



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

Called Meeting

September 12, 2019
6:15 PM

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

**OFFICIAL AGENDA OF CALLED MEETING
September 12, 2019 at 6:15 PM
NOLAN RYAN CENTER**

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1. Call to Order

2. Citizens Inquiries

In accordance with ACC Board Policy BDB (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.

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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|--|---|
| 3. <u>Certification of Posting of Notice</u> | 3 |
| 4. <u>Consider Approval of Compensation Study Contract</u> | 4 |
| 5. <u>Consider Approval of Personnel Action (Replacement): Senior Human Resources Associate</u> | 6 |
| 6. Adjournment | |

**CERTIFICATION OF POSTING OF NOTICE TO THE
CALLED MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
SEPTEMBER 12, 2019**

It is hereby certified that a notice of this meeting was posted on the 6th day of September 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 6th day of September, 2019.



Dr. Christal M. Albrecht
President



MEMORANDUM NO: 135-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 4, 2019
SUBJECT: Compensation Study Contract - RFP #19-08

A request for proposals (RFP), project number 19-08, was issued to procure compensation study services to include job description analysis, compensation surveying, and salary structure revision.

Six firms submitted proposals which were evaluated by a team consisting of faculty and staff members belonging to the College's various job groups. Factors evaluated include the firm's qualifications and experience, their project approach and services, and price. Evergreen Solutions, LLC was the top-ranked firm from the proposal review process and was invited to campus for a presentation with the evaluation committee. The proposal submitted by Evergreen Solutions, LLC was determined to provide the best value to the College.

The total estimated expenditure is \$55,000. This purchase will be funded by the Human Resources 2019-2020 operating budget.

It is recommended the Board of Regents approve a contract with Evergreen Solutions, LLC to provide compensation study services.

CMA:tg

**RFP 19-08 Compensation Study
Proposal Evaluation Summary**

Criteria	Value	CPS HR Consulting	Evergreen Solutions	Gallagher HR and Compensation Consulting	MGT of America Consulting	Segal Waters Consulting	Trest Benefits Solutions
Qualifications and Experience Firm's history and experience Firm's experience with similar public entities and colleges and their references Proposed personnel's qualifications and experience Sample work product	30.00	22.30	27.70	23.90	24.90	23.40	9.50
Project Approach and Services Work plan, methodology, approach to meet ACC's goals Clearly defined roles and responsibilities Communication and implementation plan	40.00	28.00	35.50	32.00	31.00	31.00	16.60
5 Price Proposal Total project cost, travel charges, additional services fees	30.00	4.67	19.23	12.73	11.42	5.00	30.00
Total	100.00	54.97	82.43	68.63	67.32	59.40	56.10

Final Ranking

1	Evergreen Solutions	82.43
2	Gallagher HR and Compensation Consulting	68.63
3	MGT of America Consulting	67.32
4	Segal Waters Consulting	59.40
5	Trest Benefits Solutions	56.10
6	CPS HR Consulting	54.97



MEMORANDUM NO: 138-2019

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 6, 2019

SUBJECT: Personnel Action (Replacement): Senior Human Resources Associate

The individual listed below has been recommended to fill the full time position of Senior HR Associate/Generalist.

Candidate

Recommended: Kelly Caleb

Education: M.A., Public Administration
Ashford University April 2012

B.S., Political Science
Clayton State University May 2009

Experience: Texas Southern University
Sr. Benefits Specialist June 2018 – Present

Texas Southern University
Sr. HR Generalist November 2017 – May 2018

College of the Mainland
HR Generalist II / Benefits Coordinator April 2013 – November 2017

College of the Mainland
Grant Administrative Assistant October 2012 – August 2013



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

College of the Mainland

Executive Administrative Assistant

January 2010 – September 2012

Salary: \$63,416.46
Grade 4 / Step 6
2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Sr. HR Associate/Sr. HR Generalist		
Department:	Human Resources	Reports to:	Executive Director, HR
Grade Level:	4	Job Category:	Full-Time
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date:	
Last Updated by: Karen Edwards		Date: 07/22/2019	

SUMMARY

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

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

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

- Ensures maintenance of employee records and applicant records.
- Serves as the coordinator for the HR records retention guidelines and schedules.
- Manage specific projects as determined by the Executive Director, Human Resources.
- Executes other duties or tasks as assigned by the Executive Director, Human Resources.

QUALIFICATIONS

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

EDUCATION

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

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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