



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

July 25, 2019
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
July 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

Obtain legal advice about pending litigation in accordance with Section 551.071; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, 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.

G. Board Chairman Report/Comments

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

It is hereby certified that a notice of this meeting was posted on the 18th day of July 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 18th day of July, 2019.



Dr. Christal M. Albrecht
President



MEMORANDUM NO: 100-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2019

SUBJECT: Personnel Action (TSCM): Administrative Assistant III, Learning Commons

The individual listed below has been recommended to fill the full time position of Administrative Assistant III, Learning Commons.

Candidate
Recommended: **Lois DeLys Mitchell**

Education: B.A., English August 2002
Hardin-Simmons University

Experience: Hardin-Simmons University
Administrative Assistant to Provost September 2018 – Present
Administrative Assistant to VP, Academic Affairs October 2002 – September 2018
Assistant Registrar July 1996 – October 2002

Salary: \$35,412
Grade D / Step 6
2018-19 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Administrative Assistant III, Learning Lab		
Department:	Learning Commons	Reports to:	Director, Learning Commons
Grade Level:	D	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
HR Approved:		Date:	4/17/2019
Last Updated by:	Barbara Eckenfels	Date:	4/17/2019

SUMMARY

This position provides administrative support for the Learning Commons which includes both the library and learning lab. This position works closely with the Director and Academic Support Specialist in support of the planning, scheduling, and implementation of all tutoring and academic coaching efforts in the learning lab. This position also works closely with library staff to support library services and programs. This is a visible position that will work with staff in multiple departments.

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

- Coordinates clerical support work for the Learning Commons Director, library staff and part-time learning lab coaches and tutors.
- Works with the both the Learning Commons Director and Head Librarian on fiscal planning and budget projections for the learning lab and library.
- Monitors all budgetary expenditures for both the library and learning lab. Reconciles expenditures with business office records.
- Orders office supplies, library books, book processing supplies and other purchases for both the library and learning lab.
- Submits requisitions into Colleague system to coordinate approval and paperwork for needed purchases.
- Submits work requests through internal work order systems for facilities issues, IT issues and marketing needs.
- Maintains the learning lab intranet page including posting and updating tutoring schedules.
- Works with the Academic Support Specialist in hiring, training and supervising student workers in the learning lab.
- Works with Academic Coaches in keeping coaching attendance records and distributing as required.
- Publicizes academic services offered by creating and distributing flyers for tutoring in various disciplines, and participates in recruitment activities (i.e. the Amazing Race and Adjunct Job Fair).
- Prepares travel requests and return travel paperwork for library and learning lab staff.
- May coordinate scheduling of library services instruction on campus and at various off site locations.
- Keeps room schedule for library conference room. Approves use requests in AdAstra.
- Prepares statistical reports as required by the Director and/or Head Librarian.
- Assists the Director with all other support functions as assigned.

QUALIFICATIONS

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

EDUCATION

- A minimum of an Associate’s Degree is required

EXPERIENCE

- Previous experience with administrative support work in an academic setting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced computer skills including spreadsheets
- A high level of accuracy and speed in all levels of job activities is required
- Must be capable of multi-tasking
- Must be self-motivated to prioritize and organize
- Ability to think analytically, work quickly, and move from one task to another is essential
- Ability to make decisions and use clear judgment is required

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



MEMORANDUM NO: 99-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2019

SUBJECT: Personnel Action (TSCM): Building Services Technician

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

Candidate

Recommended: **Herman S Cessac**

Education:	Alvin High School	Diploma
Experience:	Novus International, Inc. Process Specialist	September 2017 – April 2019
	Alvin Community College Environmental Systems Technician II	January 2016 – September 2017
	Cessac Welding Service Owner / Operator – Welder	December 2007 – November 2014
	Solutia, Inc. Technician / Information Technology	June 1997 – August 2006
	Monsanto Company Processor	March 1980 – August 1996

Salary: \$38,171
Grade E / Step 6
2018-19 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Building Services Technician		
Department:	Physical Plant	Reports to:	Building Services Supervisor
Grade Level:	E	Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
HR Approved:		Date:	
Last Updated by:		Date: 04/01/17	

SUMMARY

Performs duties requiring functional skills in carpentry, painting, plumbing, brick and concrete masonry, metal work, plastics, vinyl wall and floor coverings, dry wall and plaster, acoustical ceiling and wall treatments necessary in the maintenance of all buildings. All other duties as assigned.

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

- Performs carpentry duties including construction and remodeling of facilities when deemed necessary. The Building Services Technician must be able to construct concrete forms and rough frame as well as perform architectural woodwork and cabinet skills.
- Performs preventive maintenance on all doors including hollow metal doors and frames, aluminum entrance doors and frames, sound retardant doors, plastic face doors, rolling doors, solid and hollow core wooden doors, sliding metal fire doors, overhead doors and darkroom doors. Maintains and services all hydraulic door closers.
- Performs maintenance on fixed and movable aluminum windows, weather strips, and maintains thresholds. Glazes and must have a working knowledge of glass cutting.
- Maintains interior and exterior finishes
- The Building Services Technician must possess a working knowledge of paints and painting accessories and be qualified to apply paints and primers to all surfaces including woods, metals, and concrete in a professional manner.
- Assembles and installs equipment and fixtures including, but not limited to, plastic toilet partitions, chalk, tack and bulletin boards, access flooring, metal and wood lockers, mesh partitions, accordion partitions, prefab wood shelving and toilet accessories.
- Maintains restrooms and kitchens with respect to all plumbing repairs. A working knowledge of the local plumbing codes is mandatory.
- Operates and maintains equipment used in the performance of all assigned tasks including, but not limited to, power saws, table saws, routers, jointer, planers, drills and drill presses.
- Keeps lumber, paints, tiles, adhesives, and other working materials in a neat and orderly fashion.
- Maintains a ten lane computerized pistol range

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

- A high school graduate or equivalent

EXPERIENCE

- Must possess at least three years experience in the building trade and maintenance field

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess a working knowledge of all materials used in the maintenance of buildings and their appropriate applications
- Must possess the ability to read blueprints and construction drawings
- Must be knowledgeable in all phases of concrete work
- Must have a working knowledge of automatic line marking machine
- Must have working knowledge of restroom and kitchen accessories and equipment including hot water heaters and steam fixtures
- Must have a valid Driver's License and current Automobile Insurance
- Must have and pass a complete physical

WORKING CONDITIONS

- The Building Services Technician generally works indoors in pleasant surroundings.
- From time to time he/she will be exposed to materials found in the building industry: noise, dust, dirt, sawdust, and other foreign materials.
- Some overtime work will be required.
- From time to time he/she will be required to work in inclement weather and other unpleasant condition.

DEXTERITY

- The Building Services Technician will be exposed to moderate physical exertion.
- Incumbent must possess a high degree of dexterity and body coordination in order to perform job tasks.
- A high degree of hand eye coordination is mandatory in the successful operation of the various pieces of equipment and machinery used in his trade.

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: 109-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht *CMA*
DATE: July 18, 2019
SUBJECT: Personnel Action (TSCM): Dispatcher, Campus Police

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

Candidate

Recommended: Kristina Vinson

Education: B.A., Psychology August 2018
University of Houston-Clear Lake

A.A.S., Sociology
Alvin Community College May 2016

Experience: Alvin Community College
Administrative Assistant, Student Activities January 2017 – Present
General Education Night Assistant July 2016 – January 2017
Academic Advising Student Worker September 2015 – August 2016

DISH Network
Customer Service Agent August 2015 – March 2016

NTS Communications
Customer Service & Business Representative November 2014 – May 2015

Suddenlink
Account Manager March 2012 – March 2014

Salary: \$30,030
Grade C / Step 4
2018-19 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

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

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

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

QUALIFICATIONS

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

EDUCATION

- High School diploma or the equivalent required

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

	Budgeted 2018-19	JUNE 2019	Funded Vacancies
Administrative	11	10	1
Professional	69	63	6
Faculty	112	102	10
Technical Support, Clerical & Maintenance (TSCM)	111	106	5
Total Full-Time (FT) Employees	303	281	22

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	None			
2				
3				

Alvin Community College Board of Regents
Calendar of Events

AUGUST 2019

Saturday, August 17	Super Saturday Registration Blitz	8 a.m. to 1 p.m. Admissions Office
Thursday, August 15	Board of Regents Meeting	6:00 p.m. Nolan Ryan Center
Mon – Fri, August 19-23	Fall Convocation	
Monday, August 26	Fall 2019 Classes Begins	
Monday, September 2	Labor Day Holiday	Campus Closed

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JUNE 27, 2019
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 27th day of June, 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
Cheryl Knape	Regent
Kam Marvel	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cynthia Griffith	Alvin Community College
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
Nadia Nazarenlo	Alvin Community College

Amos Byington
Carol Pounds
Debbie Kraft
Dick Tyson
Gayland Capps
Hameedah Majeed
Jeff Gambrell

John Tompkins
Kelly Klimpt
Kyle Marasquin
Lloyd Cox
Lorrent Smith
Kevin Moody
Pam Shefman

Randi Faust
Rhonda Hull
Ronnie Phillips
Sydney Hildenburg
Terry Sawma
Vicki Marvel

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:01 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 7:07 p.m.

3. Call to Order

The meeting was called to order by Chair Pyburn at 7:07 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.

Board Chairman Report/Comments

Vice Chair Sanchez talked about how nice the Coffee and Connections that ACC hosted and attending the children's play with her grandson was so pleasant.

Mrs. Cheryl Knape talked about attending the children's play with her granddaughter and how nice it was, how great Alvin Live was for ten years and was so grateful to be a part of seeing Cathy Forsythe's vision come true and the giving of scholarships to students and that the music will play on!

Mr. Andy Tacquard explained to the audience who Cathy Forsythe was and her role at the college.

Chair Mike Pyburn stated that the 70th Anniversary Breakfast was one of the nicest events he's attended, commended the staff for a job well done and what a great way to cap off the 70th year.

Mrs. Jody Droege talked about the attendance at the Coffee and Connection, Partnership Breakfast and how it spoke volumes of the support of ACC, and following the breakfast she attended a the Soroptimist meeting and asked for the donation toiletries to the college for student needs, she had challenged the Board Regents to purchase toiletries and thanked them for contributing. She also talked about how wonderful the final Alvin Live was, apologized to Regent Knape and Sanchez in getting the Presidents mixed up in her speech that evening between Regent Knape and Paul Hernden and finally, felt that everyone in attendance really felt the same way in that Alvin Live would be missed but so lucky to have at our campus for ten years.

Approval of Minutes

Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Hearing of May 20, 2019, Regular Board meeting of May 23, 2019 and Board Workshop of June 17, 2019, he would entertain a motion to approve. A motion to approve the minutes was made by Dr. Hertenberger. Seconded by Vice Chair Sanchez. Motion passed unanimously.

President's Report

Dr. Albrecht updated the Board of Regents with the following information:

Registration for the second Summer mini-semester and the upcoming Fall semester is now open. Second mini-semester courses start on July 10. Fall classes begin on August 26.

ACC honored its 70th Anniversary with the Community Partner Breakfast on June 18. Approximately 100 community partners with local businesses, organizations and government agencies celebrated the milestone during the inaugural event. The college honored Memorial Hermann Hospital, University of Houston Clear Lake-Pearland with our community partners award and Alvin ISD with the ACC Impact award.

The Foundation hosted the final Alvin Live Summer Concert on June 13 with the LC Roots. For 10 years the concerts helped raise more than \$20,000 in scholarships for students in the Communications Department. The remaining funds raised by the Alvin Live Concert Series will be used as part of the Cathy Forsythe Memorial Scholarship Endowment.

The college is now offering free seminars as part of the Skills to Succeed Academy. Students can improve their chances of finding a job by attending seminars in resume writing, interview skills and preparation, job searching, career exploration and more. The Skills to Succeed Academy Workshops are funded by a \$13,200 grant from the American Association of Community Colleges and the Accenture LLP. ACC was one of three colleges throughout the country to receive the grant.

Don't forget to join us on July 4 as the ACC Community Band performs patriotic music prior to the fireworks display on Independence Day at Briscoe Park.

Three of our former baseball players were selected in the Major League Baseball Draft in the first week of June. Javeon Cody, Gerrit Van Zijll and Odrick Pitre were picked throughout the 50 rounds of the draft. Van Zijll was taken by the New York Yankees in the 22nd round, Cody was selected in the 15th round by the Miami Marlins and Pitre was selected by the Milwaukee Brewers in the 35th round.

The Continuing Education Workforce Development Department is offering Summer STEM camps for students with disabilities. The two-week camps in June and July are offered for students between the ages of 14-22 and will include courses on coding, robotics and math. The camp was made possible by a grant through the Texas Workforce Commission.

The Summer Children's Theatre Festival wrapped up performances of *The Reluctant Dragon* tonight. The Festival will continue with performances of *The Further Adventures of Nick Tickle* on July 22.

The Learning Lab is hosting prep camps for the TSI Test throughout the summer. The camps will prepare students for the testing in Math and Reading. Each session is \$15 and are held in the evening in the Learning Lab.

The Library recently completed a project to digitize every course catalog in the college's history, dating back to 1949. The catalogs are important for students and graduates so they can refer to them when they attempt to transfer to another college or university.

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 talked about the updates to the timeline of activity and introduced updated drawings and information on renovations to Building E and to the Nolan Ryan Center. This report is for information only.

Strategic Plan Report Relating to Strategic Plan Goal #3

Mrs. Wendy Del Bello presented an update on Strategic Plan Goal 3 that states: “*Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.*” She talked about the various objectives in Goal 3 and their current and future activity. The update included the designing of branding to effectively market the college using multiple delivery modes, creating a consistent integrated brand for ACC, the redesign of the college website, creating procedures for events on campus to be consistent with the image and branding of the college and a master calendar of events. This report is for information only.

Personnel Action

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

Vice Chair Sanchez made the motion to approve Mark “Jeff” Earle as Chief of Campus Police and Sibel Newton as Industrial Design Technology faculty. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Grants - Ascend Performance Materials Skills Development Fund Project Grant and ACC Library – Alvin Sun Initiative Grant

Mr. Tacquard made the motion to approve the submittal of the ACC-Ascend Performance Materials Skills Development Fund Project Grant and the ACC Library-Alvin Sun Initiative Grant. Seconded by Mr. Stuksa. Motion passed unanimously.

Second Presentation of the Fiscal Analysis and Proposed 2019-20 Budget

Mr. Karl Stager, Vice President, presented the various changes and requested updates to the budget since the Board Workshop of June 17, 2019. Mr. Stager stated that there would be another Board Workshop in which the budget will be discussed on July 15, 2019. This report was for information only.

Consider Approval of 2019-2020 Board Meeting and Workshop Schedule

Vice Chair Sanchez made the motion to approve the Board Meeting and Workshop schedule for the academic year 2019-2020. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Revisions to Board Policies Update 36 DIAA, FFDB and FFDA (LOCAL)

Dr. Albrecht explained that certain updates were made to Local Board policies by TASB as deemed necessary. Mr. Tacquard made the Motion to approve the revisions to Policies DIAA, FFDB and FFDA (LOCAL). Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Band Hall Upgrades

Mrs. Randi Faust presented the information regarding the Band Hall upgrades. The motion was made by Mrs. Knape to approve the expenditure to upgrade the Band Hall. Seconded by Mrs. Droege. Motion passed unanimously. Dr. Kevin Moody, Music Department Chair, expressed his appreciation to the Board of Regents.

Financial Report Ending May 2019

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

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:14 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JULY 15, 2019**

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Board Workshop on the 15th day of July, 2019 at 12:00 p.m., with the following members, administrative personnel, and guests present:

Mike Pyburn	Chairman		
'Bel Sanchez	Vice-Chair		
Jody Droege	Secretary		
Jim Crumm	Regent		
Patty Hertenberger	Regent		
Cheryl Knape	Regent		
Roger Stuksa	Regent		
Andy Tacquard	Regent		
Christal M. Albrecht	President, Alvin Community College		
Jade Borne	Alvin Community College		
Wendy Del Bello	Alvin Community College		
Cindy Griffith	Alvin Community College		
Karl Stager	Alvin Community College		
Tammy Giffrow	Debbie Kraft	Hameedah Majeed	Kelly Klimpt
Kyle Marasckin	Rick Morris	Jeannette Stuksa	Lloyd Cox

1. Call to Order

The meeting was called to order by Chairman Pyburn at 12:22 p.m., noting that a quorum was present.

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.

Initial Presentation of the Fiscal Analysis and Proposed 2019-2020 Budget

Mr. Karl Stager presented the updated draft of the 2019-2020 budget. Chairman Pyburn had previously submitted questions regarding several budget items and Mr. Stager, Dr. Albrecht, Dr. Cindy Griffith, Mr. Kelly Klimpt and Ms. Hameedah Majeed provided the information and answers to those questions. Chairman Pyburn stated that for future budget workshops, Regents will submit any questions in advance of the workshop in order to have information ready and make the best use of workshop time.

Dr. Albrecht stated that the revised budget from the workshop would be on the July 25, 2019 Board Meeting agenda.

Other items related to the budget included program reviews, CE program reviews, potential food service providers and Mrs. Droege asked Mr. Stager to provide cost information regarding a possible 2% salary increase. Dr. Albrecht said that she will send the list of 2019-20 programs for review and that the Regents could decide which programs they would like to see detailed information.

Executive Session

Chairman Pyburn announced that the Board of Regents would convene into Executive Session and dismissed all staff and guests. Executive Session was called to order at 1:55 p.m. Dr. Albrecht exited Executive Session at 3:05 p.m. and the Regents continued discussion of the Board self-evaluation and the President's evaluation.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Crumm. Seconded by Mr. Tacquard. Meeting was adjourned at 4:02 p.m.

Jody Droege, Secretary

Mike Pyburn, Chairman



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

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

MEMORANDUM NO: 93-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 1, 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.

This report is for information only.

CMA:tg



MEMORANDUM NO: 101-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2019
SUBJECT: Personnel Action (Replacement): Mathematics

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

Candidate
Recommended: **Amairani Garcia Hernandez**

Education: Master of Science – Mathematics
Sam Houston State University May 2017

Bachelor of Science - Mathematics
University of Houston - Downtown May 2015

Experience: Sam Houston State University
Adjunct Faculty, Mathematics September 2016 – May 2019

University of Houston - Downtown
Supplemental Instruction Leader January 2014 – July 2015

University of Houston - Downtown
Peer- Led Team Learning – Training Coordinator August 2012 – May 2015

Salary: \$42,254.00; 9-Month Annual Faculty Contract
Master's / Step 6
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Mathematics	Reports to:	Dean of General Education and Academic Support
Department:	Mathematics	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 Math Department including developmental, freshman and sophomore level courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- 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
- Other duties as assigned

QUALIFICATIONS

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

EDUCATION

- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.
- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university

EXPERIENCE

Prior teaching experience at the college or university level and/or teaching developmental math courses

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: 102-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2019
SUBJECT: Personnel Action (Replacement): Biology

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

Candidate

Recommended: **Christopher Pulido**

Education: Doctorate - Chiropractic
Parker College of Chiropractic December 1999

B.S., Biology
University of Texas - Arlington December 1996

Experience: Cornerstone Chiropractic
Owner / Head Doctor October 2008 - Present

Alvin Community College
Adjunct Faculty, Neuroanatomy August 2015 - Present

Salary: \$58,066; 9-Month Annual Faculty Contract
Doctorate / Step 6
2018-19 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Biology	Reports to:	Dean of Arts and Sciences
Department:	Biology	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 should be able to teach all courses within the Biology Department

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- 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
- Other duties as assigned

QUALIFICATIONS

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

EDUCATION

- Master’s degree or higher with at least 18 graduate semester hours in biology theoretical or applied biological or life sciences
- Master's or higher with 18 graduate hours in theoretical or applied biological, biochemistry or life sciences or a Doctor of Chiropractic, MD’s or DVM’s. (BIOL 2401, 2402, 2420)

EXPERIENCE

- Prior teaching experience at the college level preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the use of Blackboard for grade reporting, attendance and content delivery
- Use of a microscope for class demonstrations and tissue identification
- Ability to calculate concentrations of aqueous solutions
- Use of current taxonomic nomenclature to classify plants, fungi, and animals
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must be familiar with interactive teaching methods and instruction via the Internet
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

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: 106-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 16, 2019

SUBJECT: Personnel Action (Replacement): Law Enforcement Faculty

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

Candidate
Recommended: George Ronny Phillips

Education: M.A., Criminology
Texas A & M University - Commerce January 2015

B.S., Criminal Justice Administration
Mountain State University August 2013

Licensure: Texas Commission on Law Enforcement
Master Peace Officer
Firearms Instructor Certification
Advanced Instructor Proficiency

Federal Bureau of Investigation
Basic Police Instructor
Basic Instructor

Experience: Alvin Community College
Law Enforcement Training Coordinator November 2008 - Present



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Galveston Police Department

Sergeant / Training Coordinator

April 1988 – November 2008

East Baton Rouge Parish Sheriff's Office

Sergeant Uniform Patrol

February 1982 – April 1988

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

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	FT Faculty, Criminal Justice- Police Academy		
Department:	Criminal Justice Police Academy	Reports to:	Dean of Legal and Health Sciences
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	04/24/2019
Last Updated by:	Human Resources	Date:	4/24/2019

SUMMARY

The instructor will teach a variety of courses within the Criminal Justice 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 and by the Texas Commission On Law Enforcement.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Maintain current knowledge of the Texas Commission On Law Enforcement Rules and Regulations.
- 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.
- Submit appropriate forms and reports to the Texas Commission On Law Enforcement as required by the Commission.
- 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

- Bachelor's degree in Criminal Justice or
- Master's degree with 18 graduate hours in Criminal Justice or
- Must possess an Instructor License issued by the Texas Commission On Law Enforcement
- Must possess and maintain current Peace Officer licensure

EXPERIENCE

- At least 3 years of experience in a related field
- At least 1 year of college level teaching experience 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: 104-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2015

SUBJECT: Personnel Action (Replacement): Coordinator, Distance Education

The individual listed below has been recommended to fill the full time position of Coordinator, Distance Education

Candidate
Recommended: **Laura Pool**

Education: M.S. Instructional Design & Technology in Education August 2013
University of Houston Clearlake

B.S. Behavioral Science December 2006
University of Houston Clearlake

Experience: Houston Community College
Instructional Designer/Trainer/Facilitator February 2014 – Present

Texas Workforce Commission
Workforce Development Trainer / Advisor III April 2002 – January 2014

Texas City ISD
Computer Lab Manager /
Campus Computer Technician January 1998 – December 2001

Salary: \$54,187
Grade 2 / Step 6
2018-19 Administrative/ Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Coordinator, Distance Education		
Department:	Distance Education	Reports to:	Director, Distance Education
Grade Level:	2	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	
Last Updated by: Karen Edwards		Date: 10/3/2018	

SUMMARY

The Distance Education Coordinator will assist the Distance Education Department in the day to day operation, support, and maintenance of all distance education courses and the learning management system. This position will assist the Distance Education department with quality control and instructional design issues in hybrid, online, and web-enhanced courses, and training for faculty/staff in the use of Blackboard and other instructional software. They will also be responsible for various distance education projects and tasks as needed.

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

- Assist faculty with the development of innovations and improvements to the online instruction
- Identify and analyze trends and new developments in distance education
- Ensures consistency, security, and integrity of data residing within the learning management system
- Support faculty with regard to instructional design, educational technology, and departmental procedures
- Participate on the Distance Education Committee
- Troubleshoot student and faculty issues related to the learning management system including some after-hours phone and web support
- Coordinate, schedule, and conduct faculty and staff training sessions to ensure effective use of distance learning technology and resources
- Other duties as assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in a related field

EXPERIENCE

- At least three years of directly related experience in the development and quality assurance of online courses and programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging trends in distance education including video, voice, data, and computing technologies
- Knowledge, understanding, and application of learning and instructional design and technology theory and principles.
- Knowledge of best practices in academic and developmental courses offered online and via blended course delivery.

- Proven ability to complete projects within a specified timeline.
- Ability to take initiative in providing support to the faculty members and academic departments.
- Strong analytical skills to evaluate instructional tool effectiveness and recommend improvements and changes.
- Experience in developing/providing staff and faculty professional development training sessions.
- Ability to relate well with faculty/staff/administrators
- Computer skills in the use of Microsoft Office Suite applications, Blackboard, and working knowledge of other Learning Management Systems.
- Knowledge of community college mission/goals
- Developing and providing quality assurance of online courses and programs
- Using and troubleshooting Blackboard or other online learning management systems
- Proven experience working with faculty on course design and development of blended learning courses and programs.
- Strong interpersonal and communication skills

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

MEMORANDUM NO: 105-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: July 16, 2019

SUBJECT: Fourth Presentation of the Fiscal Analysis and Proposed 2019-20 Budget

The 2019-2020 Budget was first presented to the Board of Regents at the June 17, 2019 Budget Workshop. Minor revisions were made and the Board again reviewed the Budget at the June 27, 2019 Board meeting. A third review of the budget occurred at the Board Workshop on Monday July 15, 2019 and minor edits to the budget are reflected in this fourth iteration. Final consideration of the 2019-2020 Budget will occur during the regularly scheduled August 15, 2019 meeting.

This item is for information and discussion only.

CMA:tg



MEMORANDUM NO: 97-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: July 15, 2019

SUBJECT: Training Services for TWC SDF Grant

The Continuing Education and Workforce Development division has been awarded a Texas Workforce Commission (TWC) Skills Development Fund (SDF) grant to begin in August 2019. SDF grants are designed to provide local training opportunities for Texas businesses and workers to increase skill levels and wages of the state’s workforce. This will be the College’s third time to collaborate with INEOS Chocolate Bayou, INEOS Battleground, and TEAM Industrial Services, Inc. to utilize funding from the TWC in order to provide customized training to their Texas employees.

While there will be many vendors that provide training services to fulfill the grant’s purpose, the following vendors will likely exceed \$50,000 each:

- | | |
|-----------------------------|---------------------------------|
| Elliott Group | Siemens |
| Emerson | Smith Analytical |
| Flowserve | TEAM Industrial Services, Inc. |
| Saber Electric | Texas A&M Engineering Extension |
| Schneider Electric Triconex | The Reynolds Company |

These vendors are considered sole providers for their respective trainings due to the need for consistency with training methods INEOS and TEAM provide its employees. Uniformity is needed for our partner employees’ safety and continuity of operations. Sole source purchases are exempt from competitive bidding per Section 44.031(j) of the Texas Education Code.

The total estimated expenditure for all training services is \$1,100,000 and will be funded by the TWC SDF grant.

It is recommended the Board of Regents approve the use of various vendors to provide training services.

CMA:tg

ATTACHMENT

All Anticipated TWC SDF Grant Vendors

ACFM, Inc.	MachVib Services Corporation
American Society of Mechanical Engineers	Mayekawa USA
Ametek	Motion Industries
Arkos	Oliver Equipment
Baytown Valves	Puffer-Sweiven
BDI Data Lynk	Real Educational Services
Bently Nevada, LLC	Rockwell
Cardinal Training Group	Roth
Cascade Analytic	Rotork
Coperion K-Tron Pitman, Inc.	Saber Electric
Drager	San Jacinto College
Drake Controls	Schneider Electric Triconex
Dresser-Rand	Siemens
Elliott Group	Simulation Solutions
Emerson	Smith Analytical
Flowserve	Sundyne
Gary Cliett	TEAM Industrial Services
General Electric	Technical Associates of Charlotte
HIMA Americas, Inc.	Techstar
Horriba	Texas A&M Engineering Extension
IEC Simulations	The Reynolds Company
INEOS	TPC Training
John Crane Engineered Sealing Systems	TriNova, Inc.
K & S	Turbo Machinery & Pump Symposium
Kobelco	Vector Controls and Automation
K-Tron	Yokogawa



MEMORANDUM NO: 98-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: July 15, 2019

SUBJECT: NCLEX Preparation Services Contract Renewal

The College's Associate Degree Nursing (ADN) and Vocational Nursing (VN) programs have integrated course preparation, testing, and remediation activities throughout the curricula to prepare students for success while enrolled in the programs. These services also help prepare the students to take the National Council Licensure Exams (NCLEX-RN & NCLEX-PN). The activities include content review, practice testing, learning strategies, and summative evaluation testing. Additional modules such as skills training and pharmacology information are also utilized.

Request for Proposals (RFP) #17-07 was issued in accordance with Texas Education Code §44.031 to procure comprehensive assessment, testing, review, and nursing licensure examination preparation services related to the NCLEX for student nurses in the ADN and VN programs. The Board previously approved the contract with Assessment Technologies Institute, LLC (ATI) at the July 2017 meeting for a two-year period. This renewal will exercise the first of three one-year renewal options available. The new contract term will be August 1, 2019 to July 31, 2020.

The estimated annual expenditure is \$80,000 and will be funded by student fees.

It is recommended the Board of Regents approve the contract renewal with ATI to provide NCLEX preparation services.

CMA:tg

Alvin Community College
Consolidated Statement of Net Assets

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	1,982,385	2,797,801	(815,416)	
Short-term investments	36,935,321	9,850,000	27,085,321	Tax maintenance note included
Accounts receivable, net	2,086,939	1,969,579	117,360	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	296,490	612,243	(315,753)	
Prepays	502,502	298,046	204,456	Travel advances and prepaid expenses
Total Current Assets	<u>41,803,637</u>	<u>15,527,669</u>	<u>26,275,968</u>	
Noncurrent assets				
Restricted cash	-	-	-	
Long-term investments	1,500,000	500,000	1,000,000	
Capital assets, net	27,157,972	26,716,826	441,146	
Total Assets	<u>70,461,609</u>	<u>42,744,495</u>	<u>27,717,114</u>	
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	<u>1,770,839</u>	<u>1,908,270</u>	<u>(137,431)</u>	
Liabilities				
Accounts payable & accrued liabilities	(78,572)	(21,704)	(56,868)	
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	39,207	41,182	(1,975)	Agency funds - groups, clubs, etc on campus
Deferred revenues	1,531,530	1,404,145	127,385	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	<u>67,473,471</u>	<u>19,986,432</u>	<u>47,487,039</u>	
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	<u>9,748,716</u>	<u>807,559</u>	<u>8,941,157</u>	
Net Assets				
Fund Balance - Equity	<u>(4,989,739)</u>	<u>23,858,774</u>	<u>(28,848,513)</u>	
Total Net Assets	<u>(4,989,739)</u>	<u>23,858,774</u>	<u>(28,848,513)</u>	

Alvin Community College
Consolidated Statement of Revenue and Expense
June 30, 2019 and June 30, 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										
Tuition and fees	2,107,129	7,231,691	7,546,142	(314,451)	95.83%	1,928,199	7,348,202	7,744,783	(396,581)	94.88%
Federal grants and contracts	6,505,593	-	-	-	0.00%	5,968,141	-	-	-	0.00%
State grants	608,837	-	-	-	0.00%	265,435	-	-	-	0.00%
Local grants	305,568	-	-	-	0.00%	281,004	-	-	-	0.00%
Auxiliary enterprises	1,830,159	-	-	-	0.00%	1,894,874	-	-	-	0.00%
Other operating revenues	282,919	86,694	105,000	(18,306)	82.57%	296,843	87,695	105,000	(17,305)	83.52%
Total operating revenues	11,640,204	7,318,385	7,651,142	(332,757)	95.65%	10,634,496	7,435,897	7,849,783	(413,886)	94.73%
Expenses										
Operating expenses										
Administrative	-	4,612,159	5,935,669	1,323,510	77.70%	-	4,336,896	5,598,812	1,261,916	77.46%
Institutional	-	4,591,655	6,553,258	1,961,603	70.07%	-	3,602,143	4,807,265	1,205,122	74.93%
Designated for Institutional Reserve	-	-	150,000	150,000	0.00%	-	-	750,000	750,000	0.00%
Occupational Technical Instruction	-	4,640,977	5,982,762	1,341,785	77.57%	-	4,964,912	6,159,768	1,194,856	80.60%
University Parallel Instruction	-	5,523,800	6,955,735	1,431,935	79.41%	-	5,506,684	6,841,035	1,334,351	80.49%
Student Services	-	3,285,701	4,258,129	972,428	77.16%	-	2,937,606	3,992,080	1,054,474	73.59%
Physical Plant	-	2,156,658	3,086,653	929,995	69.87%	-	2,290,094	2,986,995	696,901	76.67%
Unbudgeted Unrestricted	1,126,029	-	-	-	0.00%	1,394,287	-	-	-	0.00%
Continuing Ed (Fund 13)	986,196	-	-	-	0.00%	1,036,655	-	-	-	0.00%
Auxiliary enterprises	1,689,587	-	-	-	0.00%	1,859,770	-	-	-	0.00%
Local Grants	18,127	-	-	-	0.00%	19,081	-	-	-	0.00%
TPEG	134,104	-	-	-	0.00%	173,879	-	-	-	0.00%
Institutional Scholarships	97,190	-	-	-	0.00%	94,243	-	-	-	0.00%
State Grants	608,837	-	-	-	0.00%	265,435	-	-	-	0.00%
Federal Grants	6,505,593	-	-	-	0.00%	5,968,141	-	-	-	0.00%
Donor Scholarships	180,445	-	-	-	0.00%	239,433	-	-	-	0.00%
Unexpended Plant Fund	818,572	-	-	-	0.00%	1,148,054	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	713,432	-	-	-	0.00%	226,111	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Construction in Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	12,878,112	24,810,950	32,922,206	8,111,256	75.36%	12,425,089	23,638,335	31,135,955	7,497,620	75.92%
Operating Gain/(Loss)	(1,237,908)	(17,492,565)	(25,271,064)	7,778,499		(1,790,593)	(16,202,438)	(23,286,172)	7,083,734	
Nonoperating revenues										
State appropriations*	-	6,438,642	7,930,935	(1,492,293)	81.18%	-	6,440,088	7,930,935	(1,490,847)	81.20%
Property tax revenue - Current	1,504,621	16,193,014	17,065,129	(872,115)	94.89%	1,544,149	13,987,766	14,580,237	(592,471)	95.94%
Property tax revenue/Instil Reserve	-	150,000	150,000	-	-	-	750,000	750,000	-	-
Property tax revenue - Delinquent	15,599	148,751	-	148,751	0.00%	15,854	137,372	-	137,372	0.00%
Property tax revenue - Interest & Penalties	7,408	96,306	-	96,306	0.00%	8,401	91,706	-	91,706	0.00%
Investment income	432,275	192,520	125,000	67,520	154.02%	1,184	110,610	25,000	85,610	442.44%
Other non-operating revenues	459,403	16,759	-	16,759	0.00%	393,586	21,893	-	21,893	0.00%
Total nonoperating revenues	2,419,305	23,235,992	25,271,064	(2,035,072)	91.95%	1,963,174	21,539,435	23,286,172	(1,746,737)	92.50%
Provided by the State										
Revenue for Insurance and Retirement	-	1,821,807	-	1,821,807	0.00%	-	1,763,911	-	1,763,911	0.00%
State Insurance Match	-	(908,665)	-	(908,665)	0.00%	-	(858,519)	-	(858,519)	0.00%
State Retirement Match	-	(485,397)	-	(485,397)	0.00%	-	(485,437)	-	(485,437)	0.00%
State Retiree Insurance	-	(427,745)	-	(427,745)	0.00%	-	(419,955)	-	(419,955)	0.00%
Increase/(decrease) in net assets	1,181,398	5,743,427	-	5,743,427		172,581	5,336,997	-	5,336,997	

* State Approp portion generated by CE = 256,258

257,604

* Institutional Reserve 6,771,294

5,520,431

Alvin Community College
Consolidated Detail Expense by Type
June 30, 2019 and June 30, 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	88,120	1,044,791	1,303,599	258,808	80.15%	89,028	1,072,890	1,271,774	198,884	84.36%
Professional Sal	859,682	3,539,794	4,582,443	1,042,649	77.25%	661,023	3,287,094	4,136,260	849,166	79.47%
Tech/Clerical Sal	699,989	3,454,522	4,384,603	930,081	78.79%	672,126	3,382,625	4,340,693	958,068	77.93%
Faculty Sal	471,210	8,784,418	10,975,582	2,191,164	80.04%	521,808	9,087,777	11,112,065	2,024,288	81.78%
Misc Sal	64,077	76,266	79,195	2,929	96.30%	48,180	79,217	84,761	5,544	93.46%
Reg Students Sal	29,645	75,953	200,028	124,075	37.97%	52,529	78,278	222,839	144,561	35.13%
Work Study Students Sal	50,674	-	-	-	0.00%	56,965	-	-	-	0.00%
Staff Benefits	339,834	2,775,032	3,844,695	1,069,663	72.18%	284,495	2,855,645	3,841,664	986,019	74.33%
Subtotal	2,603,231	19,750,776	25,370,145	5,619,369	77.85%	2,386,154	19,843,526	25,010,056	5,166,530	79.34%
Equipment	267,474	38,672	125,900	87,228	30.72%	233,478	43,327	15,000	(28,327)	288.85%
Computer Hardware	325,260	22,408	102,460	80,052	21.87%	317,494	23,994	73,460	49,466	32.66%
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	115,764	359,824	479,411	119,587	75.06%	43,160	349,338	474,479	125,141	73.63%
Supplies & Exp	1,715,750	4,562,688	4,811,960	249,272	94.82%	1,770,334	3,296,218	4,714,060	1,417,842	69.92%
Institutional Scholarships	145,951	76,582	115,330	38,748	66.40%	148,299	81,932	98,900	16,968	82.84%
Financial Aid	5,340,851	-	-	-	0.00%	5,014,660	-	-	-	0.00%
Donor Scholarships	180,445	-	-	-	0.00%	239,433	-	-	-	0.00%
Purchases (Store/Concession)	648,982	-	-	-	0.00%	821,156	-	-	-	0.00%
Contingency Expense	2,400	-	-	-	0.00%	5,057	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	713,432	-	-	-	0.00%	226,111	-	-	-	0.00%
Construction In Progress	-	-	-	-	0.00%	-	-	-	-	0.00%
Unexpended Plant	818,572	-	-	-	0.00%	1,148,054	-	-	-	0.00%
	12,878,112	\$ 24,810,950	\$ 32,922,206	\$ 8,111,256	75.36%	12,425,089	\$ 23,638,335	\$ 31,135,955	\$ 7,497,620	75.92%
State Insurance Match	-	908,665	-	(908,665)	0.00%	-	858,519	-	(858,519)	0.00%
State Retirement Match	-	485,397	-	(485,397)	0.00%	-	485,437	-	(485,437)	0.00%
State Retiree Insurance	-	427,745	-	(427,745)	0.00%	-	419,955	-	(419,955)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
June 30, 2019

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	256,258			256,258	382,323	(126,065)
Motorcycle Safety	7,915			7,915	11,802	(3,887)
GED	13,535			13,535	10,729	2,806
Law Enforcement	699	(42)		657	-	657
Real Estate	2,457			2,457	1	2,456
Dental Assistant	80,515	(4,761)		75,754	59,694	16,060
Information Technology Training	-	-		-	-	-
Phlebotomy	47,930	(2,876)		45,054	12,599	32,455
Medication Aide	40,435	(2,426)		38,009	5,528	32,481
Welding	217,157	(11,957)	(7,386)	197,814	95,644	102,170
Certified Nursing	46,062	(2,753)		43,309	62,677	(19,368)
Truck Driving	91,197	(4,934)		86,263	86,719	(456)
Center for Professional Workforce Dev	8,651	(173)		8,478	-	8,478
Education to Go	4,618			4,618	1,606	3,012
Concealed Handguns	222			222	163	59
Occupational Health & Safety	6,459			6,459	1,859	4,600
Community Programs	7,474	(204)		7,270	4,632	2,638
Clinical Medical Assistant	60,980	(3,659)		57,321	13,307	44,014
Vet Assistant	34,924	(2,004)		32,920	19,040	13,880
NonCert Radiology	-			-	384	(384)
Yoga	5,325			5,325	2,800	2,525
Activity Director Program	3,335	(200)		3,135	6	3,129
Machinist Program	13,734	(824)		12,910	69,755	(56,845)
TWC Pipefitter Program	31,640	(1,898)		29,742	56,465	(26,723)
STRIVE	83,786	(4,812)	(3,274)	75,700	61,297	14,403
TWC INEOS/TEAM	-	-		-	79	(79)
TWC Fast Start IV	26,022	(1,187)		24,836	4,590	20,246
Industrial Maintenance	520	(30)		490	696	(206)
TWC Explore		-		-	6,777	(6,777)
TWC Building Construction Trades	41,043	(1,963)		39,080	11,680	27,400
TWC Building Construction Trades II	-	-		-	3,344	(3,344)
Total	1,132,893	(46,703)	(10,660)	1,075,530	986,196	89,334

*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 June 30, 2019 and June 30, 2018

	Unaudited						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
Revenue								
Sales & services	276,756		988,714	6,475	260,416	22,606	1,554,967	1,638,964
Student Fees		275,192					275,192	255,910
	276,756	275,192	988,714	6,475	260,416	22,606	1,830,159	1,894,874
Expenses								
Purchases & Returns			648,200	783			648,983	819,390
Salaries	65,986	57,561	199,932		170,268	24,805	518,552	501,980
Staff Benefits	17,061	15,896	60,038		66,822	658	160,475	148,487
Supplies & Other Operating Expenses	169,464	43,344	75,312	4,365	24,303	34	316,822	292,109
Equipment	3,304						3,304	19,604
Building Repairs							-	25,170
Bank Charges			15,974		548	129	16,651	24,933
Contingency		2,400					2,400	5,057
Scholarships		22,400					22,400	23,040
	255,815	141,601	999,456	5,148	261,941	25,626	1,689,587	1,859,770
Excess revenue over expenses	20,941	133,591	(10,742)	1,327	(1,525)	(3,020)	140,572	35,104
Assets:								
Cash & Petty Cash			12,013			55	12,068	12,567
Accounts Receivable			2,665				2,665	3,467
Interfund Receivables	314,552	370,453	871,174	1,345	5,514	48,668	1,611,706	1,227,122
Prepaid Expenses							-	-
Inventory			296,490				296,490	612,243
Total Assets	314,552	370,453	1,182,342	1,345	5,514	48,723	1,922,929	1,855,399
Liabilities:								
Accounts Payable/Gift Certificates	2,744	733	42,422	18	4,557	246	50,720	39,160
Deferred Revenue	39,960	39,960				460	80,380	81,600
Deposits							-	-
Total Liabilities	42,704	40,693	42,422	18	4,557	706	131,100	120,760
Restricted Fund Balance (includes inventories)			296,490				296,490	612,243
Unrestricted Fund Balance	271,848	329,760	843,430	1,327	957	48,017	1,495,339	1,122,396
Total Liabilities & Fund Balance	314,552	370,453	1,182,342	1,345	5,514	48,723	1,922,929	1,855,399

Alvin Community College
Auxiliary Profit/(Loss) Statement as of June 30, 2018

	<u>Parking</u>	<u>Student Activities</u>	<u>Bookstore</u>	<u>Vending</u>	<u>Childcare</u>	<u>Fitness Center</u>	<u>Total</u>
Revenue							
Sales & services	259,653		1,117,023	6,938	221,988	33,362	1,638,964
Student Fees		255,910					255,910
	259,653	255,910	1,117,023	6,938	221,988	33,362	1,894,874
Expenses							
Purchases & Returns			818,900	490			819,390
Salaries	58,482	52,001	206,032		156,621	28,844	501,980
Staff Benefits	14,783	13,635	60,760		58,865	444	148,487
Supplies & Other Operating Expenses	115,702	59,597	91,924		24,372	514	292,109
Equipment	19,604						19,604
Building Repairs	25,170						25,170
Bank Charges			17,996		6,735	202	24,933
Contingency		5,057					5,057
Scholarships		23,040					23,040
	233,741	153,330	1,195,612	490	246,593	30,004	1,859,770
Excess revenue over expenses	25,912	102,580	(78,589)	6,448	(24,605)	3,358	35,104
Assets:							
Cash & Petty Cash			12,512			55	12,567
Accounts Receivable			3,467				3,467
Interfund Receivables	332,612	269,352	552,723	8,926	13,778	49,731	1,227,122
Prepaid Expenses							-
Inventory			612,243				612,243
Total Assets	332,612	269,352	1,180,945	8,926	13,778	49,786	1,855,399
Liabilities:							
Accounts Payable/Gift Certificates	693	1,138	33,740	28	3,177	384	39,160
Deferred Revenue	40,680	40,680				240	81,600
Deposits							-
Total Liabilities	41,373	41,818	33,740	28	3,177	624	120,760
Restricted Fund Balance (includes inventories)			612,243				612,243
Unrestricted Fund Balance	291,239	227,534	534,962	8,898	10,601	49,162	1,122,396
Total Liabilities & Fund Balance	332,612	269,352	1,180,945	8,926	13,778	49,786	1,855,399