 and March 31, 2018

	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	64,898	745,314	1,303,599	558,285	57.17%	62,292	750,658	1,271,774	521,116	59.02%
Professional Sal	611,834	2,454,942	4,608,193	2,153,251	53.27%	483,558	2,287,246	4,136,260	1,849,014	55.30%
Tech/Clerical Sal	483,811	2,436,652	4,384,603	1,947,951	55.57%	466,445	2,401,380	4,340,693	1,939,313	55.32%
Faculty Sal	318,905	6,054,893	11,119,932	5,065,039	54.45%	354,564	6,317,909	11,112,065	4,794,156	56.86%
Misc Sal	51,644	56,287	79,195	22,908	71.07%	37,003	40,003	84,761	44,758	47.20%
Reg Students Sal	21,018	53,637	200,028	146,391	26.81%	39,332	54,629	222,839	168,210	24.52%
Work Study Students Sal	33,551	-	-	-	0.00%	38,599	-	-	-	0.00%
Staff Benefits	238,829	1,818,761	3,844,695	2,025,934	47.31%	200,266	1,981,330	3,841,664	1,860,334	51.57%
Subtotal	1,824,490	13,620,486	25,540,245	11,919,759	53.33%	1,682,059	13,833,155	25,010,056	11,176,901	55.31%
Equipment	233,154	32,879	20,000	(12,879)	164.40%	199,192	27,255	15,000	(12,255)	181.70%
Computer Hardware	307,384	17,711	52,460	34,749	33.76%	307,405	1,251	73,460	72,209	1.70%
Capital Improvements	-	-	-	-	0.00%	71,699	-	-	-	0.00%
Designated for Instit Reserve	-	-	1,917,000	1,917,000	0.00%	-	-	750,000	750,000	0.00%
Travel/Prof Development	79,689	236,741	479,411	242,670	49.38%	26,370	217,816	474,479	256,663	45.91%
Supplies & Exp	1,405,916	2,500,395	4,797,760	2,297,365	52.12%	1,348,774	2,560,944	4,714,060	2,153,116	54.33%
Institutional Scholarships	127,408	55,861	115,330	59,469	48.44%	139,762	71,045	98,900	27,855	71.84%
Financial Aid	4,607,294	-	-	-	0.00%	4,460,188	-	-	-	0.00%
Donor Scholarships	146,886	-	-	-	0.00%	213,103	-	-	-	0.00%
Purchases (Store/Concession)	539,078	-	-	-	0.00%	594,877	-	-	-	0.00%
Contingency Expense	2,400	-	-	-	0.00%	4,775	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	954,515	-	-	-	0.00%	223,381	-	-	-	0.00%
Construction In Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Unexpended Plant	224,338	-	-	-	0.00%	949,814	-	-	-	0.00%
	10,452,552	\$ 16,464,073	\$ 32,922,206	\$ 16,458,133	50.01%	10,221,399	\$ 16,711,466	\$ 31,135,955	\$ 14,424,489	53.67%
State Insurance Match	-	605,682	-	(605,682)	0.00%	-	572,666	-	(572,666)	0.00%
State Retirement Match	-	333,948	-	(333,948)	0.00%	-	332,902	-	(332,902)	0.00%
State Retiree Insurance	-	285,258	-	(285,258)	0.00%	-	279,650	-	(279,650)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
March 31, 2019

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	165,765			165,765	268,487	(102,722)
Motorcycle Safety	5,420			5,420	7,221	(1,801)
GED	10,955			10,955	6,438	4,517
Law Enforcement	699	(42)		657	-	657
Real Estate	2,457			2,457	-	2,457
Dental Assistant	68,255	(4,041)		64,214	42,313	21,901
Information Technology Training	-	-		-	-	-
Phlebotomy	36,420	(2,185)		34,235	9,079	25,156
Medication Aide	38,969	(2,338)		36,631	4,457	32,174
Welding	124,537	(6,671)	(7,386)	110,480	56,335	54,145
Certified Nursing	24,042	(1,432)		22,610	44,996	(22,386)
Truck Driving	39,075	(2,096)		36,979	62,059	(25,080)
Center for Professional Workforce Dev	5,018			5,018	-	5,018
Education to Go	3,382			3,382	1,600	1,782
Concealed Handguns	222			222	-	222
Occupational Health & Safety	4,754			4,754	1,132	3,622
Community Programs	5,313	(122)		5,191	1,024	4,167
Clinical Medical Assistant	52,200	(3,132)		49,068	9,626	39,442
Vet Assistant	27,863	(1,599)		26,264	13,089	13,175
Yoga	4,125			4,125	2,100	2,025
Human Resource Program	-	-		-	-	-
Activity Director Program	2,295	(138)		2,157	-	2,157
Machinist Program	14,544	(873)		13,671	47,210	(33,539)
TWC Pipefitter Program	27,717	(1,663)		26,054	39,013	(12,959)
STRIVE	74,523	(4,271)	(3,274)	66,978	43,737	23,241
TWC INEOS/TEAM	-	-		-	-	-
TWC Ascend	-	-		-	-	-
TWC Pipefitting/Welding	-	-		-	-	-
TWC Fast Start IV	19,755	(1,185)		18,570	604	17,966
Industrial Maintenance	25	-		25	211	(186)
TWC Building Construction Trades	41,042	(1,963)	-	39,079	11,650	27,429
Total	799,372	(33,750)	(10,660)	754,962	672,381	82,581

*3.98% of the state appropriation for FY2018/19 is attributed to CE hours. This funding is used to offset administrative costs. It is recorded as revenue in M&O (Fund 11).

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 March 31, 2019 and March 31, 2018

	Unaudited							Prior Year-To- Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	
Revenue								
Sales & services	214,136		708,436	4,038	179,389	16,379	1,122,378	1,315,653
Student Fees	214,136	212,714	708,436	4,038	179,389	16,379	212,714	223,267
Expenses								
Purchases & Returns			538,437	640			539,077	594,877
Salaries	51,304	42,300	140,095		120,973	17,512	372,184	349,290
Staff Benefits	13,287	12,395	42,033		46,821	452	114,988	102,042
Supplies & Other Operating Expenses	108,572	27,157	62,479	1,972	16,240		216,420	206,907
Equipment	3,304						3,304	6,680
Building Repairs								25,170
Bank Charges			13,986		1,430	103	15,519	21,805
Contingency		2,400					2,400	4,775
Scholarships		20,000					20,000	20,320
	176,467	104,252	797,030	2,612	185,464	18,067	1,283,892	1,331,866
Excess revenue over expenses	37,669	108,462	(88,594)	1,426	(6,075)	(1,688)	51,200	207,054
Assets:								
Cash & Petty Cash			12,013			55	12,068	14,374
Accounts Receivable			407				407	10,382
Interfund Receivables	291,320	305,364	681,586	1,426	964	49,470	1,330,130	1,183,252
Prepaid Expenses								
Inventory			400,387				400,387	729,241
Total Assets	291,320	305,364	1,094,393	1,426	964	49,525	1,742,992	1,937,249
Liabilities:								
Accounts Payable/Gift Certificates	2,744	733	32,325		4,557	176	40,535	30,661
Deferred Revenue								
Deposits								
Total Liabilities	2,744	733	32,325	-	4,557	176	40,535	30,661
Restricted Fund Balance (includes inventories)			400,387				400,387	729,241
Unrestricted Fund Balance	288,576	304,631	661,681	1,426	(3,593)	49,349	1,302,070	1,177,347
Total Liabilities & Fund Balance	291,320	305,364	1,094,393	1,426	964	49,525	1,742,992	1,937,249

Alvin Community College
Auxiliary Profit/(Loss) Statement as of March 31, 2018

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	227,019		900,334	5,214	159,858	23,228	1,315,653
Student Fees		223,267					223,267
	227,019	223,267	900,334	5,214	159,858	23,228	1,538,920
Expenses							
Purchases & Returns			594,656	221			594,877
Salaries	38,793	36,859	144,983		108,755	19,900	349,290
Staff Benefits	9,314	8,396	42,877		41,122	333	102,042
Supplies & Other Operating Expenses	74,549	48,640	67,051		16,483	184	206,907
Equipment	6,680						6,680
Building Repairs	25,170						25,170
Bank Charges			15,798		5,859	148	21,805
Contingency		4,775					4,775
Scholarships		20,320					20,320
	154,506	118,990	865,365	221	172,219	20,565	1,331,866
Excess revenue over expenses	72,513	104,277	34,969	4,993	(12,361)	2,663	207,054
Assets:							
Cash & Petty Cash			14,319			55	14,374
Accounts Receivable			10,382				10,382
Interfund Receivables	338,533	230,369	532,228	7,443	26,022	48,657	1,183,252
Prepaid Expenses							
Inventory			729,241				729,241
Total Assets	338,533	230,369	1,286,170	7,443	26,022	48,712	1,937,249
Liabilities:							
Accounts Payable/Gift Certificates	693	1,138	25,408		3,177	245	30,661
Deferred Revenue							
Deposits							
Total Liabilities	693	1,138	25,408	-	3,177	245	30,661
Restricted Fund Balance (includes inventories)			729,241				729,241
Unrestricted Fund Balance	337,840	229,231	531,521	7,443	22,845	48,467	1,177,347
Total Liabilities & Fund Balance	338,533	230,369	1,286,170	7,443	26,022	48,712	1,937,249