

Regular Meeting
Thursday, May 27, 2021 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

1. **Call to Order**
2. **Certification of Posting of Notice**

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
MAY 27, 2021**

It is hereby certified that a notice of this meeting was posted on the 20th day of May 2021, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 20th day of May, 2021.



Dr. Christal M. Albrecht
President

3. **Executive Session**
4. **Call to Order**
 - A. **Pledge**
 - B. **Invocation**
5. **Citizen Inquiries**
6. **Board Chairman Report/Comments**
7. Information Items



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: 64-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Accounts Payable Specialist

The individual listed below has been recommended to fill the full-time position of Accounts Payable Specialist.

Candidate
Recommended: **Shannon Stidham**

Education: **Alvin High School**

Experience: **Accounts Payable Clerk / Back up Cashier** August 2016 - Current
Alvin Community College
Accounts Receivable Assistant September 1998 – February 2008
AHI Supply

Salary: \$33,534
Grade 108
2020-21 TSCM Salary Schedule

JOB DESCRIPTION

Job Title:	Accounts Payable Specialist		
Department:	Fiscal Affairs	FLSA Status:	Non-Exempt
Reports to:	Director, Fiscal Affairs	Grade Level:	108
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/03/2020

SUMMARY

This position performs all aspects associated with the accounts payable activity of Alvin Community College; specifically processing employee travel requests, employee mileage reimbursements, financial aid disbursement checks, student refund checks, payroll deduction payments, child support payments, payment for College-issued credit card statements, and payment of some invoices and purchase orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Create vouchers using the Colleague system to pay invoiced purchase orders, travel requests, mileage and supplies reimbursements, payroll liabilities, child support payments, credit card statements and other items indicative with a properly documented directive.
- Create Recurring Vouchers using the Colleague system to pay any regular, recurring expense (i.e., retired employee quarterly dental reimbursements, athletic monthly lodging payments, athletic monthly meal stipends, etc.).
- Print checks or process e-checks when applicable using the Colleague system and process the checks for mailing with invoice/payment coupon if required.
- Process EFT Prenotes (electronic payment requests) from vendors. The process includes sending the banking information for both students and vendors electronically (via FTP) to the bank.
- Process wire transfer payments to vendors as necessary.
- Maintain current listing of all checks printed with signatures when checks are picked up versus being mailed.
- Maintain current vendor files to be used on purchase orders.
- Process stop payments of checks and voiding checks and vouchers as needed. This includes direct contact with the bank to verify that the checks have not been previously cashed.
- Process student refund and financial aid disbursement checks when instructed to do so. This includes verifying that the money indicated is in the student account and that the student is not on hold for any monetary matter.
- Monitor all procurement card/credit card transactions for appropriate expenditures; ensure proper documentation is provided and that required approvals have been obtained.
- Allocation of Citi Bank (p-card) charges monthly through process of downloading the transactions from the Citi Bank website, creation of general ledger flat file and posting the charges through Colleague (Ellucian) upload screens.
- Process tax exemption forms and credit applications as necessary.

- Keep track of budget balances and provide assistance to budget managers as requested or as needed. This includes running the GLTB detail report listing for budget managers and their secretaries.
- Keep track of open purchase orders throughout the year so that at year end they can be closed properly and in a timely manner.
- Prepare necessary journal entry forms required to correct budget errors on paid expenses as requested or as needed. This also includes clearing out the pre-paid budget accounts used to pay purchase advances, travel advances and other items as necessary.
- Communicate with vendors as needed to clarify billing or shipping questions on purchase orders.
- Responsible for checking out College credit cards to ACC personnel for making purchases.
- Ensure all pertinent information on checks issued has been submitted to the Bank through the Positive Pay process for security purposes.
- Process 1099-MISC tax forms on an annual basis. This includes tracking person vendors paid over \$600 in the fiscal year (Jan-Dec), filing tax forms with the IRS and maintaining complete files for five (5) years.
- Periodically review outstanding check list for un-cashed checks. Attempt to contact payee by phone, email, or letter in order to reissue check. If payee cannot be located, amount of check will be included in report and payment sent to the State of Texas Unclaimed Property Division each year (check issue dates begin July 1 – June 30 three [3] years immediately preceding reporting date).
- Responsible for ordering office supplies through Office Depot's online website upon receipt for all departments submitting purchase orders through the Business Office.
- Supervise a student worker in the proper procedures for correctly filing paid purchase orders with check duplicates, maintaining vendor files correctly and data entry functions as needed.
- Streamline/update AP processes to stay current with available resources.
- Provide backup to the cashier during breaks, lunch, or vacations (includes complete cashiering duties during prime registration periods and sometimes late registration).
- Provide backup duties to the department administrative assistant during peak periods and absences (vacation, illness, etc.) by processing incoming mail and processing incoming purchase orders (i.e., approving the vendor, verifying budget account availability, verifying all appropriate signatures are in place, and inputting the data into the Colleague system to obtain a purchase order number).
- Provide backup assistance to Accounts Payable Specialist as needed.
- Assist in answering office phones for people out of the office.
- Assist the accountants as requested or needed.
- Audit payroll timesheets to payroll voucher detail after payroll has been run on a Business Office rotation schedule.
- 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

- High School diploma or equivalent required.
- A knowledge of bookkeeping obtained through at least one (1) year of formal post high school training or the equivalent in relevant experience is essential.
- An associate degree in business or accounting is preferred.

EXPERIENCE

- Two (2) years of experience in the accounts payable aspect of a business firm.

KNOWLEDGE, SKILLS, AND ABILITIES

- This position requires the ability to analyze problem situations in order to assure optimum financial results for the College.
- This position requires the ability to manage numerous tasks simultaneously and assign priorities to each.
- This position also requires the ability to handle and meet deadlines as necessary.
- Must have intermediate skills operating office equipment such as calculator, computer, typewriter, fax, credit card machines and printers.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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: 67-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Academic Support Specialist

The individual listed below has been recommended to fill the full-time position of Academic Support Specialist.

Candidate
Recommended: Diana North

Education: *University of Houston Clearlake*
Bachelor of Arts - Communication

Experience: Professional Tutor / Mentor January 2014 - Current
College of the Mainland

Professional Writing Tutor January 2012 – December 2014
University of Houston Clearlake

Staff Writer / Communications August 2009 – December 2012
University of Houston Clearlake

Salary: \$42,063.75
Grade 110
2020-21 TSCM Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Academic Support Specialist		
Department:	Learning Commons	FLSA Status:	Non-Exempt
Reports to:	Director, Learning Commons	Grade Level:	110
Safety Sensitive:	No	Job Category:	TSCM
HR approved:	Date:		
Last updated by:	Human Resources/KC	Date:	12/01/2020

SUMMARY

This position coordinates and maintains program support for the Learning Lab, which houses the Tutoring and Academic Coaching Programs. Responsibilities include helping students at the developmental education level to get the support and skills needed to succeed in college programs, attain credentials and ultimately pursue quality careers. The Academic Support Specialist's duties may include training, scheduling and coordinating the academic coaches and tutors. Maintains contact with faculty and staff and provides consultation as needed.

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

- Monitors Learning Lab to insure all students have an environment conducive to learning.
- Coordinates and provides services to support academic persistence and student success.
- Meets with developmental education level students referred through Early Alert, developmental instructors, and/or self-referral.
- Schedules Learning Lab staff who visit all developmental classes each semester to sign up students for coaching sessions.
- Creates master schedule for academic coaches and tutors and maintains schedule changes throughout the semester.
- Monitors attendance of tutors and coaches.
- Utilizes case management system to track interventions and communication with developmental students, faculty, and academic coaches.
- Collaborates closely with retention department, developmental faculty, and academic coaches to provide interventions for referred students.
- Assists with and/or coordinates training for academic coaches and tutors.
- Provides information to students on targeted career and educational pathways.
- Assists students with career research and planning.
- Assists Learning Commons Director in creating relevant student success modules for coaching sessions.
- Hires, trains and schedules student workers.
- Attends academic advising trainings, department and division meetings.
- Coordinates services with relevant college departments including retention, advising, counseling, and disability services.
- Fosters student accountability, self-advocacy, self-awareness, and effective use of resources.
- Prepares statistical reports as required by the Director.

- Supports and assists the planning and carry-out of the TSI Boot Camps.
- Collaborates with Learning Lab staff to develop new projects and initiatives.
- Assists the Director with 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

- Associate's or higher degree from a regionally accredited college / university
- Bachelor's or higher in English, Math, Education, Counseling, Advising, Psychology or related field preferred

EXPERIENCE

- At least one (1) year of experience in Developmental Education, Advising, Community Outreach, or other relevant experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated excellent written and verbal communication
- Current knowledge of Microsoft Office and internet research skills
- Experience working with a nontraditional, diverse student population
- Knowledge of classroom retention and student success techniques
- Must be dependable, organized, and capable of efficiently handling the various services for the departments.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

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: 68-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Pathways Advisor

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

Candidate

Recommended: Joshua Robinson

Education: *University of Houston*
Bachelor of Science, Psychology

Experience: CTE Advisor February 2020 - Current
Alvin Community College

Salary: \$52,236
Grade 204
2020-21 Professional/Admin Salary Schedule

CMA:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Pathways Advisor		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Director, Student Success & Advising	Grade Level:	204
Safety Sensitive:	No	Job Category:	Professional
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/10/2020

SUMMARY

Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Maintains contact with faculty and staff and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Interprets college programs and policies to students, faculty, and the community.
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life.
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades.
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals.
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community.
- Serves as a liaison to area high schools and universities.
- Coordinates projects and special events as assigned.
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog.
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars.
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration.
- Conducts presentations and programs related to student success, student onboarding and new student orientation.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Offer online advising for distance education students.
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus 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 required.

EXPERIENCE

- At least one (1) year working in student services at community college or university.
- At least one (1) year advising or counseling high school level or college students.
- Case management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to work collaboratively with faculty, administrators, and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



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Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

MEMORANDUM NO: 69-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Network Security Administrator

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

Candidate

Recommended: Martin Smith

Education: *University of Houston*
Bachelor of Science, Psychology

Experience: Systems Engineer November 2015 – June 2020
Lamar Consolidated ISD

Director of Technology November 2009 – October 2015
Normandy School District

Project Manager September 2008 – September 2009
TACAM Network Solutions

Engineer II May 2008 – August 2008
United Space Alliance



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Dr. Christal M. Albrecht
President

Office 281 756 3598
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Project Manager
TCM Technology Group

August 2007 – April 2008

System/Network Administrator
Collective Technologies

January 1996 – October 2001

Software Engineer III
INTERMEDICS INC

July 1994 – December 1995

Salary: \$81,541
Grade 208
2020-21 Professional/Admin Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Network Security Administrator		
Department:	Information Technology	FLSA Status:	Exempt
Reports to:	Executive Director, Information Technology	Grade Level:	208
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources	Date:	11/24/2020
Last updated by:	Human Resources/KC	Date:	12/01/2020

SUMMARY

The Network Security Administrator serves as the College's Information Security Officer (ISO) to fulfill the responsibilities defined by Texas Administrative Code 202 (TAC 202). This position is responsible for creating and maintaining the College's Information Security Program, which ensures the confidentiality, integrity, and availability of the College's critical information resources. This position evaluates, frames, and communicates risks to executive leadership, creates and maintains enforceable administrative procedures, standards, and supporting process documents. The Network Security Administrator provides security recommendations to the Director, Information Technology and staff based on needs, audit discoveries, and security incidents, and creates, maintains, evaluates, and refines administrative, physical, and technical security controls. This position facilitates risk assessments with functional departments to maintain compliance with industry-specific regulations. The goals of the Network Security Administrator are to manage risks for college and student data, effectively communicate a strategic security plan, provide an effective and timely response to any incidents, and ensure compliance with regulatory requirements.

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

- Creates information security strategies in support of the College's mission and goals. Documents and maintains an up-to-date institutional information security program. Develops and maintains the College information security plan as required by §2054.133, Texas Government Code.
- Provides clear guidance and assistance to senior College officials, information owners, information custodians, and end users concerning their TAC 202 responsibilities. Communicates risks and mitigation recommendations to executive administration in cost/benefit terms to ensure the security and integrity of institutional and student data.
- Reports, at least annually, to the College President the status and effectiveness of security controls.
- Reports to Texas Department of Information Resources (DIR) as needed for matters concerning information security.
- Assists functional departments to ensure regulatory compliance in areas such as the Payment Card Industry – Data Security Standards (PCI-DSS), the Graham Leach Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act (HIPAA). Ensures that annual information security risk assessments are performed and documented by information-owners.
- Participates in risk management planning related to information security features of systems, networks, and related administrative activities. Performs information security risk

assessments and serves as an internal auditor for security issues. Serves as an internal information security consultant to the College; participates in any external information security audits.

- Ensures disaster recovery and business continuity plans are in place, tested, and improved.
- Informs executive level parties in the event of noncompliance with regulatory requirements and/or with the College's information security policies.
- Develops and recommends policies, procedures, and practices, in cooperation with the Information Resources Manager, information-owners, and custodians as necessary to ensure the security of information and information resources against unauthorized or accidental modification, destruction, or disclosure.
- Works with business and technical resources to ensure that controls are utilized to address all applicable requirements and the College's information security risks
- Responds to security surveys and audits from DIR. Works as needed with the College legal counsel and College executive leadership to ensure conformity with federal and state laws and regulations as well as College IT security standards, policies, and procedures
- Coordinates the review of data security requirements, specifications, and, if applicable, third-party risk assessment of any new computer applications or services that receive, maintain, and/or share confidential data.
- Verifies that security requirements are identified and risk mitigation plans are developed and contractually agreed and obligated prior to the purchase of information technology hardware, software, and systems development services for any applications that receive, maintain, and/or share confidential data.
- Reviews the College's inventory of information systems and related ownership and responsibilities.
- Participates in the review and monitoring of assessments, plans, implementations, operations, and usage related to information security throughout the College.
- Research, provide, and audit system security measures, recommendations, and patches.
- Ensures vulnerabilities are managed by directing periodic vulnerability scans of the campus network and server infrastructure.
- Develops and administers information security awareness training and education programs
- Ensures that proper protections are in place, such as intrusion detection and prevention systems, firewalls, and effective physical safeguards.
- Leads the investigation and remediation of security breaches. Evaluates security incidents and determines what response, if any, is needed and coordinates College responses, including technical incident response teams, when sensitive information is breached.
- Participates in local, regional, and national awareness and education events, as appropriate. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, attending training, conferences, and/or courses as directed by the supervisor, and obtaining certifications relevant to job duties.
- Contributes to the overall success of the College by performing all other duties and responsibilities 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 Computer Information Systems or closely related field required
- Professional certification (CISSP, CISM, GIAC, or other) required.

EXPERIENCE

- Minimum of five years of varied information technology experience is required.
- Three years of experience in systems and/or network administration supporting a complex and enterprise-level network.
- Two years of direct experience in information security-related duties is required. Experience in a higher education setting is preferred.
- Experience with configuring and securing network and server hardware, operating systems and software is preferred.
- Experience with enterprise-level networking equipment, including firewalls, routers, and switches is preferred.
- Experience with administration of ERP (Enterprise Resource Planning) systems in an information technology environment is preferred.

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work with end-users to design, develop, test and implement support applications for Departments
- Ability to work independently and in a team environment; diagnose problems and recommend appropriate solutions
- Ability to travel to off-campus locations, including high schools and Texas Department of Corrections sites, as may be necessary
- Must be available for scheduled and/or occasional work outside of normal business hours
- Excellent critical thinking, analytical, problem solving, organizational, and collaborative skills
- Ability to communicate effectively both orally and in writing

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: 71-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Chief of Police

The individual listed below has been recommended to fill the full-time position for the Chief of Police. Funding Source:

Candidate

Recommended: George Ronny Phillips

Education: *TEXAS A&M UNIVERSITY COMMERCE*
Master of Science Criminology

MOUNTAIN STATE UNIVERSITY
Bachelor of Science – Organizational Leadership Criminal Justice

Experience:

ALVIN COMMUNITY COLLEGE

Law Enforcement Program Director August 16, 2019 - Present
Interim Chief of Police February 1, 2021 - Present
Law Enforcement Training Coordinator November 16, 2008 – August 15, 2019
Interim Chief of Police April 1, 2019 – January 31, 2020

GALVESTON POLICE DEPARTMENT

Sergeant / Training Coordinator April 16, 1988 – November 15, 2008

EAST BATON ROUGE PARISH SHERIFF'S

Sergeant Uniform Patrol February 16, 1982 – April 15, 1988

Salary: \$77,002
Grade P3
2020-21 Staff Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	Chief, Campus Police		
Department:	Campus Police	FLSA Status:	Exempt
Reports to:	Vice President, Student Services	Grade Level:	P3
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/14/2020

SUMMARY

This position is responsible for the effective leadership, management and operation of the College Police Department including planning, organizing and directing the activities of the department and assuring that law and order is maintained, state laws and Alvin Community College Board of Regents policies are enforced and appropriate measures are implemented to prevent crime, protect the campus and ensure the public safety of the College community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Management of College's police and security officers, commissioned and non-commissioned.
- Development and implementation of training programs for officers and staff.
- Collaboration with local government, law enforcement and fire-fighting agencies.
- Development of effective and collaborative working relationships with the various College departments and student organizations.
- Planning and scheduling of work of subordinates ensuring proper distribution of assignments and adequate staffing, space and facilities for subsequent performance of duties.
- Participation in public relations activities using departmental policies and procedures, city ordinances and other departmental information sources in order to increase public awareness of law enforcement's role in the community, representation for the department at community functions, and establishment of favorable community, media and other public relations.
- Responsible for compliance of Jeanne Clery Act and FBI uniform crime reports.
- Responsible for compliance of Texas Law Enforcement Agency Racial Profiling Report.
- Maintains records on employees to ensure compliance with state and federal laws.
- Oversees key control and lock maintenance in conjunction with the Director, Physical Plant.
- Maintains and services burglar alarms systems.
- Ensures compliance for fire alarm systems.
- Oversees all investigations concerning offenses, incidents and accidents.
- Establish police procedures for first aid, transportation of injured persons; motor assist; emergency notifications, etc.
- Coordinate enforcement activities with the executive leadership team and work cooperatively to develop and implement preventative security and other safety programs.
- Ensure enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the college.
- Serve as the College's liaison to state and local law enforcement agencies and represent the College on assigned committees and task forces.

- Oversees transportation services, for drivers of college vehicles (i.e. driving records and insurance).
- Assist in the development of long range and master facilities safety plans to address growth and support the existing infrastructure.
- Prepare and submit for approval an annual budget in support of emergency management & safety.
- Use management practices that promote collegiality, teamwork, and collaborative decision making among staff members.
- Provide effective two-way communications channel with staff, faculty and students.

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 degree in law enforcement, public administration, criminal justice or related field.
- Must be a Certified Texas Peace Officer.
- TCOLE Master Peace Officer Certification required.
- Bachelor's degree in law enforcement, public administration, criminal justice or related field preferred.

EXPERIENCE

- Five (5) years administrative experience as a Captain or higher rank, including three (3) years in supervising police personnel *or*
- Seven (7) years administrative experience as a Sergeant or higher rank, including three (3) years in supervising police personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

- Incumbent should have knowledge in occupational safety and possess a general working knowledge of fire and burglar alarm systems.
- Knowledge of overall operations of a police department.
- Knowledge of criminal investigations, police report writing, and criminal law.
- Ability to manage budget and personnel.
- Bondable as required by Texas Education Code §37.081(h).
- Strong public relations, organizational, communication, and interpersonal skills.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Advanced technical and working knowledge of school district operations.
- Ability to use personal computer and software to develop spreadsheets, perform data analysis and interpret data.
- Implement policy and procedures.
- Coordinate district functions.
- Ability to facilitate long range & master facilities planning and district demographic studies.

WORK ENVIRONMENT

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. May involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk and hear. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; or smell. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move more than one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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: 72-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021

SUBJECT: Personnel Action (Replacement): Administrative Assistant-Student Activities

The individual listed below has been recommended to fill the full-time position for the Full Time Administrative Assistant-Student Activities.

Candidate

Recommended: Cherlyn Crawford

Education: *Colorado Technical University*
Associate in Arts

Experience:

- ALVIN COMMUNITY COLLEGE 01/01/2020 - Present
Administrative Assistant
- Lock Doc 02/01/2015 – 07/31/2017
Business Manager
- First Presbyterian Church 01/01/2012 – 01/31/2015
Office Manager
- Bobcat Resources 03/01/2005 – 10/31/2011
Office Manager

Salary: \$27,639
Grade 104
2020-21 STAFF Salary Schedule

CMA:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	FT Administrative Assistant – Student Activities		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Coordinator, Student Activities	Grade Level:	104
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources	Date:	5/11/2021
Last updated by:	Human Resources	Date:	5/11/2021

SUMMARY

The Student Activities Administrative Assistant, provides clerical support to assist in the efficient and orderly operation of the Student Center. This position serves as a resource for students, staff, student organizations and the community. This position assists in all planning, presentation and evaluation of campus programs and services.

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

- Serves as the office receptionist
- Maintains office procedures manual
- Maintains the scheduling of all ACC Student Activities (SA) events and programs
- Assists in organization, coordination and execution of all SA sponsored events
- Assists in supervision and training of student employees
- Maintains and monitors the use of campus bulletin boards
- Updates and maintains ACC electronic signage
- Assists in the management of student clubs and organizations
- Assists in the maintenance of the SA budget
- Monitors and collects time cards of SA student assistants
- Organizes, cleans and inventories SA equipment, supplies and storage areas
- Assists in the production of flyers, posters, and banners
- Assists with ACC Student Government Association as directed
- Assists in the planning of the ACC Fall Festival and other community events
- Manages the production of faculty, staff and student ID's. Oversees student employee training and maintains inventory of supplies
- 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

- High school diploma/GED required
- Associates degree preferred

EXPERIENCE

- Experience with Student Life, as a student worker, student or employee preferred

WORK ENVIRONMENT

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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: 73-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Transportation Mechanic

The individual listed below has been recommended to fill the full-time position for the Full Time Transportation Mechanic. Funding Source:

Candidate

Recommended: Johnny Crump

Education: SANTA FE HIGH SCHOOL
High School Diploma

Experience:

City of Missouri City November 2015 – October 2020
Mechanic II

Discount Inspections & Brakes December 2014 – August 2015
Store / Shop Manager

Dickinson ISD October 2013 – November 2013
Mechanic

MPC March 2008 – August 2013
Transportation & Maintenance Manager

Salary: \$40,836
Grade 112
2020-21 Staff Salary Schedule

CMA:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Transportation Mechanic		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Director, Physical Plant	Grade Level:	112
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	11/30/2020

SUMMARY

This position will be responsible for fleet maintenance, including the maintenance of all mechanical equipment; mechanical equipment repairs, maintenance, and service. Incumbent will also be asked to work with other trades.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following.

- Properly services and maintains all college vehicles including tune-ups, minor overhaul, brake work, and tire rotation.
- Responsible for the maintenance of all vehicles with respect to fuel, oil, coolant, batteries, tires, brakes, wipers, lights, inspection stickers, and general operative maintenance of college owned vehicles.
- Performs preventive maintenance, as well as all major repairs on all mechanized equipment including tractors, riding lawn mowers, hand mowers, edger's, Cushman, generators, small engines, pumps, and numerous other mechanical devices. Will be asked to give recommendations on viability of equipment and replacement if necessary.
- Responsible for washing, greasing, waxing, vacuuming, and general cleanliness of all college vehicles.
- Perform all preventive maintenance on the emergency diesel generators.
- 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

- High school diploma or GED required.

EXPERIENCE

- Must have craftsman level experience in gasoline and diesel repair along with craftsman's level expertise in all phases of repair of all mechanical systems involved in the maintenance, repair of mechanical systems.
- Requires certification in automobile air-conditioning, carburetion systems as well as electronic circuitry.
- Graduation from factory in-service training school is helpful, but not mandatory.

KNOWLEDGE, SKILLS, AND ABILITIES

- Courses in auto-mechanics, internal combustion engines including diesel are mandatory. These courses may be college level, dealer sponsored, and/or factory training.
- Must have the ability to troubleshoot and maintain gasoline engines, diesel engines, electrical systems.
- Thorough knowledge of diesel engines and electric stator-type generators, blowers, turbines and injector systems is mandatory in the performance of these duties.
- Extensive knowledge of welding, braising, soldering, sweating and fitting of pipes, as well as the design and fabrication of many unusual or one of a kind items for specified tasks.
- Must have a valid driver's license (Class B with air brakes or better) and current automobile insurance.
- Self-motivated with minimum supervision.

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Will be exposed to intense light, dust, dirt, air-conditioning, grease, dampness, electric shocks, hydrocarbon fumes, cleaning agents, lubricants and various other chemicals.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently lifts assets and equipment weighing fifty (50) or more pounds. Occasionally ascends/descends a ladder to service buildings.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

	Budgeted 2020-21	MAY 2021	Funded Vacancies
Administrative	11	10	1
Professional	74	69	5
Faculty	113	110	3
Technical Support, Clerical & Maintenance (TSCM)	116	110	6
Total Full-Time (FT) Employees	314	299	15

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Jennifer Hopkins	FT Faculty, Mathematics (10.5 Month)	4/30/2021	Resignation
2	Leah Davis	CE Director, Health Programs	4/30/2021	Resignation
3	Anna Brown	Financial Aid Advisor	5/7/2021	Resignation
4	Jamie Ward	Senior Administrative Assistant / CEWD	5/11/2021	Resignation
5	Tana Hafner-Burton	FT Faculty, Associate Degree Nursing (9 Month)	5/19/2021	Retirement
6	Maria Iliana Castillo	Curriculum Development Specialist (Wagner/Peyser Grant)	5/21/2021	Resignation
7	Patricia Dildy	Director, Child Laboratory School	5/31/2021	Retirement
8	Marcolin Eakins	FT Faculty, Computer Information Technology (9 Month)	5/31/2021	Resignation

8. **Consent Agenda**
 - A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF APRIL 22, 2021
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22nd day of April at 6:00 p.m. in Room C 227, with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman	
Jody Droege	Vice-Chair	
Patty Hertenberger	Secretary	Virtual
Jim Crumm	Regent	
Kam Marvel	Regent	
Darren Shelton	Regent	
Jake Starkey	Regent	
Roger Stuksa	Regent	Virtual
Andy Tacquard	Regent	
Christal M. Albrecht	President, Alvin Community College	
Jade Borne	Alvin Community College	Virtual
Wendy Del Bello	Alvin Community College	
Cindy Griffith	Alvin Community College	Virtual
Karl Stager	Alvin Community College	Virtual
Rick Morris	Kelly Klimpt	Kyle Marasckin
Tammy Giffrow	Lloyd Cox	Ashlea Quinonez
Virtual Guests:	Gayland Capps	Laurel Joseph
Beth Nelson	Jeff Parks	Matt Graves
Cherlyn Crawford	John Matula	Nadia Nazarenko
Don Parus	John Tompkins	Stacy Ebert
Esther Kempen	Karen White-Goyzueta	

1. Call to Order

The meeting was called to order by Chair Sanchez 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

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; To deliberate the Presidential selection process, as in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 7:15 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Marvel.

Citizen Inquiries

There were no citizen inquiries.

Board Comments and Recognitions

The Regents commented that it is good to see the construction progress that is being made, glad to be a part of the Mobile Go ribbon cutting event on April 12th, and looking forward to holding a graduation ceremony in person on May 14th at the Freedom Field stadium in Iowa Colony.

Searching for a new president is a huge undertaking that requires the input of students, staff and members of the community. The ACC Presidential Search committee fielded applications from 80 candidates to narrow the search down to three excellent finalists. Chair Ashlea Quinonez, Director Local and Community Relations - Memorial Hermann Health System recognized and thanked the committee members who invested their time and effort spent to find the next President of ACC and also thanked Dr. Albrecht for her great leadership and being a valuable partner with Memorial Hermann. The committee members included: Mr. Junru Roland, Alvin City Manager, Ms. Lorriane Ramirez Hehn, Manvel City Council, Dr. Robert Martinez, Alvin ISD Executive Director, Ms. Lisa Butler, Alvin ISD Associate Superintendent, Mr. Gayland Capps, ACC Grants Coordinator, Dr. Esther Kempen, ACC Faculty Senate, Ms. Cherlyn Crawford, ACC Student Government President, Ms. Karmen Wells – ACC Sr. Administrative Assistant, Dr. Pam Shefman, ACC Executive Director of Institutional Effectiveness Research, and Mr. Karl Stager, ACC Vice President of Administrative Services. Board members on the committee included: Chair ‘Bel Sanchez, Vice Chair Jody Droege, Secretary Dr. Patty Hertenberger and Regent Jake Starkey.

When the three presidential finalists were selected by the search committee, a team of ACC staff members worked diligently behind the scenes to ensure the comprehensive interview process was a success. The interviews and meetings for each candidate lasted an entire day and required a tremendous amount of coordination. Recognized were: Robin Dahms, Events Coordinator, Kyle Marasckin, Media Technology Specialist, Sydney Hildenburg, Senior Administrative Assistant, Kelly Klimpt, IT Executive Director, Lindsey Hindman, Senior Human Resources Generalist, Dr. Pam Shefman, Executive Director of Institutional Effectiveness Research, Querencia Joshua, Student Activities Coordinator, Tammy Giffrow, Senior Executive Assistant to the President/Board Manager, and Wendy Del Bello, Vice President of Development and Outreach.

The quality of a higher education institution is the expertise of its faculty. Government instructor Dr. Kevin Jefferies recently contributed to an open educational resource book for Texas Government courses. The interactive courseware will be available for use in teaching of Texas Government courses at colleges throughout the state.

Approval of Consent Agenda

Chair Sanchez said she would entertain a motion to approve the consent agenda that included the approval of Minutes Regular Board Meeting of March 25, 2021, Special Board Meetings of March 29, 30, April 1, 2021, Special Called Board Meeting of April 6, 2021, Called Board Meeting of April 12, 2021 and Board Workshop of April 12, 2021, the report on Federal, State, and Private Grants awarded during 2020-21 and projected for 2021-2022, approval of revision of Welding Program AAS and approval of revision of Automotive Program AAS. A motion to approve the consent agenda was made by Dr. Crumm. Seconded by Mr. Shelton. Motion passed unanimously.

Student Report

Cherlyn Crawford, President of the Student Government Association presented the following Student Report update.

On March 29th, 30th, and April 1st students met with ACC Presidential candidates. All candidates provided useful information and brought a student perspective to the process. SGA would like to extend congratulations to Dr. Exley and thank all members of the Presidential Search Committee and Board of Regents on their diligent work. Dr. Albrecht will certainly be missed by all members, but are excited for the future of ACC.

On April 9th, the Executive Board held a meeting with the general student body in which a variety of student service projects were discussed. A brief discussion was held with Chairman Sanchez regarding a campus beautification project. This idea was presented to other members of the Executive Board as well as the general student body and they were very receptive to the idea and will begin planning this project.

The next Student report will be presented in the Fall 2021 semester and this report was for information only.

Faculty Senate Report

Dr. Esther Kempen delivered the spring Faculty Senate report which included: Faculty were glad to have the opportunity to speak with the Presidential candidates, thanked Dr. Griffith as the faculty liaison to the ELT, faculty held a small fund raiser this spring in which a \$250 scholarship was funded and will be awarded in the Fall 2021 semester, thanked the Board of Regents for their support and lastly stated that faculty will miss Dr. Albrecht when she retires. This report was for information only.

President's Report

Dr. Albrecht gave a summary that included the following:

More than 80 students tuned in to the Pathways Preview Day on April 8. The event included presentations from staff members about the many different pathways and programs students can choose for a career.

Regents and staff members held a ribbon cutting on April 12 for the Mobile Go Project which is a mobile computer lab to act as a recruiting station for prospective ACC students. The trailer was made possible through a \$150,540 from the Texas Pioneer Foundation.

The Mu Upsilon Chapter of Phi Theta Kappa inducted 45 new members during its Spring 2021 induction ceremony. The virtual ceremony included guest speaker Susan Edwards, Phi Theta Kappa's associate vice president Honors Programming and Undergraduate Research.

Registration for the summer semester is now open. Registration for Fall will begin on April 26.

Students in our Allied Health programs continue to assist with COVID vaccination efforts. The college hosted a vaccine site with Community Health Network on April 10. CHN and the Homeland Preparedness Project is on campus this evening and will be tomorrow from 9 a.m. to 2 p.m. to administer vaccines.

ACC Career Services hosted Career Week on April 6-8 with workshops on resume writing, interview skills, social media and more.

We will be hosting our commencement ceremony on May 14 at Freedom Field. We have 474 students who have registered to attend the ceremony and 80 of those are students who graduated last semester. The number also includes 216 Dual Degree graduates.

This report was for information only.

Strategic Plan Update Relating to Strategic Plan Goal # 1

Dr. Jade Borne presented the Strategic Plan Goal #1 that included the use of Key Performance Indicators for enrollment, completion and success measures, the IER data dashboards and website, Comprehensive Program Reviews for academic and non-academic programs, the reorganization of Student Services, SACS QEP goals and accomplishments to date, Covid-19 exposure data tracking, and the Cares Act funding provided to students in need. This report was for information only.

Report on President Goal #3 Relating to the Maintenance Tax Note

Dr. Albrecht announced that the report relating to the Maintenance Tax Note was her final goal report for 2020-21. Mr. Matt Graves with AGCM presented a PowerPoint that included a summary of the of the two and a half year project time line, projects that have been completed along with the approximate completion dates for the remaining projects, pictures of the various projects completed and those in progress. Mr. Graves noted that the elevator project has been delayed due to the rise of costs in materials and confirmed that electric car charging station conduit had been installed. He also stated the final projects will be those of the sidewalks and landscaping. The Board Regents stated that they would like to schedule a tour in the near future. This report was for information only.

Consider Approval of North Parking Lot LED Lights and Jogging Track Lights

The motion to approve Corestone Paving & Construction for the LED Jogging Track Modifications and the Relocation of the North B Parking Lot Lights Projects was made by Vice Chair Droege. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Purchase of Additional Applications for Simtronics Software Products

Mr. Marvel made the motion to approve the purchase of additional Simtronics software products for use in the Process Technology Program. Seconded by Mr. Tacquard. Motion passed unanimously.

Consider Approval of Ellucian Colleague ERP-Student Information System Migration

Mr. Kelly Klimpt presented a PowerPoint that outlined the various needs, costs and determinations for the Ellucian ERP-Student Information System migration plan. Discussion included the suggestion of purchasing of a Cloud based system, with the future cost savings of not having to replace another physical system in the years to come. After the discussion was completed, the motion was made by Mr. Tacquard to approve the purchase of hardware, software and services for an estimated \$254,179.58 for the Student Information System Migration. Seconded by Mr. Marvel. Vote Against: Mr. Shelton. Motion passed by a vote of 8-1.

Consider Approval of Retirement and Resignation Agreement for College President

The motion to approve the Retirement and Resignation Agreement for the College President as discussed in executive session was made by Mr. Marvel. Seconded by Mr. Starkey. Motion passed unanimously.

Financial Reports Ending March 2021

Mr. Stuksa made the motion to approve the financials March 2021. Seconded by Mr. Tacquard. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:54 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
SPECIAL CALLED BOARD MEETING OF APRIL 28, 2021
BOARD OF REGENTS
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Called Board Meeting on the 28th day of April, 2021, with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair	
Jody Droege	Vice-Chair	
Patty Hertenberger	Secretary	
Jim Crumm	Regent	
Kam Marvel	Regent	Virtual
Darren Shelton	Regent	
Jake Starkey	Regent	
Andy Tacquard	Regent	Virtual
Christal M. Albrecht	President	
Wendy Del Bello	Alvin Community College	
Tammy Giffrow	Alvin Community College	
Rick Morris	Legal	
Dr. Robert Exley	Kyle Marasckin	
Mrs. Anita Exley	John Tompkins	

Call to Order

The meeting was called to order by Vice Chair Sanchez at 6:00 p.m.

Certification of Posting of Notice

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

Executive Session

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; To deliberate the Presidential selection process, as in accordance with Tex. Gov't Code Section 551.074.*

Call to Order

The meeting was called to order by Vice Chair Sanchez at 6:13 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Shelton.

Citizen's Inquiry

There were no citizen's inquiries.

Deliberate the Hiring of Dr. Robert Exley and Consider Approval of Proposed Contract of Employment

Secretary Hertenberger made the motion to approve the Presidential Employment Contract and Moving and Relocation Expenses and Consulting agreement as presented. Seconded by Vice Chair Droege. Motion passed 8-0.

Adjournment

There being no further business before the Board, the meeting was adjourned at 6:18 p.m.

Bel Sanchez, Chairman

Patty Hertenberger, Secretary

B. Consider Approval of Personnel Action (Replacement): Associate Degree Nursing Faculty



MEMORANDUM NO: 70-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht *cm*
DATE: May 12, 2021
SUBJECT: Personnel Action (Replacement): Associate Degree Nursing Faculty

The individual listed below has been recommended to fill the full-time position for the Associate Degree Nursing Faculty.

Candidate

Recommended: Amy Childs

Education: *UNIVERSITY OF TEXAS MEDICAL BRANCH*
Master of Science Nursing – Nurse Education

UNIVERSITY OF TEXAS MEDICAL BRANCH
Bachelor of Science Nursing

Experience: CLEAR BROOK HIGH SCHOOL August 16, 2000 - Present
Registered Nurse

ALEXAN LEGAL NURSE CONSULT Concurrent
Contract Nurse

MED-EXPERTISE Concurrent
Legal Nurse Consultant

CLEAR LAKE REG. MED. CENTER March 16, 1998 – August 15, 2000
RN – Emergency Dept



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

LBJ HOSPITAL
Registered Nurse

April 16, 1995 – March 15, 1998

Jennie Sealy Hospital
Hospital Technical Assistant

February 15, 1993 – April 15, 1995

Salary: \$57,905.40
TECH 9 / Step 10
2020-21 FAC Salary Schedule

CMA:tg

JOB DESCRIPTION

Job Title:	FT Faculty, Associate Degree Nursing		
Department:	Nursing Programs	FLSA Status:	Exempt
Reports to:	Director, Nursing Programs	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/07/2020

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, but are not limited to 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.
- 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

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

EXPERIENCE

- At least three (3) years non-teaching work experience in the field required.
- The instructor should have two (2) 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.
- Must be familiar with interactive teaching methods and instruction via the Internet.
- Working knowledge of Blackboard course management system preferred.

WORK ENVIRONMENT

The incumbent typically works in a classroom environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of a classroom. Incumbent may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (20) pounds.

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.

C. **Consider Approval of the Texas Talent Connection (Wagner Peyser 7(b) Fund) Grant Program**



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: 61-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 4, 2021
SUBJECT: Consider Approval of the Texas Talent Connection (Wagner Peyser 7(b) Fund Grant Program

Alvin Community College desires to submit a grant proposal of for up to \$346,659 for the Texas Talent Connection (Wagner Peyser 7(b) Fund Grant Program through the Texas Workforce Investment Council.

The grant will provide funding for the TDCJ Program for students to complete certifications and/or degrees where all financial aid options are exhausted. The project will also assist the students with work readiness training and connection with state and local employment assistance programs in the region to secure permanent jobs. ACC will partner with Lee College on the initiative and act as the Lead on the project.

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: Texas Talent Connection (Wagner Peyser 7(b) Fund Grant Program

Grant Provider: Governor's Office (Texas Workforce Investment Council)

Amount Requested: Up to \$346,659

Expected Date of Funding: November 16, 2021

Proposed Grant Period: 11/16/21-11/30/22

Matching Funds: None Required

ACC Proposed use of Funds:

The grant will provide funding for the TDCJ Program for students to complete certifications and/or degrees where all financial aid options are exhausted. The project will also assist the students with work readiness training and connection with state and local employment assistance programs in the region to secure permanent jobs. ACC will partner with Lee College on the initiative and act as the Lead on the project.

D. **Consider Approval of Title IX Coordinator Reporting Requirements under
Tex. Educ. Code § 51.253(a)**



MEMORANDUM NO: 62-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 11, 2021

SUBJECT: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251. The CEO is required to submit a report to the Board two times a year.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), the attached written report (Appendix A, Table 1) includes all of the required reporting information to Dr. Christal Albrecht, President / Chief Executive Officer for Alvin Community College for the 2020-2021 academic year, as of 4/6/2021. For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 features information necessary for the Chief Executive Officer's Report to report on any disciplinary actions taken under TEC, Section 51.255.

An attached summary data report (Appendix B), based on the Title IX Coordinator's written report (Appendix A), has also been included for your review. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

This report is for information only.

¹ When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

¹ For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.



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

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

**Appendix A
Title IX Coordinator Report
2020-2021 Academic Year**

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

As of April 6, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

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Table 2. Alleged Conduct under TEC, Section 51.255(a)

As of April 6, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.



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

Dr. Christal M. Albrecht
President

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Appendix B
Summary Data Report
2020-2021 Academic Year

As of April 6, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

E. **Consider Approval of Door Access Control Installation**



MEMORANDUM NO: 66-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Door Access Control Installation

Through the board-approved Tax Maintenance Bond, ACC and AGCM staff have been working with multiple vendors to implement automated access control to specific doors across campus. TouchNet Information Systems, Inc. (TouchNet) has been identified and board-approved for access control software, control panels, and readers. AGCM has coordinated door, lock, and reader hardware installation through O'Donnell/Snider Construction (OSC) for buildings funded through bond funds, which excludes the S Building, which was funded through general services fees. ACC staff have been working with High Security Safe & Lock (HSLs) for S Building door, lock, and reader hardware.

On October 22, 2020, the ACC Board of Regents approved the purchase of door access control systems and hardware through TouchNet, which included a 'not to exceed' \$35,000 for the installation of distributed control panels. During implementation, AGCM and ACC personnel have discovered that while TouchNet worked with High Security Safe & Lock as a local provider to determine installation costs, TouchNet does not resell HSLs's services and expected the College to contract directly with HSLs.

AGCM personnel discovered an omission in the scope of work provided by O'Donnell/Snider Construction for access control installation. The scope calls for installation of new door hardware and card readers, but as exact locations for distributed control panels had not yet been identified, costs for cabling from the doors to control panels were not included. ACC and AGCM staff have worked with High Security Safe & Lock to fully detail the wiring topology, and HSLs has provided Estimate 1242 in the amount of \$42,650, to install control panels, power supplies, door-to-control panel wiring and connectivity, and appropriate wireless hardware.

Current fiscal year activities with High Security Safe & Lock total \$31,616, which includes \$28,291.00 for S Building door hardware upgrades and access control installation and \$3,325 for E building access control installation. Competitive quotes for S Building work are included for information, demonstrating that High Security Safe and Lock was the best value for the college.



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

It is recommended that the Board approve shifting the previously approved \$35,000 for installation costs from TouchNet Information Systems, Inc. to High Security Safe & Lock, and engage HSLs for work as outlined in Estimate 1242, in the amount of \$42,650. This represents and additional \$7,650 in funding above the \$35,000 previously approved and brings total expected expenditures with HSLs to \$74,266 for the current fiscal year.

CMA:tg

High Security Lock & Safe

2008 N. Main St.
 Pearland, TX 77581

Estimate

Date	Estimate #
2/18/2021	1212

Name / Address
Alvin Community College Hameedah Majeed 3110 Mustang Rd. Alvin, TX 77511

Project

Description	Qty	Rate	Total
Job Location: Alvin Community Collage, S Building. 2 Single Doors, 4- RHR Door of a Double Door Set, 4- LHR Door of the Double Door Set that will get a non Electrified Panic, 4 Removable Mullions, Two Tech on Site.			
Von Duprin LD-RX- 98-EO 36"Panic Bar 626, Request to Exit, For Inactive Leaf of Double Door Sets.	4	1,400.00	5,600.00T
Von Duprin LD-98-EO 36" Panic Bar 626, For Active Leaf of Double Doors and 2 Single Doors to receive AD300.	6	1,200.00	7,200.00T
Von Duprin Key Removable Mullion 7/6". For Double Door Openings.	4	875.00	3,500.00T
Corbin Russwin LFIC Mortise Housing 6 Pin 626. For Von Duprin Removable Mullion.	4	89.00	356.00T
Corbin Russwin LFIC Core, 6 pin System to match existing Keyway.	10	89.00	890.00T
Labor to remove existing Sargent CVR Panic Hardware and Custom install new Von Duprin EO Panic hardware on 4 Inactive Leaf Doors, Install Von Duprin EO Panic Hardware on 4 Active Leafs of a Double Door Set. Install 4 Von Duprin Removable Mullions with IC Housings.	1	3,250.00	3,250.00T
Labor to remove existing Sargent CVR Panic Hardware and Custom install new Von Duprin RX-XP98-EO Panic hardware. Includes 2 Single Doors.	1	1,000.00	1,000.00T
Labor to Run Wire from Touchnet Control Panels to all AD300 Locks and AD400 for room S126. Terminate to all control panels and access hardware, Run communication cables from Panels to IT. HSLs will procure wire according to manufacture specs to all Access Hardware. HSLs will determine if any existing wiring is useable. Two Techs for termination.	1	3,995.00	3,995.00T
		Total	

High Security Lock & Safe

2008 N. Main St.
 Pearland, TX 77581

Estimate

Date	Estimate #
2/18/2021	1212

Name / Address
Alvin Community College Hameedah Majeed 3110 Mustang Rd. Alvin, TX 77511

Project

Description	Qty	Rate	Total
Consumables, Includes additional power cables, fasteners, finishing material, wire according to manufactures specs . conduit, j boxes. Custom cover plates for existing Sargent Trim on storefront doors and cover plates for existing readers.	1	2,500.00	2,500.00T
Note: HSLS may require a 50% deposit for material and labor costs. Any additional material or labor may incur additional costs. Schlage AD300 and AD400 Locks to be provided by TouchNet. Control Panels to be provided by TouchNet. Please call to discuss any questions. 281-685-6065. Estimate reflects for 2 Techs on site, 3 techs to run wire.		0.00	0.00T
Please sign and Return:			
Warranty: All manufactures warranties will apply, HSLS warranties all workmanship for one year from install.			
Sales Tax		8.25%	2,334.01
		Total	\$30,625.01



CUSTOM ACCESS
& INTEGRATION

PROPOSAL

Custom Access & Integration
1717 Humble Place Dr., Suite B
Humble, TX 77338
klytle@custom-access.com
(832) 233-6467

Quote Date: 3/9/2021
Quote Number: ACC-03012021-1

Alvin Community College
Purchasing

Quote Ref: Hardware Installation

Scope of Work

Remove existing Sargent CVR Panic Hardware and Install new Von Duprin EO Panic hardware on 4 Inactive Leaf Doors, Install Von Duprin EO Panic Hardware on 4 Active Leafs of a Double Door Set. Install 4 Von Duprin Removable Mullions with IC Housings. Remove existing Sargent CVR Panic Hardware and install new Von Duprin Panic hardware. Includes 2 Single Doors. Run Wire from Touchnet Control Panels to all AD300 Locks and AD400 for room S126. Terminate to all control panels and electronic hardware

Materials

Line	Quantity	Part	Description
1	4	KR4954XP 7FT 6IN SP28	Steel Mullion prepped For 299 Strikes, 7 Ft. 6 In., Keyed Removable, Aluminum
2	4	LDRX98EO 3 26D	Rim Exit Device, Exit Only, No Trim, Less Dogging, Request to Exit Switch
3	6	LD98EO 3 26D	Rim Exit Device, Exit Only, Less Dogging, Wide Stile Pushpad, Satin Chrome
4	4	AD300993R70MTRH OJDC06	AD-300 Networked Hardwired Electronic Lock, Provided by TouchNet
5	14	1070-114-A06-6 630	1-1/4 In. 6-Pin Mortise Housing, A06 Schlage L Cam, Satin Stainless Steel

Equipment Total	\$	16,692.00
Total Labor / Other Costs	\$	9,900.00
Freight / Warranty	\$	225.00
Tax if Applicable	\$	-
Total Project Price	\$	26,817.00

We are pleased to submit the above quotation for your consideration. Quote is valid for 30 days

Authorized Signature

Date

COVER PAGE

AD Lock install

Alvin Community College

3110 Mustang Rd,
Alvin, TX 77511

Revision: 0
Modified: 3/25/2021



Presented By:

Kingdom Security LLC

100 E NASA Pkwy
Suite 102
Webster, Texas 77598 United States
(281) 479-6663
<http://www.kingdomsecurity.org/>



<http://www.kingdomsecurity.org/>

SCOPE OF WORK

Overall description of the work

Install customer supplied access control system and install owner supplied AD hardware on 7 Doors. Kingdom will install all the equipment at 4 double doors and 3 single doors and run 1 18-04 shielded cable to each door. Kingdom will address the door lock to the address specified by the customer. Cabling color and manufacture was not specified, and color changes and manufacture may change pricing. As of 3/25/2021 access control permitting form the City of Alvin is not required. The quote does include line diagram, device layout on plan view, and schematic for the installation. Customer will provide floor plan of the sire for submittal approval.

Deliverables

- 4 Double doors
 - 2 EPT10
 - 1 KR4954
 - 1 LD-RX-LC-98-EO
 - 1 LD-98-EO
 - 1 MORTISE CLY. X CONST. CORE
 - 2 CORBIN RUSSWIN 6-PIN
 - POWER SUPPLY - Supplied by customer
 - AD-300-993R-70-MT-RHO-JDCO6 - Supplied by customer
- 2 Single Doors
 - 1 EPT10
 - 1 LD-98-EO
 - 1 CORBIN RUSSWIN 6-PIN
 - POWER SUPPLY - Supplied by customer
 - AD-300-993R-70-MT-RHO-JDCO6 - Supplied by customer
- 1 IDF Door
 - 1 EPT10
 - 1 CORBIN RUSSWIN 6-PIN
 - POWER SUPPLY - Supplied by customer
 - AD-300 lever lock - Supplied by customer

Assumptions

- Man, lift will not be needed
- Doors are within 300 feet of the panel
- Programing will be done by others
- Wire color can be blue, white, striped, or yellow
- Locks have an 8-to-12-week lead time

- Customer will provide electrical and fire relay at the access control panel locations

Exclusions - unless specified the below items are excluded Electrical

- Conduit
- network
- lighting
- hardware systems
- wireless systems additional contacts motion detectors audio surveillance video surveillance guard response
- stationary guards
- UL, ETL or other nationally recognized testing lab approved installation
- UL, ETL or other nationally recognized testing lab approved monitoring
- sprinkler alarm
- electrical surge protection
- data storage and retrieval
- fire, smoke, carbon monoxide, water, heat, temperature roof, attic walls, exterior
- fire stop and wall penetrations
- independent secondary systems
- CCTV monitoring
- cellular backup
- radio backup
- dedicated telephone line communication
- Bonding
- Permit
- Man lifts

4 **HARDWARE GROUP NO. C712X**
EXISTING PAIR OF DOORS



4

Corbin LFIC 6 Pin Cores



4

Construction Core w/ Mortise Housing



8

Power Transfer Hinge



4

Removable Mullion



4

PANIC HARDWARE



4

3 **HARDWARE GROUP NO. C713X**
EXISTING SINGLE DOOR



3

Corbin LFIC 6 Pin Cores

* Price Includes Accessories

AD Lock install

Project No : KIN-10138

Rev. 0

3/25/2021



3
Construction Core w/ Mortise Housing



3
Power Transfer Hinge



3
PANIC HARDWARE



7
Owner Furnished Equipment - Electronic Door Lock, Rim/CVC/CVR Exit Trim Chassis, Multi-Technology, Right Hand Reverse, Rhodes Lever, Satin Chrome, With Cover, Without FSIC Cylinder, For Class/Storeroom



2100
18 AWG 4 Conductor Bare Copper, Shielded Plenum UL Listed C(UL)US CMP



140
NVENT CADDY CAT HP J-HOOK WITH BC BEAM CLAMP

Total **\$45,218.37**

Project Subtotal: **\$45,218.37**

* Price Includes Accessories

AD Lock install

Project No: KIN-10138

Rev: 0 3/25/2021

PROJECT SUMMARY

Total Installation Price:	\$45,218.37
Sales Tax:	\$2,410.36

Grand Total:	\$47,628.73
---------------------	--------------------

Client:

Date

Contractor: Kingdom Security LLC

Date

AD Lock install

Project No : KIN-10138

Rev. 0 3/25/2021

9. **President's Report - State of the College Report**



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: 65-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: State of the College Report

According to Board Policy BFA (LOCAL), annually the CEO is required to present information to the Board on the State of the College. This presentation augments the many reports on the status of the college provided to the Board throughout the year.

This agenda item is for information only.

CMA:tg

10. **Consider Approval of Board Policy Update 41, affecting Local Polices (see attached list)**



MEMORANDUM NO: 75-2021

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: May 14, 2021

SUBJECT: Board Policy Update 41, affecting Local Policies (see attached list)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As a part of this service, as laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges.

The proposed policy changes are from TASB Update 41. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website. These changes are not adopted by the Board.

As a reminder to the Board, the annotations are as follows:

- *Deletions* are shown in red strike-through font: ~~deleted text~~
- *Additions* are shown in a blue, bold font: **new text**
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's designation from its origin: ~~moved text~~ becomes **moved text**
- TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

It is recommended that the Board approve and adopt the revisions to the TASB Local Policies as provided in TASB Update 41.

CMA:tg

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE(020501) - Update / LDU 41

BBF(LOCAL): BOARD MEMBERS - ETHICS

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

DLB(LOCAL): EMPLOYEE PERFORMANCE - SUSPENSION

DMAA(LOCAL): TERM CONTRACTS - TERMINATION MID-CONTRACT

DMAB(LOCAL): TERM CONTRACTS - NONRENEWAL

ECC(LOCAL): INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND SCHEDULES

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE(020501) - Update / LDU 41

As described in the cover letter to the update, TASB attorneys recommend that posting board consideration of and action on policies be specific enough to advise staff and members of the public of the changes.

The (LOCAL) policy changes—each addition, deletion, or replacement—should be listed in alphabetical order by policy code, title, and subtitle. The following document is our compilation of that list, which may be copied and pasted into your meeting notice, staff communications of board action, and board meeting minutes.

Instruction Sheet

Community College Localized Policy Manual Update 41

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
A25	(INDEX)	Replace cross-index	Revised cross-index
AFA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBF	(LOCAL)	Replace policy	Revised policy
CAAB	(LEGAL)	Replace policy	Revised policy
CAK	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CFG	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHE	(LOCAL)	No policy enclosed	See explanatory note
CR	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DAA	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEC	(LOCAL)	Replace policy	Revised policy
DECB	(LEGAL)	Replace policy	Revised policy
DHB	(LEGAL)	Replace policy	Revised policy
DK	(LEGAL)	Replace policy	Revised policy
DLB	(LOCAL)	ADD policy	See explanatory note
DMAA	(LOCAL)	Replace policy	Revised policy
DMAB	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
ECC	(LOCAL)	Replace policy	Revised policy
EFAC	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
GG	(LEGAL)	Replace policy	Revised policy
GGC	(LEGAL)	Replace policy	Revised policy
GL	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 41

Alvin Community College

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

A25(INDEX) CROSS-INDEX

All references to suspension have been replaced with the newly created policy on the topic, DLB.

AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

This legally referenced policy has been amended at Cost of Attendance to include a link to the [Free Application for Federal Student Aid \(FAFSA\)](#) website for ease of reference. An existing federal requirement that college districts with four-year degree programs provide certain information to enrolled and prospective students has also been added at Dissemination of Institutional Information.

BBB(LLEGAL) BOARD MEMBERS: ELECTIONS

Provisions addressing the deadline to provide Notice to Candidates regarding the filing period have been updated in this legally referenced policy to conform with statute. Additionally, an expired statute referencing the composition of the Blinn College board of trustees was removed from the policy.

BBD(LLEGAL) BOARD MEMBERS: ORIENTATION AND TRAINING

A note providing a link to the Texas Department of Information Resources' (DIR) list of certified programs and compliance reporting requirements for Cybersecurity Training has been added to this legally referenced policy.

BBF(LOCAL) BOARD MEMBERS: ETHICS

Recommended revisions to this local policy are to provide college-specific standards from the Association of Community College Trustees' model ethics code, Guide to Ethical Governance. Many of the revisions address concepts found in the prior version, but those provisions are significantly reworded and reorganized. However, the following provisions have been retained with little revision:

- At Service, the requirement to attend board meetings, language on bringing about desired changes through legal and ethical procedures, and the statement on sexual discrimination and harassment, as required by the Texas Appropriations Act and the Coordinating Board; and
- At Roles, the concepts of delegation of administrative matters to the chief executive officer and support of college district administrative staff.

CAAB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

This legally referenced policy has been amended to include new U.S. Department of Defense regulations implementing the Office of Management and Budget's (OMB) guidelines related to grants and awards.

CAK(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

Margin notes in this legally referenced policy have been updated to clarify existing Investment Training requirements for the college district's board of trustees and investment officer and reporting requirements for the investment officer. Additional amendments are to conform with statute.

Explanatory Notes

Community College Localized Policy Manual Update 41

Alvin Community College

CDC(LEGAL) ACCOUNTING: AUDITS

This legally referenced policy has been updated with a link to the 2020 fiscal year Texas Higher Education Coordinating Board publication [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#).

CFG(LEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS

The provision at Initial Report has been removed from this legally referenced policy due to the expiration of the statute.

CH(LEGAL) SITE MANAGEMENT

A citation in this legally referenced policy has been updated to reflect recent Administrative Code changes related to Pools.

CHE(LOCAL) SITE MANAGEMENT: MAIL AND DELIVERY

A new version of this policy that includes a section on Distribution of Mail to On-Campus Residents is now available.

Please contact your policy consultant if you have on-campus residents and are interested in reviewing the new version.

CR(LEGAL) TECHNOLOGY RESOURCES

This legally referenced policy has been revised to reflect the repeal of DIR rules on Interagency Contracts for Information Resources Technologies.

In addition, this legally referenced policy has been updated to reflect recent amendments to Federal Aviation Administration (FAA) regulations, including:

- Updated exceptions to the registration, airman certification, and operation requirements for a civil Small Unmanned Aircraft System (additional information is available on [Flying Over Humans and at Night](#)), effective April 21, 2021; and
- The repeal of provisions on Model Aircraft.

CRA(LEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

This legally referenced policy has been revised to reflect the repeal of a duplicative Administrative Code provision addressing the posting of work-study employment opportunities.

D(LEGAL) PERSONNEL

This table of contents has been revised to change the subtitle at DLB to Suspension.

DAA(LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

This legally referenced policy has been revised to include an existing federal statute prohibiting employment discrimination based on Bankruptcy.

DC(LEGAL) EMPLOYMENT PRACTICES

This legally referenced policy has been revised with an existing federal statute regarding the Drug and Alcohol Clearinghouse Pre-Employment Inquiry. Additional amendments are to conform with statute.

Explanatory Notes

Community College Localized Policy Manual Update 41

Alvin Community College

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Recommended revisions to this policy have been made for clarity and to remove some administrative details that are not required to be in board policy but are instead addressed in the college district's regulations or the employee handbook. To support the removal of these administrative details, a new paragraph at Leave Administration directs the chief executive officer or designee to develop administrative regulations to implement the policy.

Other changes include:

- Consolidating cross-references to related policies in a note at the beginning of the policy;
- Adding a definition of Academic Year to provide context for references to the term elsewhere in the policy;
- Relocating provisions on concurrent use of leave and provisions on order of use addressing use of compensatory time to the sections addressing each type of leave;
- Deleting text at Availability and moving applicable language to Personal Leave;
- Streamlining of Family and Medical Leave provisions;
- Clarifying Eligibility for Development Leave; and
- Adding a clear statement as to whether the college district permits paid leave offset in conjunction with workers' compensation benefits.

DECB(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

This legally referenced policy has been revised to reflect amendments to a federal statute addressing Reemployment following service in the National Oceanic and Atmospheric Administration (NOAA) commissioned officer corps. Additional amendments are to conform with statute.

DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING

This legally referenced policy has been revised to include existing federal requirements addressing queries of the Drug and Alcohol Clearinghouse and the prohibition on certain driver's performance of safety-sensitive functions based on those results. The requirement to report employee drug and alcohol use, test results, and other relevant information to the clearinghouse has also been added at Reports--Federal.

DK(LEGAL) PROFESSIONAL DEVELOPMENT

A note providing a link to DIR's list of certified programs and compliance reporting requirements for Cybersecurity Training has been added to this legally referenced policy.

DLB(LOCAL) EMPLOYEE PERFORMANCE: SUSPENSION

This new local policy is recommended for inclusion in the college district's policy manual to address the suspension of at-will and term contract employees. Suspension with Pay language from DMAA has been moved to this policy.

DMAA(LOCAL) TERM CONTRACTS: TERMINATION MID-CONTRACT

Recommended revisions to this local policy are to clarify Appeals by employees, including Faculty Members, regarding issues related to mid-contract termination decisions.

The reference to Suspension with Pay has been moved to the new DLB policy.

Explanatory Notes

Community College Localized Policy Manual Update 41

Alvin Community College

DMAB(LOCAL) TERM CONTRACTS: NONRENEWAL

Recommended additions to this local policy are to clarify Appeals by employees, including Faculty Members, regarding issues related to the nonrenewal of their contracts.

EBA(LEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

This legally referenced policy has been revised to reflect amended federal Definitions of Distance Education and Correspondence Courses. Existing Administrative Code provisions addressing the State Authorization Reciprocity Agreement (SARA) have also been added to the policy.

ECC(LOCAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Recommended revisions to this local policy are to convert the Course Load values to fill-ins for ease of editing. Please review all the Course Load values to ensure they accurately reflect current college district requirements.

EFAC(LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: DEVELOPMENTAL EDUCATION

This legally referenced policy has been revised to reflect an amendment to the Administrative Code requiring all students enrolled in developmental education who are not otherwise exempt to be enrolled in the Corequisite Model beginning with the 2021–22 academic year.

EI(LEGAL) TESTING PROGRAMS

Amendments to the Administrative Code addressing the transition from the Texas Success Initiative Assessment (TSIA) to the TSIA, Version 2 (TSIA2) have been added to this legally referenced policy at Assessment Instruments.

FEB(LEGAL) FINANCING EDUCATION: WORK STUDY

In response to the repeal of a duplicative Administrative Code provision, this legally referenced policy has been revised to reflect an existing Administrative Code provision addressing the List of Work-Study Employment Opportunities. A new Administrative Code provision addressing the Transfer of funds between the Texas College Work-Study Program and the Work-Study Student Mentorship Program and an existing provision addressing fund transfers between the Texas Educational Opportunity Grant and Texas College Work-Study Programs have also been added.

GG(LEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

A note providing a link to DIR's list of certified programs and compliance reporting requirements for Cybersecurity Training for Contractors has been added to this legally referenced policy.

GGC(LEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES: STATE GOVERNMENTAL AUTHORITIES

This legally referenced policy has been updated to reflect new and amended reporting requirements from the General Appropriations Act at Notice to the State Regarding Contracts.

GL(LEGAL) RELATIONS WITH BUSINESSES AND THE COMMUNITY

This legally referenced policy has been updated to include statutory language and a citation to new Administrative Code provisions addressing the Skills Development Fund.

Statement of Ethics

As a member of the Board, I ~~shall~~will strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ~~following~~ ethical standards set out in this policy:

Service

1. ~~I shall attend~~Attend all regularly scheduled Board meetings insofar as possible and ~~devote time, thought, and study~~become informed concerning issues to the duties and responsibilities of a Board member, so that I may render effective and creditable service ~~be considered at these meetings.~~
2. ~~I shall bring~~Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.

~~3. I shall establish~~Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the College President.

~~4.3.~~ Establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

Collaboration

~~5. Recognize that I shall work with my fellows~~should endeavor to make policy decisions only after full discussion at publicly held Board members in a spirit of harmony meetings.

~~6. Render all decisions based on the available facts and cooperation~~my independent judgment and encourage ~~refuse to surrender that judgment to individuals or special interest groups.~~

~~7.4.~~ Encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue ~~by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.~~

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; Communicate to other Board members and abide by and uphold the final majority decisions ~~College President expressions of the Board.~~

Authority

~~8.5.~~ I shall remember at all times that as an individual I have no legal authority outside the meetings of the public reaction to Board, and to conduct my relationships with the policies and College District staff, the local citizenry, and all media of the community on the basis of this fact ~~programs.~~

Roles

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

I shall recognize that it is as important for the Board to understand and evaluate the Inform myself about current educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

9-6. I shall support state and national organizations in their efforts to benefit Texas community colleges issues by individual study and through participation in programs providing needed information, such as those sponsored by the Community College Texas Association of Texas Trustees Community Colleges, the Texas American Association of School Boards Community Colleges, and the Association of Community College Trustees.

10. I shall work step by step toward ideal conditions for Support the most effective employment of those persons best qualified to serve as College District Board service to my community staff and insist on a regular and impartial evaluation of all staff.

11. Avoid being placed in a spirit of teamwork and devotion to public education as position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

12. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

13.7. Remember always that my first and greatest instrument for the preservation and concern must be the perpetuation of our representative democracy educational welfare of the students attending the College District.

REFERENCE: derived from theNational-School-Boards Association of Community College Trustees Guide to Ethical Governance

	<p>Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).</p>
<p><u>Leave Administration</u></p>	<p><u>The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.</u></p>
<p>Definitions</p>	<p>The term "immediate family" is defined as:</p>
<p><u>Immediate Family</u></p>	<ol style="list-style-type: none">1. Spouse.2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands <i>in loco parentis</i>.3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.4. Sibling, stepsibling, and sibling-in-law.5. Grandparent and grandchild.6. Any person residing in the employee's household at the time of illness or death.
	<p>For purposes of the FLMA, Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).</p>
<p>Family Emergency</p>	<p>The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.</p>
<p>Leave Day</p>	<p>A "leave day" for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.</p>
<p><u>Academic Year</u></p>	<p><u>An "academic year" for purposes of earning, use, or recording of leave shall mean the term of an employee's annual employment as set by the College District for the employee's usual assignment, whether full-time or part-time.</u></p>
<p>Catastrophic Illness or Injury</p>	<p>A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time</p>

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Availability	earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.
Earning Leave	The College District shall make personal leave for the current year available for use at the beginning of the school year. Sick leave shall be made available as earned.
Deductions	An employee shall not earn any form of paid leave while on unpaid leave status. An employee who is working or on paid leave status for part of a monthly pay period shall earn paid leave on a prorated basis.
Leave Without Pay	The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.
Leave Proration <i>Employed for Less Than Full Year</i>	If an employee separates from employment with the College District before the employee's his or her last duty day of the year, or begins employment after the first duty day, sick leave shall be prorated based on the actual time employed.
Order of Use	If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for leave the employee used but had not yet earned as of the date of separation.
Concurrent Use of Leave	Earned compensatory time shall be used before any available paid leave. [See DEA]
Medical Certification	Use of sick leave bank days shall be permitted only after all available local leave has been exhausted.
	When an absent employee is eligible for FMLA leave, the College District shall designate the absence as FMLA leave.
	The College District shall require the employee to use paid leave, including compensatory time, concurrently with FMLA leave.
	An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave.
	An employee shall submit medical certification of the need for leave if:

COMPENSATION AND BENEFITS
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1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
- ~~3.~~ The employee requests FMLA leave for the employee's serious health condition; for a serious health condition ~~or that~~ of the employee's spouse, parent, or child; or
- ~~4.3.~~ The employee requests FMLA leave for military caregiver leave purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

~~Note: For College District contribution to employee insurance during leave, see CKD(LOCAL).~~

Sick Leave

~~Each full~~ Full-time ~~employee~~ ~~employees~~ shall earn ten hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of sick leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury, and the employee has exhausted all paid leave and any applicable compensatory time.

COMPENSATION AND BENEFITS
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	<p>If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.</p> <p>The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:</p> <ol style="list-style-type: none">1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;2. Procedures to request leave from the sick leave bank;3. The maximum number of days per school year a member employee may receive from the sick leave bank;4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and5. Other procedures deemed necessary for the operation of the sick leave bank.
Appeal	<p><u>An employee may appeal a decision</u>All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the College President or <u>appropriate administrator</u>designee.</p>
Family and Medical Leave	<p><u>FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.</u></p>
Twelve-Month Period	<p>For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.</p>
Combined Leave for Spouses	<p><u>When</u>If both spouses are employed by the College District, the College District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the College District limit military caregiver leave to a combined total of 26 weeks. {See DECA(LEGAL)}</p>
Intermittent or Reduced Schedule Leave	<p>The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. {See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.}</p>
Certification of Leave	<p><u>When</u>If an employee requests leave, the employee shall provide certification, <u>in accordance with</u>as required by FMLA regulations, of the need for leave. {See DECA(LEGAL)}</p>

COMPENSATION AND BENEFITS
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Fitness-For-Duty Certification	<p><u>In accordance with administrative regulations, when</u> if an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the College District will require certification of the employee's ability to perform essential job functions, the College District shall provide a list of essential job functions to the employee with the FMLA designation notice.</p>
Failure to Return	<p>If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]</p>
Personal Leave	<p><u>Each</u>A full-time employee shall receive 16 hours of personal leave per fiscal year. <u>All leave will be available at the beginning of the school year.</u></p> <p><u>Each</u>A part-time employee who works at least 20 hours per week shall receive 30 hours of personal leave per fiscal year. <u>All leave will be available at the beginning of the school year.</u></p> <p>Personal leave shall not accumulate.</p> <p><u>Earned compensatory time shall be used before any available personal leave.</u></p>
Vacation Leave	<p>With the exception of faculty members, each full-time benefits-eligible employee shall earn vacation leave at a rate of eight hours per month, September through May, in accordance with administrative regulations. Vacation leave shall accumulate to a maximum of 192 hours.</p> <p>Use of vacation leave shall require prior approval by the employee's supervisor and must be scheduled in accordance with administrative regulations.</p> <p><u>Earned compensatory time shall be used before any available vacation leave.</u></p> <p>An employee who separates from employment with the College District shall be eligible for reimbursement of unused vacation leave in accordance with the following:</p> <ol style="list-style-type: none">1. The employee provides advance written notice of intent to separate from employment in accordance with administrative regulations.2. The employee shall be reimbursed for each hour of unused vacation leave, to a maximum of 192 hours, at the employee's

COMPENSATION AND BENEFITS
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current daily rate. If the employee is reemployed with the College District, hours for which the employee received payment shall not be available to that employee.

Development Leave

A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted unpaid faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility

To qualify for development leave, a faculty member must serve at least five consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching. ~~The applicant must also agree to return to the College District following the conclusion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.~~

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period ~~of time~~ equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

Approval Procedure A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of ten members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than one College District faculty member may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

An employee shall be eligible for 24 hours of paid bereavement leave, per occurrence, for the death of an immediate family member, ~~in accordance with administrative regulations.~~ Bereavement leave shall not accumulate.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. ~~[See CKD(LOCAL) regarding payment of insurance contribution during employee absences.]~~

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave
Offset

~~The College District shall not permit the option~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits ~~may elect in writing to use paid leave.~~

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

EMPLOYEE PERFORMANCE
SUSPENSION

DLB
(LOCAL)

At-Will Employees

An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District's best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

Term Contract Employees

Suspension with
Pay

A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.

Suspension without
Pay

A term contract employee may be suspended without pay for good cause as determined by the Board following a hearing held for that purpose in accordance with the procedures applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].

TERM CONTRACTS
TERMINATION MID-CONTRACT

DMAA
(LOCAL)

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law.

Appeals

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

~~Faculty Members~~
~~Alternatively, a~~
faculty member, as
defined by
Suspension with Pay

~~A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.~~

Grievance Filed
Under Education
Code 51.960,

~~The Board designates the executive director, human resources as the person to whom a faculty member may first present a grievance under Section Education Code 51.960 to the executive director, human resources on an issue related to the faculty member's his or her dismissal. It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the dismissal proceeding.~~

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the executive director, human resources~~executive director, human resources~~ in accordance with~~under~~ DGBA(LOCAL) beginning at the appropriate level.

TERM CONTRACTS
NONRENEWAL

DMAB
(LOCAL)

Appeals

An employee's contract expires at the end of the contract term.

Appeals related to this policy may be submitted through DGBA(LOCAL) beginning at the appropriate level.

Faculty Members

Alternatively, a faculty member, as defined by Education Code 51.960, may first present a grievance under Section 51.960 to the executive director, human resources on an issue related to the faculty member's nonrenewal. It is recommended that the faculty member file a request to present the grievance within ten business days after the expiration of the faculty member's contract.

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days.

The faculty member may appeal the decision of the executive director, human resources in accordance with DGBA(LOCAL) beginning at the appropriate level.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

The normal course load for the fall or spring semester is considered to be ~~1515~~ semester hours. Course loads in excess of ~~1848~~ semester hours shall require approval by the ~~vice president, instruction or designee~~ vice president, instruction or designee.

The normal course load for the summer session shall be ~~sevensseven~~ semester hours for each six-week term or ~~1414~~ semester hours for a full summer semester. Course loads in excess of ~~sevensseven~~ semester hours per term or ~~1414~~ semester hours per summer semester shall require approval by the ~~vice president, instruction or designee~~ vice president, instruction or designee.

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

**Exceptions for
Good Cause**

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Exception for
Reenrolled
Students

A qualifying reenrolled student may drop a seventh course in accordance with law.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

11. **Compensation Plan Scenarios for 2021-2022**



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: 63-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Compensation Plan Scenarios for 2021-2022 Budget

In 2019, 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.

Evergreen Solutions, LLC was selected to complete the study. They made several presentations to the Board, including a presentation at the August 13, 2020 Board meeting, where the Board adopted the plan and authorized its implementation in phases. Phase 1 raised the salaries of those employees whose compensation was below the minimum up to the minimum at an expense of \$39,395.55. The Board also granted a salary increase of 2% for all employees.

To continue the implementation of the compensation plan, potential scenarios will be presented to the Board in Executive Session by Ms. Karen Edwards. The total of those scenarios is presented on the following page. There will be other opportunities for the Board to discuss further implementation of the plan at upcoming Board meetings and workshops in June and July.

This item is for information only.

CMA:tg

Staff Cost	
2021/2021	Cost
1.0% Flat Increase	\$ 124,071.93
1.5% Flat Increase	\$ 176,412.67
2.0% Flat Increase	\$ 225,103.05
2.5% Flat Increase	\$ 273,793.42
3.0% Flat Increase	\$ 322,483.79

Faculty	
Type	Cost
2021/2022	\$ 184,743.57
1 Step Adj	\$ 184,743.57

Both Faculty and Staff Costs					
Total Cost	1.0%	1.5%	2.0%	2.5%	3.0%
2021/2022	\$ 308,815.50	\$ 361,156.24	\$ 409,846.61	\$ 458,536.98	\$ 507,227.36

12. **Consider Approval of Contract Recommendations for 2021-2022**



MEMORANDUM NO: 74-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 12, 2021
SUBJECT: Contract Recommendations 2021-22

The following is a list of recommended contracts for 2021-22. 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 2021-21. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

- | | | |
|---|------------------|---|
| 1 | Jade Borne | VP, Student Services |
| 2 | Wendy Del Bello | VP, Development & Outreach |
| 3 | Stacy Ebert | Dean, Legal & Health Sciences |
| 4 | Cynthia Griffith | VP, Instruction |
| 5 | Akilah Martin | Dean, Student Support |
| 6 | John Matula | Dean, Arts & Sciences |
| 7 | Nadia Nazarenko | Dean, General Education & Academic Support |
| 8 | Jeffrey Parks | Dean, Professional, Technical & Human Performance |
| 9 | Karl Stager | VP, Administrative Services |



PROFESSIONAL CONTRACTS (Annual)

The following is a list of recommended Professional Contracts for 2021-22. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

1	Debra Fontenot	Director, Nursing Programs
2	Natalie Freese	Director, Learning Commons
3	Kelly Klimpt	Executive Director, Information Technology
4	Gabriella Leon	Director, Financial Aid
5	Hameedah Majeed	Director, Physical Plant
6	Elizabeth Nelson	Director, Fiscal Affairs
7	Alan Phillips	Director, Purchasing
8	Jessica Ranero-Ramirez	Director, College/Career Pathways
9	Patrick Sanger	Director, Institutional Research
10	Pamelyn Shefman	Executive Director, IER
11	Lorrent Smith	Director, Marketing & Media
12	William Trevino	Director, Testing
13	Holly Williams	Director, Retention & Student Success

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 2021-22 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	Bob Ash	Process Technology
2	Ian Baldwin	History
3	Denise Bates	Communications
4	Jennifer Brazil	Mathematics
5	Visetta Brown	Health Information Management
6	Thomas Burke	Mathematics
7	Amy Childs	Associate Degree Nursing
8	Joshua Cowan	English
9	Michael Fernandez	Logistics Materials
10	Nancy Fitzgerald	Biology



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
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11	Ashley Fonteno-Bellard	English
12	Hailey Fuller	History
13	Darron Garner	Human Services & Addiction
14	Ashley Gill	DCVS
15	Shannon Graham	Emergency Medical Technology
16	Amairani Hernandez-Garcia	Mathematics
17	Travis Hill	Emergency Medical Technology
18	Manuela Imthurn	Mathematics
19	Mary Jove	Management
20	Loretta Kauffman	Associate Degree Nursing
21	Azalia Kettler	Associate Degree Nursing
22	Robyn Ketchum	ENDT
23	Karina Lovas	Government
24	Edmund Luquette	Economics
25	Erin MacKenzie	Biology
26	Ashlea Massie	English
27	Justin Morgan	A.D.N. / Simulation Coordinator
28	John Murray	Paralegal
29	David Mustain	Automotive Technology - TDCJ
30	Sibel Newton	Industrial Design Technology
31	Philip O'Brien	Geology
32	Albert Pasaoa	Economics
33	Christopher Pulido	Biology
34	Jordan Rusk	Polysomnography
35	Bridget Ruth	Health Information Management
36	Elizabeth Saucedo	Associate Degree Nursing
37	Jason Schreiber	Sports/Human Performance
38	Jennifer Shimek	Psychology
39	Ronald Smith	Sociology
40	Mary Song	English
41	Alexander Swiger	English
42	Jerri Torres-Farmer	Sports/Human Performance
43	Kathryn Trantham	Diagnostic Cardio Sonography
44	David Westmoreland	Process Technology
45	Courtney Wolfe	Associate Degree Nursing
46	Timothy Wutke	Mathematics



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 2021-22 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	Heather Lewis	Biology
2	Alexander Marriott	History
3	Don Parus	Process Technology
4	Maria Starling	Speech
5	Laura Tapp	Mathematics
6	Sheila Woods	Accounting

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	Brian Berger	Chemistry
2	Charley Bevill	English
3	Mekonnen Birru	Associate Degree Nursing
4	James Boler	Mathematics
5	Rhonda Boone	Pharmacy Technology
6	Rosemary Bowen	Culinary Arts - TDCJ
7	Earnest Burnett	Speech
8	Jay Burton	Speech / Drama
9	Andrea Busch	Office Administration
10	Chris Chance	History
11	Haley Collins	English
12	Tonya Creel	Psychology
13	Cindy Dalmolin	Psychology
14	Deanna Dick	Mathematics
15	Traci Elliott	Psychology
16	Craig Fos	Criminal Justice



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

17	David Griffith	Music / Band Director
18	Bea Hugetz	English
19	Johanna Hume	History / Government
20	Kevin Jefferies	Government
21	Esther Kempen	Chemistry
22	Charles Kilgore	Mathematics
23	Thirty Lacy	Vocational Nursing
24	Norma LaHart	Respiratory Care
25	Dennis La Valley	Arts
26	Cathy LeBouef	Computer Info Technology
27	James Langley	Industrial Design Technology
28	Marby McKinney	Respiratory Care
29	Tory McTaggart	Vocational Nursing
30	Joseph Mills	Physics
31	Kevin Moody	Music
32	Leigh Ann Moore	English
33	Tommy Dan Morgan	Biology
34	Jason Nichols	Radio/TV Broadcasting
35	Saul Olivares	Foreign Languages
36	Carlos Ordonez	Art
37	Thomas Parker	English
38	Sosina Peterson	Mathematics
39	Jean Raniseski	Sociology / Psychology
40	Tim Reynolds	Economics
41	Dwight Rhodes	Biology / Horticulture
42	Itzel Richarte	Foreign Languages
43	Dianna Smith	Office Administration
44	Michael Smith	Computer Info Technology-TDCJ
45	Amy Terbrock	Foreign Language
46	Keith Vyvial	English
47	Bill Waggoner	Speech
48	Ashley White	Associate Degree Nursing
49	Jeanine Wilburn	Early Care & Development
50	Jocelyn Wiltz	Associate Degree Nursing

CMA:tg

13. **Consider Approval of 2018 Maintenance Bond Courtyard Landscape and Sidewalk Package - Contractor Approval**



MEMORANDUM NO: 77-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 20, 2021
SUBJECT: 2018 Maintenance Bond Courtyard Landscape and Sidewalk Package – Contractor Approval

As part of the ongoing Maintenance Bond, AGCM has been working closely with both Kudela & Weinheimer (K&W) Landscape Architects and Corestone Construction Services to design a landscape and sidewalk package that is the best use of the allocated funds.

Due to uncontrollable environmental conditions and rising material costs, the previously estimated budgets are not currently sufficient to cover the scope of work. This said, AGCM, K&W, and Corestone have been working collaboratively to propose three options for the Board's consideration. These options are:

- Option A: The Complete and Total Design Package
- Option B: The Value Engineered Design Package
- Option C: The Bare and Minimum Scope Design Package

It is proposed that the funds previously added to renovate the H building restrooms be repurposed to cover some of the overage for the Landscape and Sidewalk package. At the time the funds were approved by the board, the material costs were rising so quickly that we were not able to afford the work for the approved amounts. These restrooms were recently renovated in 2007, and at this time AGCM does not recommend using even more additional funds to cover the raising material costs and instead recommends repurposing these funds to the Landscape and Sidewalk Package. It is proposed the additional overage be covered by the Furniture Contingency Fund.

The total estimated expenditure for each option is shown in the below charts and this contract will be funded partially by maintenance tax note proceeds and partially by general service fees.



OPTION A - Complete and Total Design Package		
Total Cost		\$ 1,600,000
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 558,116.00
[remaining furniture allowance]		\$ 696,377.00

OPTION B - Value Engineered Design Package		
Total Cost		\$ 1,300,000
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 258,116.00
[remaining furniture allowance]		\$ 996,377.00

OPTION C - Bare Minimum Design Package		
Total Cost		\$ 1,100,000
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 58,116.00
[remaining furniture allowance]		\$ 1,196,377.00

It is recommended that the Board of Regents select one of the three proposed options and approve a Contract to Corestone Paving & Construction for the Courtyard Landscape and Sidewalk package.

*Highlighted numbers are estimates. Updated figures will be provided at or prior to the Board meeting.

CMA:tg



REVISED MEMORANDUM NO: 77-2021

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: May 26, 2021
SUBJECT: 2018 Maintenance Bond Courtyard Landscape and Sidewalk Package – Contractor Approval – UPDATED as of May 26, 2021

As part of the ongoing Maintenance Bond, AGCM has been working closely with both Kudela & Weinheimer (K&W) Landscape Architects and Corestone Construction Services to design a landscape and sidewalk package that is the best use of the allocated funds.

Due to uncontrollable environmental conditions and rising material costs, the previously estimated budgets are not currently sufficient to cover the scope of work. This said, AGCM, K&W, and Corestone have been working collaboratively to propose three options for the Board's consideration. These options are:

- Option A: The Complete and Total Design Package
- Option B: The Value Engineered Design Package
- Option C: The Bare and Minimum Scope Design Package

It is proposed that the funds previously added to renovate the H building restrooms be repurposed to cover some of the overage for the Landscape and Sidewalk package. At the time the funds were approved by the board, the material costs were rising so quickly that we were not able to afford the work for the approved amounts. These restrooms were recently renovated in 2007, and at this time AGCM does not recommend using additional funds to cover the rising material costs and instead recommends repurposing these funds to the Landscape and Sidewalk Package. It is proposed the additional overage be covered by the Furniture Contingency Fund.

The total estimated expenditure for each option is shown in the below chart and this contract will be funded partially by maintenance tax note proceeds and partially by general service fees.



OPTION A - Complete and Total Design Package		
Total Cost		\$ 1,854,480.75
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 812,596.75
[remaining furniture allowance]		\$ 441,896.25

OPTION B - Value Engineered Design Package		
Total Cost		\$ 1,506,689.34
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 464,805.34
[remaining furniture allowance]		\$ 789,687.66

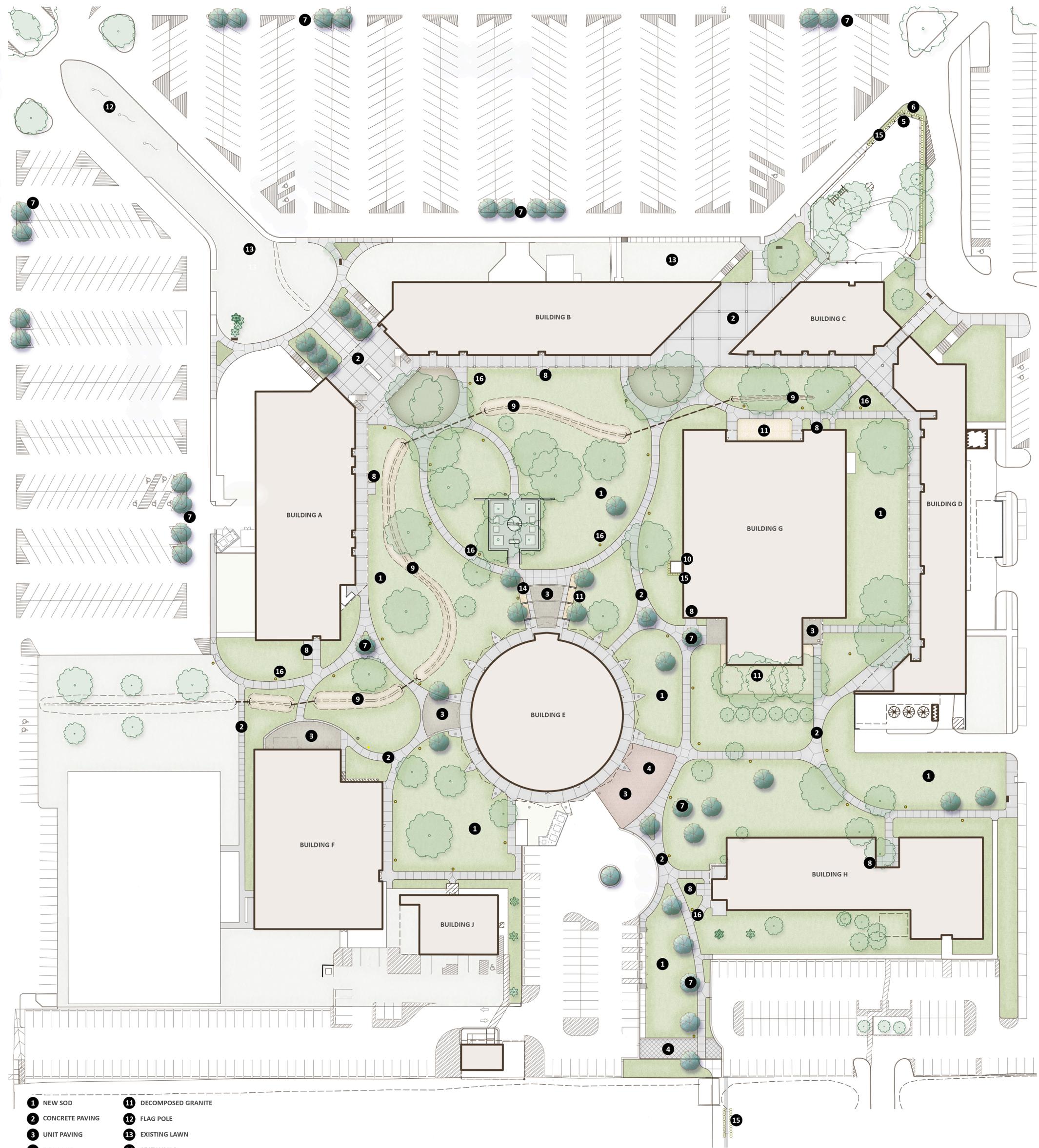
OPTION C - Bare Minimum Design Package		
Total Cost		\$ 1,301,774.46
Funding Source	Previously Allocated Bond Funds	\$ 415,335.00
	Previously Allocated General Service Funds	\$ 335,000.00
	Repurposed H building restroom remodel budget	\$ 291,549.00
	Furniture Allowance funds	\$ 259,890.46
[remaining furniture allowance]		\$ 994,602.54

It is recommended that the Board of Regents select one of the three proposed options and approve a Contract to Corestone Paving & Construction for the Courtyard Landscape and Sidewalk package.

CMA:tg

ITEMS	OPTION A				OPTION B				OPTION C				REMARKS
	QTY	UNIT	UNIT COST	LINE ITEM COST	QTY	UNIT	UNIT COST	LINE ITEM COST	QTY	UNIT	UNIT COST	LINE ITEM COST	
Demolition													
Concrete walkways and paving	66,340	SF	\$ 1.36	\$ 90,222.40	66,340	SF	\$ 1.36	\$ 90,222.40	66,340	SF	\$ 1.36	\$ 90,222.40	Removal/Disposal of existing concrete paving and walkways on grade
Concrete paving	25,470	SF	\$ 1.36	\$ 34,639.20	25,470	SF	\$ 1.36	\$ 34,639.20	25,470	SF	\$ 1.36	\$ 34,639.20	Removal/Disposal of existing concrete paving and walkways over structural slab at Buildings A, B, C & D
Head walls	2	EA	\$ 569.25	\$ 1,138.50	2	EA	\$ 569.25	\$ 1,138.50	2	EA	\$ 569.25	\$ 1,138.50	Removal/Disposal of concrete head wall
Wood deck	1	LS	\$ 4,240.00	\$ 4,240.00	1	LS	\$ 4,240.00	\$ 4,240.00	0	LS	\$ -	\$ -	2,800 sf of raised existing wood decking; steps and railing
Tree removal	1	EA	\$ 198.75	\$ 198.75	1	LF	\$ 198.75	\$ 198.75	1	LF	\$ 198.75	\$ 198.75	Removal/Disposal of existing 12" caliper tree
Turf Demolition	183,835	SF	\$ 0.54	\$ 99,270.90	96,616	SF	\$ 0.54	\$ 52,172.64	104,236	SF	\$ 0.54	\$ 56,287.44	Sod Removal
Lighting-Pole Base Demo For Relocated Lights	20	EA	\$ 271.00	\$ 5,420.00	20	EA	\$ 271.00	\$ 5,420.00	20	EA	\$ 271.00	\$ 5,420.00	Relocate existing pole lights on new CIP concrete footing, retrofit with new LED head
Well / Fountain pump enclosure	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 5,000.00	\$ 5,000.00	Removal/Disposal of concrete slab, fencing & fountain mechanical, cap well head
Sago Palm removal	6	EA	\$ 196.75	\$ 1,180.50	6	EA	\$ 196.75	\$ 1,180.50	6	EA	\$ 196.75	\$ 1,180.50	Removal/Disposal of existing Cycads
Subtotal:				\$ 241,310.25				\$ 194,211.99				\$ 194,086.79	Demolition Total
Hardscape													
Concrete paving & walkways	81,990	SF	\$ 5.29	\$ 433,727.10	85,580	SF	\$ 5.29	\$ 452,718.20	84,262	SF	\$ 5.29	\$ 445,745.98	4" thick slab, sandblast finish, tool joints
Concrete band	290	LF	\$ 7.49	\$ 2,172.10	289	LF	\$ 7.49	\$ 2,164.61	289	LF	\$ 7.49	\$ 2,164.61	12" wide x 9" deep, continuous flush banding at fire lane and unit pavers
Unit Paving	5,275	SF	\$ 10.27	\$ 54,174.25	1,124	SF	\$ 10.27	\$ 11,543.48	1,124	SF	\$ 10.27	\$ 11,543.48	Belgard concrete unit pavers over conc. sub slab
Building E patio / fire lane paving	3,070	SF	\$ 14.29	\$ 43,870.30	3,070	SF	\$ 7.29	\$ 22,380.30	3,070	SF	\$ 7.29	\$ 22,380.30	Belgard 80mm unit pavers over 4" conc. Slab (Option A) 6" conc. Paving (Option B & C)
Fire lane paving	1,470	SF	\$ 16.89	\$ 24,828.30	1,632	SF	\$ 16.89	\$ 27,564.48	1,632	SF	\$ 16.89	\$ 27,564.48	Belgard turfstone unit pavers over aggregate sub base
Paving repair at Memorial Fountain	1	LS	\$ 4,000.00	\$ 4,000.00	1	LS	\$ 4,000.00	\$ 4,000.00	1	LS	\$ 4,000.00	\$ 4,000.00	Allowance remove reset, repair paving veneer as required
Seat walls	45	LF	\$ 150.00	\$ 6,750.00	0	LF	\$ -	\$ -	0	LF	\$ -	\$ -	CIP concrete seat walls, sandblast finish with honed top
Fountain pump enclosure	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 5,000.00	\$ 5,000.00	1	LS	\$ 5,000.00	\$ 5,000.00	New concrete slab, chain link fencing & gate, new fountain mechanical, extend piping 120'
Flagpoles	3	EA	\$ 20,058.51	\$ 60,175.53	3	EA	\$ 20,058.51	\$ 60,175.53	0	EA	\$ -	\$ -	Concord American XESR 70' tall flagpole
Dry stream bed	9,435	SF	\$ 4.35	\$ 41,042.25	6,770	SF	\$ 4.35	\$ 29,449.50	0	SF	\$ -	\$ -	14" depth of 3"-6" bullrock in existing drainage swales
Head walls	2	EA	\$ 1,298.50	\$ 2,597.00	2	EA	\$ 1,298.50	\$ 2,597.00	2	EA	\$ 1,298.50	\$ 2,597.00	CIP concrete culvert head walls
Culvert piping	30	LF	\$ 35.00	\$ 1,050.00	30	LF	\$ 35.00	\$ 1,050.00	30	LF	\$ 35.00	\$ 1,050.00	Extend existing culvert piping
Lighting	20	EA	\$ 2,168.75	\$ 43,375.00	20	EA	\$ 2,168.75	\$ 43,375.00	20	EA	\$ 2,168.75	\$ 43,375.00	Relocate existing pole lights on new CIP concrete footing, retrofit with new LED head
Lighting - New	26	EA	\$ 8,187.50	\$ 212,875.00	17	EA	\$ 8,187.50	\$ 139,187.50	17	EA	\$ 8,187.50	\$ 139,187.50	New pole lights to match existing design
Pipe bollards	9	EA	\$ 474.00	\$ 4,266.00	3	EA	\$ 474.00	\$ 1,422.00	3	EA	\$ 474.00	\$ 1,422.00	At daycare/playground nose
Chain-link fencing	275	LF	\$ 75.00	\$ 20,625.00	275	LF	\$ 75.00	\$ 20,625.00	275	LF	\$ 75.00	\$ 20,625.00	6'-0" tall at daycare
Subtotal:				\$ 960,527.83				\$ 823,252.60				\$ 726,655.35	Hardscape Total
Softscape													
Decomposed granite paving	10,640	SF	\$ 8.61	\$ 91,610.40	4,522	SF	\$ 8.61	\$ 38,934.42	0	SF	\$ -	\$ -	3" thick over geotextile; paving areas and in fire lane paving cells
Turf	183,835	SF	\$ 0.55	\$ 101,109.25	96,616	SF	\$ 0.55	\$ 53,138.80	104,236	SF	\$ 0.55	\$ 57,329.80	Sodded St. Augustine
Trees	48	EA	\$ 850.00	\$ 40,800.00	30	EA	\$ 850.00	\$ 25,500.00	9	EA	\$ 850.00	\$ 7,650.00	65 Gallon
Screening shrub	112	EA	\$ 265.00	\$ 29,680.00	50	EA	\$ 265.00	\$ 13,250.00	0	EA	\$ -	\$ -	15 gallon shrub at new fountain mechanical, chiller lines, & playground (Option A) Screening shrubs at fountain, mechanical & chiller lines (Option B)
Irrigation-New	183,835	SF	\$ 1.00	\$ 183,835.00	183,835	SF	\$ 1.00	\$ 183,835.00	183,835	SF	\$ 1.00	\$ 183,835.00	Estimate, RC valves, automatic system, 100% coverage, new controller
Irrigation tie in to existing	1	LS	\$ 10,000.00	\$ 10,000.00	1	LS	\$ 10,000.00	\$ 10,000.00	1	LS	\$ 10,000.00	\$ 10,000.00	Allowance; to tie into existing source, replace POC equipment, Water Meter
Mulch	4,491	SF	\$ 6.70	\$ 30,089.70	4,491	SF	\$ 6.70	\$ 30,089.70	900	SF	\$ 6.70	\$ 6,030.00	3" thick x 6' diameter mulch ring at new trees
Subtotal:				\$ 487,124.35				\$ 354,747.92				\$ 264,844.80	Softscape Total
Total:				\$ 1,688,962.43				\$ 1,372,212.51				\$ 1,185,586.94	
General Conditions	1	LS	9.80%	\$ 165,518.32	1	LS	9.80%	\$ 134,476.83	1	LS	9.80%	\$ 116,187.52	Payment and Performance Bond
Grand Total:				\$ 1,854,480.75				\$ 1,506,689.34				\$ 1,301,774.46	

Unit cost difference (material change) - see Remarks	Quantity change - see Remarks	Scope Omitted
--	-------------------------------	---------------



- 1 NEW SOD
- 2 CONCRETE PAVING
- 3 UNIT PAVING
- 4 FIRE LANE
- 5 CHAINLINK FENCE
- 6 BOLLARDS
- 7 NEW TREE
- 8 CART PARKING
- 9 DRY CREEK
- 10 FOUNTAIN EQUIPMENT
- 11 DECOMPOSED GRANITE
- 12 FLAG POLE
- 13 EXISTING LAWN
- 14 SEAT WALLS
- 15 SCREENING SHRUBS
- 16 LIGHTS
- 17 MEMORIAL FOUNTAIN PAVING REPAIR

*OPTION A TO INCLUDE AN AUTOMATIC IRRIGATION SYSTEM WITH 100% COVERAGE

SCHEMATIC LANDSCAPE MASTERPLAN - OPTION A

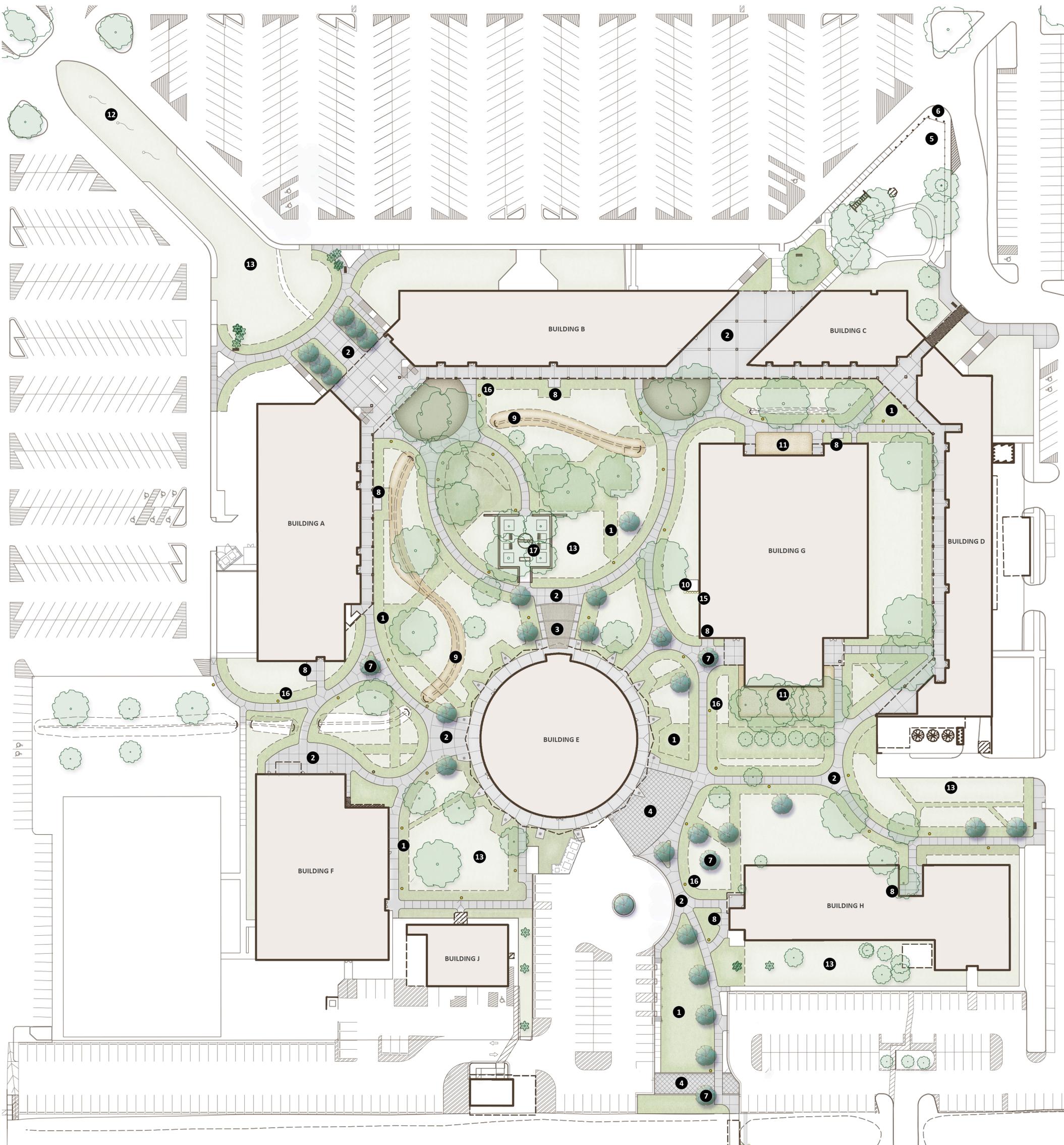
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- 1 NEW SOD
 - 2 CONCRETE PAVING
 - 3 UNIT PAVING
 - 4 FIRE LANE
 - 5 CHAINLINK FENCE
 - 6 BOLLARDS
 - 7 NEW TREE
 - 8 CART PARKING
 - 9 DRY CREEK
 - 10 FOUNTAIN EQUIPMENT
 - 11 DECOMPOSED GRANITE
 - 12 FLAG POLE
 - 13 EXISTING LAWN
 - 14 SEAT WALLS
 - 15 SCREENING SHRUBS
 - 16 LIGHTS
 - 17 MEMORIAL FOUNTAIN PAVING REPAIR
- DENOTES EXCLUSION FROM OPTION C

*OPTION B TO INCLUDE AN AUTOMATIC IRRIGATION SYSTEM WITH 75% COVERAGE

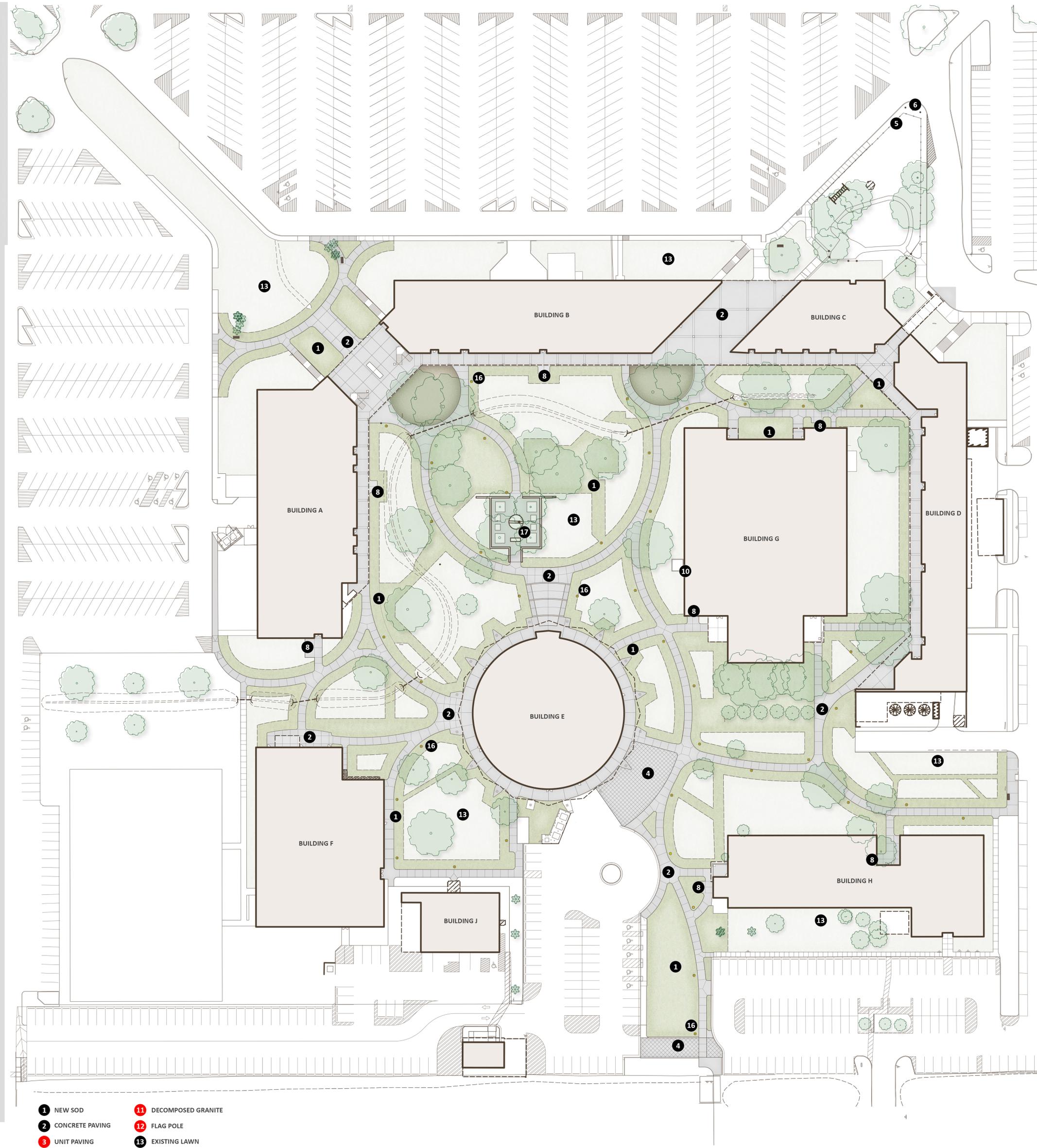
SCHEMATIC LANDSCAPE MASTERPLAN - OPTION B

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- 1 NEW SOD
 - 2 CONCRETE PAVING
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 - 15 SCREENING SHRUBS
 - 16 LIGHTS
 - 17 MEMORIAL FOUNTAIN PAVING REPAIR
 - DENOTES EXCLUSION FROM OPTION C
- *OPTION C TO EXCLUDES AN IRRIGATION SYSTEM

SCHEMATIC LANDSCAPE MASTERPLAN - OPTION C
ALVIN COMMUNITY COLLEGE
 AGCM

Scale: 1" = 30' - 0"
 2021 MAY

14. **Financial Report**

Alvin Community College
Consolidated Statement of Net Assets

	April 30, 2021	April 30, 2020	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	3,221,145	1,979,959	1,241,186	
Short-term investments	28,516,077	38,314,013	(9,797,936)	
Accounts receivable, net	1,850,658	1,458,706	391,952	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	195,362	405,747	(210,385)	
Prepays	439,762	338,829	100,933	Travel advances and prepaid expenses
Total Current Assets	34,223,004	42,497,254	(8,274,250)	
Noncurrent assets				
Long-term investments	1,000,000	1,750,000	(750,000)	
Capital assets, net	30,953,322	26,458,542	4,494,780	
Total Assets	66,176,326	70,705,796	(4,529,470)	
Deferred Outflows of Resources				
Deferred charge on refunding	-	151,897	(151,897)	Bonds
Deferred outflows - pensions	4,339,605	4,093,008	246,597	TRS pension
Deferred outflows - OPEB	5,951,439	3,241,398	2,710,041	OPEB
Total Deferred Outflows of Resources	10,291,044	7,486,303	2,804,741	
Liabilities				
Accounts payable & accrued liabilities	(2,295)	262,392	(264,687)	
Net pension liability	9,596,705	9,552,203	44,502	
Net OPEB liability	26,895,555	23,714,290	3,181,265	
Funds held for others	47,828	49,847	(2,019)	Agency funds - groups, clubs, etc on campus
Deferred revenues	342,572	109,398	233,174	Grants paid in advance and full registrations
Compensated absences	528,706	414,719	113,987	Entry made annually for change in liability
Bonds payable	6,562,444	8,081,965	(1,519,521)	Annual payment
Tax note payable	20,420,000	21,165,000	(745,000)	Annual payment
Total Liabilities	64,391,515	63,349,814	1,041,701	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,911,006	806,580	1,104,426	TRS pension
Deferred inflow - OPEB	6,709,983	9,178,950	(2,468,967)	OPEB
Deferred inflows - premium on tax note	2,461,286	2,598,024	(136,738)	Tax Note
Total Deferred inflows of Resources	11,082,275	12,583,554	(1,501,279)	
Net Assets				
Fund Balance - Equity	993,580	2,258,731	(1,265,151)	
Total Net Assets	993,580	2,258,731	(1,265,151)	

Alvin Community College
Consolidated Statement of Revenue and Expense
April 30, 2021 and April 30, 2020

	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	1,876,182	6,337,296	6,052,116	285,180	104.71%	2,271,902	6,616,078	7,195,698	(579,620)	91.94%
Federal grants and contracts	6,628,953	-	1,138,749	(1,138,749)	0.00%	5,933,605	-	-	-	0.00%
State grants	431,748	-	-	-	0.00%	569,278	-	-	-	0.00%
Local grants	252,491	-	-	-	0.00%	474,068	-	-	-	0.00%
Auxiliary enterprises	1,264,251	-	-	-	0.00%	1,513,590	-	-	-	0.00%
Other operating revenues	212,081	43,304	52,500	(9,196)	82.48%	202,942	34,595	105,000	(70,405)	32.95%
Total operating revenues	10,665,706	6,380,600	7,243,365	(862,765)	88.09%	10,965,385	6,650,673	7,300,698	(650,025)	91.10%
Expenses										
Operating expenses										
Administrative	-	4,198,869	6,891,734	2,692,865	60.93%	-	4,115,523	6,466,153	2,350,630	63.65%
Institutional	-	4,547,246	6,854,512	2,307,266	66.34%	-	4,237,169	6,792,057	2,554,888	62.38%
Designated for Institutional Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Occupational Technical Instruction	-	3,326,360	6,017,287	2,690,927	55.28%	-	3,642,829	6,022,650	2,379,821	60.49%
University Parallel Instruction	-	4,536,866	7,484,982	2,948,116	60.61%	-	4,621,459	7,279,530	2,658,071	63.49%
Student Services	-	2,618,444	4,756,104	2,137,660	55.05%	-	2,615,289	4,478,128	1,862,839	58.40%
Physical Plant	-	1,587,919	3,203,462	1,615,543	49.57%	-	1,803,268	3,215,050	1,411,782	56.09%
Unbudgeted Unrestricted	863,746	-	-	-	0.00%	997,527	-	-	-	0.00%
Continuing Ed (Fund 13)	851,783	-	-	-	0.00%	1,092,123	-	-	-	0.00%
Auxiliary Enterprises	1,103,999	-	-	-	0.00%	1,219,746	-	-	-	0.00%
Local Grants	77,923	-	-	-	0.00%	147,589	-	-	-	0.00%
TPEG	233,808	-	-	-	0.00%	132,521	-	-	-	0.00%
Institutional Scholarships	152,539	-	-	-	0.00%	130,532	-	-	-	0.00%
State Grants	431,748	-	-	-	0.00%	569,278	-	-	-	0.00%
Federal Grants	6,628,953	-	-	-	0.00%	5,933,605	-	-	-	0.00%
Donor Scholarships	296,113	-	-	-	0.00%	193,678	-	-	-	0.00%
Unexpended Plant Fund	452,941	-	-	-	0.00%	301,923	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	157,019	-	-	-	0.00%	183,706	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	10,326,328	-	-	-	0.00%	2,387,874	-	-	-	0.00%
Total operating expenses	21,576,900	20,815,703	36,685,421	15,869,718	56.74%	13,290,102	21,035,537	34,533,568	13,498,031	60.91%
Operating Gain/(Loss)	(10,911,194)	(14,435,104)	(29,442,056)	(16,732,483)		(2,324,717)	(14,384,864)	(27,232,870)	(14,148,056)	
Nonoperating revenues										
State appropriations*	-	4,820,419	7,772,636	(2,952,217)	62.02%	-	4,831,626	7,772,636	(2,941,010)	62.16%
Property tax revenue - Current	1,508,965	18,531,851	20,117,080	(1,585,229)	92.12%	1,514,501	17,720,819	19,030,234	(1,309,415)	93.12%
Property tax revenue/Instlt Reserve	-	1,477,340	1,477,340	-		-	280,000	280,000	-	
Property tax revenue - Delinquent	11,179	121,783	-	121,783	0.00%	15,744	155,234	-	155,234	0.00%
Property tax revenue - Interest & Penalties	7,375	105,903	-	105,903	0.00%	5,983	79,808	-	79,808	0.00%
Investment income	7,499	48,467	75,000	(26,533)	64.62%	235,565	171,143	150,000	21,143	114.10%
Other non-operating revenues	273,940	4,486	-	4,486	0.00%	313,129	8,618	-	8,618	0.00%
Total nonoperating revenues	1,808,958	25,110,249	29,442,056	(4,331,808)	85.29%	2,084,922	23,247,248	27,232,870	(3,985,622)	85.36%
Provided by the State										
Revenue for Insurance and Retirement	-	1,447,617	-	1,447,617	0.00%	-	1,548,203	-	1,548,203	0.00%
State Insurance Match	-	(640,160)	-	(640,160)	0.00%	-	(756,060)	-	(756,060)	0.00%
State Retirement Match	-	(440,513)	-	(440,513)	0.00%	-	(397,222)	-	(397,222)	0.00%
State Retiree Insurance	-	(366,944)	-	(366,944)	0.00%	-	(394,921)	-	(394,921)	0.00%
Increase/(decrease) in net assets	(9,102,236)	10,675,145	-	(21,064,290)		(239,795)	8,862,384	-	(18,133,678)	
* State Approp portion generated by CE =	131,115					136,735				
* Institutional Reserve	9,347,000					8,210,059				

Alvin Community College
Consolidated Statement of Revenue and Expense
April 30, 2021 and April 30, 2020

	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	10,665,706	6,380,600	7,243,365	(862,765)	88.09%	10,965,385	6,650,673	7,300,698	(650,025)	91.10%
Nonoperating revenues										
Total nonoperating revenues	1,808,958	25,110,249	29,442,056	(4,331,808)	85.29%	2,084,922	23,247,248	27,232,870	(3,985,622)	85.36%
Less Expenses										
Operating expenses										
Total operating expenses	(21,576,900)	(20,815,703)	(36,685,421)	(15,869,718)	56.74%	(13,290,102)	(21,035,537)	(34,533,568)	(13,498,031)	60.91%
Increase/(decrease) in net assets	(9,102,236)	10,675,145	-	(21,064,290)		(239,795)	8,862,384	-	(18,133,678)	

* State Approp portion generated by CE = 131,115 136,735

* Institutional Reserve 9,347,000 8,210,059

Alvin Community College
Consolidated Detail Expense by Type
April 30, 2021 and April 30, 2020

	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	46,030	1,078,775	1,664,975	586,200	64.79%	51,324	877,558	1,309,260	431,702	67.03%
Professional Sal	730,582	2,951,560	4,838,733	1,887,173	61.00%	719,785	2,958,778	4,920,751	1,961,973	60.13%
Tech/Clerical Sal	586,398	2,833,434	4,876,121	2,042,687	58.11%	531,926	3,008,295	4,679,950	1,671,655	64.28%
Faculty Sal	291,159	6,730,551	11,394,578	4,664,027	59.07%	348,777	7,100,561	11,291,202	4,190,641	62.89%
Misc Sal	41,471	52,612	64,980	12,368	80.97%	51,677	56,474	71,245	14,771	79.27%
Reg Students Sal	6,753	39,524	169,454	129,930	23.32%	33,269	77,890	214,089	136,199	36.38%
Work Study Students Sal	27,934	-	-	-	0.00%	68,779	-	-	-	0.00%
Staff Benefits	239,559	2,476,531	4,000,775	1,524,244	61.90%	248,498	2,364,180	3,943,717	1,579,537	59.95%
Subtotal	1,969,886	16,162,986	27,009,616	10,846,630	59.84%	2,054,035	16,443,736	26,430,214	9,986,478	62.22%
Equipment	63,556	17,297	43,400	26,103	39.86%	378,364	14,468	25,000	10,532	57.87%
Computer Hardware	272,103	23,373	93,050	69,677	25.12%	226,040	2,813	108,810	105,997	2.59%
Capital Improvements	-	-	-	-	0.00%	31,761	-	-	-	0.00%
Designated for Instit Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Travel/Prof Development	12,145	69,677	440,524	370,847	15.82%	57,917	235,789	507,192	271,403	46.49%
Supplies & Exp	1,644,491	4,380,946	5,413,866	1,032,920	80.92%	1,869,215	2,959,189	5,009,477	2,050,288	59.07%
Institutional Scholarships	152,539	161,423	323,000	161,577	49.98%	130,532	127,792	292,000	164,208	43.76%
Financial Aid	5,818,789	-	-	-	0.00%	5,048,857	-	-	-	0.00%
Donor Scholarships	296,113	-	-	-	0.00%	193,678	-	-	-	0.00%
Purchases (Store/Concession)	410,989	-	-	-	0.00%	426,200	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	157,019	-	-	-	0.00%	183,706	-	-	-	0.00%
Tax Maintenance Note	10,326,328	-	1,784,625	1,784,625	0.00%	2,387,874	1,251,750	1,780,875	529,125	70.29%
Unexpended Plant	452,941	-	-	-	0.00%	301,923	-	-	-	0.00%
	21,576,900	\$ 20,815,703	\$ 36,685,421	\$ 15,869,718	56.74%	\$ 13,290,102	\$ 21,035,537	\$ 34,533,568	\$ 13,498,031	60.91%
State Insurance Match	-	640,160	-	(640,160)	0.00%	-	756,060	-	(756,060)	0.00%
State Retirement Match	-	440,513	-	(440,513)	0.00%	-	397,222	-	(397,222)	0.00%
State Retiree Insurance	-	366,944	-	(366,944)	0.00%	-	394,921	-	(394,921)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
April 30, 2021

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	131,115			131,115	299,967	(168,852)
Motorcycle Safety	-			-		-
GED	7,041			7,041	2,978	4,063
Law Enforcement	497	(30)		467		467
Real Estate	587			587		587
Dental Assistant	69,470	(4,137)		65,333	51,486	13,848
Phlebotomy	29,590	(1,717)	(966)	26,907	8,047	18,860
Health and Medical	40,725	(2,254)	(3,159)	35,312	8,028	27,283
Welding	194,243	(11,633)		182,609	139,620	42,989
Certified Nursing	41,618	(2,497)		39,121	50,924	(11,803)
Truck Driving	119,995	(5,849)	(3,835)	110,311	67,275	43,036
Center for Professional Workforce Dev	11,055			11,055		11,055
Education to Go	5,949			5,949		5,949
Concealed Handguns	-			-		-
Occupational Health & Safety	4,160			4,160	1,436	2,724
Community Programs	2,588	(133)		2,455	3,548	(1,093)
Clinical Medical Assistant	50,180	(3,011)		47,169	9,570	37,599
Vet Assistant	31,473	(1,864)		29,609	9,645	19,964
Yoga	1,840			1,840	2,100	(260)
Human Resource Program	-			-		-
Activity Director Program	5,350	(321)		5,029	800	4,229
Machinist Program	-			-		-
TWC Pipefitter Program	17,235	(1,034)		16,201	36,986	(20,785)
STRIVE	62,065	(3,351)	(4,009)	54,705	42,659	12,046
TWC INEOS/TEAM	144,051	(7,038)		137,013	108,276	28,737
TWC Ascend	-			-	-	-
Industrial Maintenance	-			-	-	-
TWC Building Construction Trades	-		-	-	8,438	(8,438)
Total	970,826	(44,868)	(11,970)	913,988	851,783	62,205

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

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

Alvin Community College
Auxiliary Profit/(Loss) Statement as of April 30, 2021 and April 30, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	210,604		670,224	1,009	167,418	2,692	1,051,946	1,277,370
Student Fees		212,305					212,305	236,220
	210,604	212,305	670,224	1,009	167,418	2,692	1,264,251	1,513,590
Expenses								
Purchases & Returns			411,234				411,234	426,201
Salaries	63,807	52,195	135,796		154,946		406,743	427,995
Staff Benefits	19,226	14,836	37,353		56,375		127,790	117,376
Supplies & Other Operating Expenses	83,022	28,218	19,826	3,926	16,041		151,033	214,904
Equipment							-	2,115
Building Repairs							-	-
Bank Charges			5,678		1,520		7,198	14,055
Contingency							-	-
Scholarships							-	17,100
	166,054	95,249	609,887	3,926	228,882	-	1,103,999	1,219,746
Excess revenue over expenses	44,549	117,056	60,337	(2,917)	(61,464)	2,692	160,253	293,844
Assets:								
Cash & Petty Cash			2,513				2,513	12,068
Accounts Receivable							-	94
Interfund Receivables	252,630	391,031	424,371	2,788	(18,044)	49,827	1,102,603	1,740,888
Prepaid Expenses							-	-
Inventory			195,047	315			195,362	405,747
Total Assets	252,630	391,031	621,931	3,103	(18,044)	49,827	1,300,478	2,158,797
Liabilities:								
Accounts Payable/Gift Certificates	4,523	885	38,406		12,188		56,002	42,207
Deferred Revenue	8,760	8,760				100	17,620	-
Deposits							-	-
Total Liabilities	13,283	9,645	38,406	-	12,188	100	73,622	42,207
Restricted Fund Balance (includes inventories)			195,047	315			195,362	405,747
Unrestricted Fund Balance	239,347	381,386	388,478	2,788	(30,232)	49,727	1,031,494	1,710,843
Total Liabilities & Fund Balance	252,630	391,031	621,931	3,103	(18,044)	49,827	1,300,478	2,158,797

Atvin Community College
Auxiliary Profit(Loss) Statement as of April 30, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	237,793		826,207	4,295	193,026	16,049	1,277,370
Student Fees		236,220					236,220
	237,793	236,220	826,207	4,295	193,026	16,049	1,513,590
Expenses							
Purchases & Returns			425,813	388			426,201
Salaries	67,326	54,339	140,000		148,653	17,677	427,995
Staff Benefits	16,363	7,257	34,164		59,101	491	117,376
Supplies & Other Operating Expenses	85,543	61,106	52,330		15,670	255	214,904
Equipment			2,115				2,115
Building Repairs							-
Bank Charges			12,381		1,629	45	14,055
Contingency							-
Scholarships		17,100					17,100
	169,232	139,802	666,803	388	225,053	18,468	1,219,746
Excess revenue over expenses	68,561	96,418	159,404	3,907	(32,027)	(2,419)	293,844
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			94				94
Interfund Receivables	415,743	404,928	892,260	6,679	(27,285)	48,563	1,740,888
Prepaid Expenses							-
Inventory			405,441	306			405,747
Total Assets	415,743	404,928	1,309,808	6,985	(27,285)	48,618	2,158,797
Liabilities:							
Accounts Payable/Gift Certificates	1,911		33,304	21	6,971		42,207
Deferred Revenue							-
Deposits							-
Total Liabilities	1,911	-	33,304	21	6,971	-	42,207
Restricted Fund Balance (includes inventories)			405,441	306			405,747
Unrestricted Fund Balance	413,832	404,928	871,063	6,658	(34,256)	48,618	1,710,843
Total Liabilities & Fund Balance	415,743	404,928	1,309,808	6,985	(27,285)	48,618	2,158,797

15. **Adjournment**