



### Mission

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

### Vision

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

**Agenda**  
**Board of Regents**  
**Regular Meeting**  
**October 24, 2019**  
**6:00 PM**

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

**OFFICIAL AGENDA OF REGULAR MEETING  
October 24, 2019 at 6:00 PM  
NOLAN RYAN CENTER**

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<i>Deliberate the self-evaluation of the ACC College Board of Regents, in accordance with Tex. Gov't Code Section 551.074; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074</i>	
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In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes.	
Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.	
A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.	
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**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
OCTOBER 24, 2019**

It is hereby certified that a notice of this meeting was posted on the 18<sup>th</sup> day of October 2019, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 18<sup>th</sup> day of October, 2019.

  
\_\_\_\_\_  
Dr. Christal M. Albrecht  
President

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF SEPTEMBER 26, 2019  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 26<sup>th</sup> day of September, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Dick Tyson  
Esther Kemper  
Heathler Leis  
Mary Jove  
Gayland Capps  
Hameedah Majeed  
John Tompkins  
Kelly Klimpt  
Kyle Marasckin

Laurel Joesph  
Lloyd Cox  
Pam Shefman  
Rhonda Hull  
Ronny Phillips  
Sarah Currie  
Jessica Murphy  
Joshua Murphy  
Stephen Murphy

Rebecca McClain  
Charzetta Fleming  
Lorrent Smith  
Kenton Jones  
Jeff Parks  
Jeri Parks  
Tammy Giffrow

**1. Call to Order**

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

**2. Certification of Posting of Notice**

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

**Executive Session:**

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

The Executive Session ended at 6:55 p.m.

3. **Call to Order**

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

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

Invocation by Mr. Marvel.

**Citizen Inquiries**

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

Mr. Dick Tyson spoke to the Board of Regents on the topics of Census dates, funding, numbers and participation in the Census.

**Board Chairman Report/Comments**

Vice Chair Sanchez talked about hearing positive comments from a parent regarding the importance of talking about our programs, the pocket book benefit and impact of the programs in the community.

Mrs. Cheryl Knape thanked staff and faculty, knowing how busy they are, for showing up with smiles!

Mrs. Jody Droege thanked Dr. Albrecht for the great job she did at the Chamber luncheon, thanked the staff who organized the 911 moment of silence, and commented on the article stating how ACC is a great asset to the community.

**Board Recognitions**

Keaton Jones, ACC Student, was chosen for the prestigious Community College Aerospace Scholar program. He participated in a five-week workshop with live video chats with NASA experts, engaged in mission design challenges, and visited the NASA Wallops Flight Facility in Wallops Island, VA.

Becky McClain, Head Librarian, implemented many changes and innovations to make the library a more effective learning tool for the students and the community. Ms. McClain was awarded \$24,870 grant from the Tocker Foundation in order to help digitally scan more than 100 years of the Alvin Sun archives.

The ACC Marketing Team which includes Marketing Director Lorrent Smith, Web Administrator Charzetta Fleming and Web Designer Dacia Henderson recently debuted the new website beginning the Fall semester with a successful launch. The project took approximately two years to develop and included the work of many of staff members.

The ACC Faculty Senate, an organization that represents instructors and facilitates effective communication between the faculty and administration, named their officers for the 2019-20 year. Recognized were: President Dr. Esther Kempen, Chemistry faculty, Vice President Dr. Mary Jove, Business Management faculty, Secretary Tommy Dan Morgan, Biology faculty and Treasurer Heather Lewis, Biology faculty.

### **Approval of Minutes**

Chair Pyburn said that if there were no corrections or additions to the minutes of the Regular Board meeting of August 15, 2019, Tax Hearing of September 5, 2019, Called Board Meeting of September 5, 2019, Tax Hearing of September 12, 2019 and Called Board Meeting of September 12, he would entertain a motion to approve. A motion to approve the minutes was made by Mrs. Knape. Seconded by Dr. Hertenberger. Motion passed unanimously.

### **President's Report**

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

The Fall semester is under way and we have posted our highest enrollment ever with 5,993 students attending classes at the census date. Classes for the Second Start semester started on Wednesday.

The Foundation will host its 20th Annual Gala on November 8 at the South Shore Harbor Resort. The theme for this year's event is Get Your Groove On and the attire is "Vibrant After Five" and will feature dinner, live and silent auctions and music by local band Nick and The Groove. All proceeds benefit student scholarships.

Based on our performance in the Texas Pathways program, the college has advanced to Cadre 1. The advancement honors the diligent work and commitment of our staff to advance our pathway practices.

The Drama Department will begin performances of Art on October 5. Art is a play about three friends whose relationship is put to the ultimate test after the purchase of an expensive painting. You can get tickets and showtimes on the college website.

We had several students and staff members who recently recognized the September 11 terrorist attacks with a moment of silence outside the Memorial Wall.

The college hosted the annual Constitution Day event on September 17. Students were given free copies of the Constitution and were encouraged to offer their own proposed amendments. In all, 45 suggested amendments were submitted. There was also a voter registration drive held in conjunction with the event.

Students from Alvin High School, Stevenson Primary and Walt Disney Elementary volunteered at the ACC campus for The Day, Alvin ISD's annual volunteer event. Students helped decorate the sidewalks with messages of encouragement, cleaned the toys at the Lab School and planted trees on campus.

ACC hosted the Ice Cream Club social on September 10 to give new students a glimpse of the many clubs that we have at the college.

We have eleven new students chosen for the Fall 2019 Student Ambassadors. These students are an important element in attracting students and promoting the college's mission. They provide information to potential students about college services, help create marketing strategies, conduct campus tours, work community events and even volunteer for college and Foundation events.

Members of the ACC Softball team rode the college float during Homecoming Parade for Manvel High School on September 25.

**Census Day Internal Enrollment by Location Report**

Dr. Pamelyn Shefman, Executive Director, Office of Institutional Effectiveness and Research presented the report on the Census Day Internal Enrollment by Location report. She reported the Fall 2018 and Fall 2019 comparisons. The contact hours for Fall 2019 increased from 877,520 to 912,384 (4.0%) and headcount for Fall 2019 increased from 5,645 to 5,993 (6.2%). This information will be reviewed and certified by the Texas Higher Education Coordinating Board and may change slightly. This report is for information only.

**Consider Approval of Brazoria County Appraisal District Resolution to Nominate Candidate**

The motion was made by Vice Chair Sanchez to nominate Mr. Tommy King for consideration to serve on the Brazoria Appraisal District's Board of Directors. Seconded by Dr. Hertenberger. Motion passed unanimously.

**Consider Approval of ACC Campus Consortium Student Recruiting CRM Grant**

The motion was made by Mr. Tacquard to approve the submittal of the ACC Campus Consortium Student Recruiting CRM Grant. Seconded by Mr. Marvel. Motion passed unanimously.

**Personnel Action**

Vice Chair Sanchez made the motion to approve all new personnel together in one motion. Seconded by Mrs. Droege. Motion passed unanimously.

Approved personnel included the following: Yoroba Russell as Academic Advisor, Jessica Ranero-Ramirez as Academic Advisor, Querencia Joshua as Coordinator of Student Services, Jeffrey Parks as the Dean of Technical, Professional and Human Performance and Kristina Etheridge as Instructor/Program Director of Diagnostic Cardiovascular Sonography.

**Consider Approval of Change to FLDB (Local) Policy**

The motion was made to approve the revisions as presented to Policy FLDB (LOCAL) (Student Complaints/Course Change Complaints) by Mr. Tacquard. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of New Board Policy BGC (Local)**

The motion was made to approve the addition of the new policy BGC (LOCAL) (Shared Governance) as presented to the college's policy manual by Dr. Crumm. Seconded by Mrs. Knape. Motion passed unanimously.

**Consider of Resolution of Payment for Personnel during September School Closures**

The college closed on Tuesday evening, September 17, 2019, all day and evening on Wednesday, September 18, 2019 and again on the afternoon of Thursday, September 19 due to the threat of flooding and poor driving conditions. The motion to approve the resolution authorizing payment to employees per the resolution, with corrections, was made by Mrs. Knape. Seconded by Mr. Tacquard. Motion passed unanimously.

**Consider Approval of of Tax Rate for 2019-2020 Fiscal Year**

The motion was made by Marvel that the that the Board adopt the total tax rate of .185862 for the 2019-20 fiscal year, which is a tax increase of 7.12% above the Effective Tax Rate.

Debt Rate:	\$.014424 (must adopt)
M & O Rate:	\$.171438
TOTAL RATE	\$.185862

Seconded by Mrs. Droege. Motion passed unanimously.

**Financial Report Ending August 2019**

Mr. Tacquard made the motion to approve the financial report for August 2019. Seconded by Mrs. Droege. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the motion to adjourn was made by Mr. Marvel. Seconded by Mrs. Knape. Motion passed unanimously. The meeting was adjourned at 7:45 p.m.

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**Jody Droege, Secretary**

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**Mike Pyburn, Chairman**

**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF OCTOBER 14, 2019  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 14<sup>th</sup> day of October, 2019 at 12:00 p.m., with the following members, administrative personnel, and guests present:

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

**Call to Order**

The meeting was called to order by Chairman Pyburn at 12:13 p.m.

**Certification of Posting of Notice**

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

**Development of Core Value Statement**

Dr. Albrecht conducted an exercise in which the Regents gave their input to questions regarding a Core Values Statement for ACC. The information will be compiled and given to Ms. Pam Shefman, Executive Director of IER, and will be used in the process of building the Core Values Statement, which will be used in the SACSCOC report in February 2020.

**Discussion about Compensation Study**

Ms. Karen Edwards, Executive Director of Human Resources, gave an overview of what the upcoming Compensation Study would be comprised of and what it would set out to accomplish. She asked the Regents to begin thinking about what the philosophy for ACC would be and that this information would be used to drive the overall Compensation study outcome. This information will be needed from the Regents in November 2019, when the study will begin.

**Discussion about Childres Drive**

Mr. Amos Byington, AGCM, talked with the Regents about the opportunity to make changes to Childres Drive regarding the physical change of the street, possible name change and possible college address change with the addition of the upcoming Grand Parkway. The Regents were in agreement to have Dr. Albrecht talk with the City of Alvin regarding a possible partnership in working on the College's entrance road. They also agreed to opening dialogue on a name change for Childres Drive and a change to the main address to the college. Dr. Albrecht will report back to the Regents after conversation with the City of Alvin.

**Update on Construction Projects**

Mr. Amos Byington, AGCM presented an update on the timeline, design team update, budget projection of the cost of work and provided an overall construction update.

**Discussion about Senate Bill 944**

Dr. Albrecht informed the Regents that the new law Senate Bill 944 regarding Public Information Requests went into effect in September 2019 and that she is currently obtaining more information on how to comply. Kelly Klimpt is researching a software that could possibly be used and Dr. Albrecht will report back to the Board at a later date.

**Adjournment**

Vice Chair Sanchez made the motion to adjourn. Seconded by Mr. Marvel. Motion passed unanimously. The meeting was adjourned at 2:19 p.m.

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Jody Droege, Secretary

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Mike Pyburn, Chairman



MEMORANDUM NO: 150-2019

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 1, 2019

**SUBJECT:** Personnel Action (Temporary Replacement): Government Instructor

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

**Candidate**

**Recommended:** David Marks

**Education:** M.A., Political Science  
Long Island University/Brooklyn June 1993

B.A., Journalism  
Long Island University/Brooklyn June 1991

**Experience:** Alvin Community College  
*Adjunct Instructor, Government* August 2018 - Present

Lone Star College  
*Adjunct Professor, Political Science / Government* August 2014 – Present

Channelview Independent School District  
*Substitute Teacher* December 2012 - Present

San Jacinto College  
*Adjunct Professor, Political Science / Government* January 2007- May 2014

Houston Community College  
*Adjunct Professor, Political Science / Government* August 2006 – December 2017

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**Salary:** \$48,427  
MA+36 / Step 1 - 2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Instructor, Government		
<b>Department:</b>	Economics and Government	<b>Reports to:</b>	Dean of Arts and Sciences
<b>Grade Level:</b>		<b>Job Category:</b>	Full-Time
<b>Salary Range:</b>	Faculty Salary Schedule	<b>FLSA Status:</b>	Exempt
<b>HR Approved:</b>		<b>Date:</b>	5/1/2016
<b>Last Updated by:</b>	Human Resources	<b>Date:</b>	5/1/2016

**SUMMARY**

The instructor will teach a variety of courses within the Government Department including freshman and sophomore level courses.

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrate effective communication skills, both written and oral
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assist in the recruitment and retention of students
- Advise students in academic matters or refers students to appropriate resources
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engage students through posted office hours and electronic communication
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution and collection of assessments for courses and program objectives
- Build positive and professional relationship with students, colleagues, college administration, and the community
- Submit timely college reports and forms to the appropriate divisions and departments
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to Alvin Community College's policies and procedures
- Attend institutional meetings as required

**QUALIFICATIONS**

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

**EDUCATION**

Master’s degree in Political Science/Government or Master’s degree with 18 graduate hours in Political Science/Government; JDs and MPAs must have 18 graduate hours in related Political Science/Government courses

**EXPERIENCE**

Prior teaching experience at the college level preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Working knowledge of Blackboard course management system preferred
- Must be familiar with interactive teaching methods and instruction via the Internet

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



**MEMORANDUM NO: 161-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 14, 2019  
**SUBJECT:** Personnel Action (New, Formerly Part-Time): Graphic Designer

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The individual listed below has been recommended to fill the full time position of Graphic Designer.

**Candidate**  
**Recommended:** Kyle Upton

**Education:** B.A., Communications University of Houston - Clear Lake December 2015  
A.A.S., Art Alvin Community College May 2013

**Experience:** Alvin Community College  
*Graphic Designer, Part Time* June 2016 – Present  
*Graphic Designer, Intern* August 2015 – December 2015  
TCB Specialities  
*Graphic Designer, Part Time* March 2016 – May 2016

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**Salary:** \$29,738  
Grade C / Step 3  
2019-20 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Graphic Designer	
<b>Department:</b>	Marketing & Media	<b>Reports to:</b> Director, Marketing & Media
<b>Grade Level:</b>	C	<b>Job Category:</b> Full-Time
<b>Salary Range:</b>	TSCM Salary Schedule	<b>FLSA Status:</b> Non-Exempt
<b>HR Approved:</b>	Karen Edwards	<b>Date:</b> 08/15/2019
<b>Last Updated by:</b>		<b>Date:</b>

**SUMMARY**

The Graphic Designer works directly under the supervision of the Director, Marketing & Media to support the department’s strategic goals through print and digital design.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Creates on-brand and forward-thinking communications across varied media (online, email, print, advertising, mobile, video, and more) to meet project objectives from concept to completion
- Incorporates brand guidelines, ensuring consistency across all projects and mediums, and evolves guidelines as necessary
- Maintains brand assets, stays current on design and higher education trends, and excels in attention to detail and quality assurance
- Works collaboratively with the marketing team, including Senior Graphic Designer, Marketing and Print specialists, and Web team. Must also coordinate marketing and recruitment projects with staff, faculty, and administration across all campus departments
- Engages in-and responds to-creative feedback, manages project workflow and timing, maintains file library
- Coordinates production process including conceptualization, production, proofing, file preparation, printing, and archiving. Works with in-house print shop as well as all outsourced print vendors to ensure quality and timeliness of deliverables
- 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 or equivalent

**EXPERIENCE**

- Minimum of three (3) years working knowledge preferred of graphic design, advertising, branding and print production

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to operate and trouble shoot technical equipment utilized in print production. This includes the computers, printers, copiers, digital camera, and high resolution scanner
- Incumbent must have some knowledge of graphic design for offset and 4 color printing
- Incumbent must also be knowledgeable of computer software utilized in the professional production of printed materials and web utilizes
- Has a high level of proficiency currently used in publishing programs such as Adobe Creative Software (InDesign, Illustrator, Photoshop, Acrobat), along with Microsoft Word, Excel and PowerPoint
- Is capable of producing professional quality original art and design work. Must have a keen sense of creative design; the ability to handle multiple tight deadline projects simultaneously; and strong communication and interpersonal skills. Excellent grammar and proofreading skills required
- Must be highly organized, detail oriented and able to handle multiple projects simultaneously

***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: 160-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 14, 2019  
**SUBJECT:** Personnel Action (Replacement): Custodian

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

Candidate  
Recommended: **Gema Garcia**

Education: **High School Diploma** June 1990  
**Iberoamericana Mante**

Experience: **Alvin Community College**  
**Substitute Custodian – Part Time** March 2019 – September 2019

**Diversified Ceramic**  
**Painter / Laborer** September 2006 – January 2008

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Salary: \$21,073  
Grade A / Step 1  
2019-20 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

<b>Job Title:</b>	Custodian		
<b>Department:</b>	Physical Plant	<b>Reports to:</b>	Custodial Supervisor
<b>Grade Level:</b>	A	<b>Job Category:</b>	Full-Time
<b>Salary Range:</b>	TSCM Salary Schedule	<b>FLSA Status:</b>	Non-Exempt
<b>HR Approved:</b>	Karen Edwards	<b>Date:</b>	05/21/2018
<b>Last Updated by:</b>		<b>Date:</b>	

**SUMMARY**

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth
- Sweeps, mops, scrubs, and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine
- Performs setup and take down duties for all special events
- 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 education or equivalent preferred

**EXPERIENCE**

- Some in-service training courses in institutional housekeeping and related subjects preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to effectively communicate with their supervisor, students, staff, and faculty
- Must have and pass a complete physical
- Must be able to work un-supervised
- The Housekeeper must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.

- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

**WORKING CONDITIONS**

- Generally works in pleasant indoor surroundings
- Some outside work is required in the performance of duties; i.e., sweeping walkways, the cleaning of handrails, and the emptying of outside ash receivers and trash receptacles
- Other environmental exposures include noise, heat, dirt, grease, cold, dampness, cleaning agents and chemicals, and exposure to some mechanical cleaning equipment; i.e., vacuum cleaners, scrubbers, and buffers

**DEXTERITY**

- The Custodian is exposed from moderate to heavy lifting, along with an extreme amount of walking, pushing, pulling, standing, stooping, and reaching.

*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.**

	<b>Budgeted 2019-20</b>	<b>SEPTEMBER 2019</b>	<b>Funded Vacancies</b>
<b>Administrative</b>	11	11	0
<b>Professional</b>	72	65	7
<b>Faculty</b>	114	105	9
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	113	110	3
<b>Total Full-Time (FT) Employees</b>	<b>310</b>	<b>291</b>	<b>19</b>

**Resignation/Termination Report**

	<b>Name</b>	<b>Department</b>	<b>Last Day Worked</b>	<b>Reason</b>
1	None			
2				

**Alvin Community College Board of Regents**  
*Calendar of Events*

**OCTOBER 2019**

Saturday, October 26	Fall Festival	5:00-9:00 p.m.	ACC Courtyard
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**NOVEMBER 2019**

Tuesday, November 5	Dia De Los Muertos	Noon	Building J
Friday, November 8	Foundation Gala	6:00 p.m.	South Shore Harbor Resort
Monday, November 11	Veterans Day Ceremony	12:30 p.m.	Memorial Wall
Mon – Sat, November 11-30	Fall Student Art Show		Fine Arts Gallery
Thursday, November 13	Spring Registration Opens		
Thursday, November 14	CEWD Open House	4:00-8:00 p.m.	Building H
Thursday, November 21	Board of Regents Meeting	6:00 p.m.	Nolan Ryan Center
Wed-Thurs, November 27-29	<i>Thanksgiving Holidays</i>	ACC Campus Closed	



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: 156-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 3, 2019  
**SUBJECT:** Status Update regarding Maintenance and Renovation Projects

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Mr. Amos Byington, Program Manager, AGCM, Inc., will provide an update on the status of planning for the maintenance and renovation projects for Alvin Community College.

This report is for information only.

CMA:tg



MEMORANDUM NO: 157-2019

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 3, 2019  
**SUBJECT:** President's Goal #7 relating to Strategic Goal # 5 *"Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution."*

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On August 15, 2008, Alvin Community College Board of Regents approved eight goals for the President for the 2019-20 year. Goal # 7 states:

*"Provide a comprehensive analysis of Auxiliary accounts to the Board (Fitness Center, Childcare Center, Security, Student Activities, Bookstore and Vending"*

The following presentation provides a status report on the six accounts.

This report is for information only.

CMA:tg

## CAMPUS SECURITY

### REVENUES:

- Security Fees are charged to all students except TDCJ and dual enrollment students enrolled in only classes at the high schools. The charge is \$30 for each fall, spring and summer terms. (Increased from \$20/fall and spring and \$10 summer to \$30 beginning fall 2017)
- Parking citations vary depending on the violation and range from \$5 to \$25.
- Replacement ID's are \$5

### EXPENSES:

- Two full-time Police Officers, their benefits and overtime pay (one full-time officer added in FY17/18)
- Student workers
- ID software, in car and body cam system (equipment) and upgrade the access control at S Building (capital improvements) - purchased in FY17/18
- First aid supplies, copier rental, supplies for door locks, uniforms, firearms, radios, flags, cell phone service, reimbursement for fingerprinting (required for dual credit faculty), and general office supplies. (supply costs were transferred to Fund 11 Institutional Security in FY16/17 and FY18/19)
- Consultant services – fire alarm repairs and monitoring, radio services through Harris County Radio Services, repairs to police vehicles, repairs to elevators and parking for ACC students taking classes at UHCL Pearland

## Campus Security

	FY16/17	FY17/18	FY18/19
<b>Beginning Fund Balance</b>	<b>(203,154)</b>	<b>(265,327)</b>	<b>(250,906)</b>
<b>REVENUES:</b>			
<b>Interest on CD's</b>	(2,626)	(5,302)	(6,826)
<b>Student fees (less exemptions/waivers)</b>	(186,347)	(248,454)	(269,212)
<b>ID replacements</b>	(787)	(1,068)	(910)
<b>Citations</b>	(3,018)	(4,960)	(2,086)
<b>Total Revenues</b>	<b>(192,778)</b>	<b>(259,784)</b>	<b>(279,034)</b>
<b>EXPENSES:</b>			
<b>Salaries</b>	48,013	71,476	78,471
<b>Benefits</b>	10,895	20,532	19,200
<b>Equipment</b>	-	19,604	3,305
<b>Capital Improvements</b>	-	25,170	-
<b>Travel</b>	6,958	3,746	2,287
<b>Supplies</b>	52,485	103,336	74,815
<b>Office Supplies</b>	1,877	1,865	2,077
<b>Consultant Services</b>	10,377	28,476	4,515
<b>Total Expenses</b>	<b>130,605</b>	<b>274,205</b>	<b>184,670</b>
<b>(Profit) or Loss</b>	<b>(62,173)</b>	<b>14,421</b>	<b>(94,364)</b>
<b>Ending Fund Balance</b>	<b>(265,327)</b>	<b>(250,906)</b>	<b>(345,270)</b>

## STUDENT ACTIVITIES

### REVENUES:

- A Student Service Fee is charged to all students except TDCJ and dual enrollment students enrolled in only classes at the high schools. The charge is \$30 for each fall, spring and summer terms. (Increased from \$22/fall and spring and \$11 summer to \$30 beginning fall 2017)
- A fee is charged to outside vendors who wish to have a booth at the Fall Festival. The fee is \$40.

### EXPENSES:

- A full-time Coordinator of Student Activities, a part-time Administrative Assistant and their benefits
- Approximately seven student workers
- Office supplies and supplies for general operations
- A supplement for Childcare, Fitness Center, student clubs and the major recruiting event held on campus
- Baseball housing fees (will slowly reduce this to zero)
- Music licensing fee
- Cost of holding social, cultural and health and wellness events for students
- Process of moving floats and fireworks to Marketing began in FY18/19
- Cost of hosting the fall festival on campus
- Contingency expense comes from previous year's fund balance

## Student Activities

	FY16/17	FY17/18	FY18/19
<b>Beginning Fund Balance</b>	<b>(145,283)</b>	<b>(124,954)</b>	<b>(196,168)</b>
<b>REVENUES:</b>			
Interest on CD's	(1,739)	(2,999)	(4,275)
Student fees (less exemptions/waivers)	(211,477)	(251,410)	(270,074)
ID replacements	(260)	(385)	-
Fall Festival	(1,420)	(1,240)	(1,660)
<b>Total Revenues</b>	<b>(214,896)</b>	<b>(256,034)</b>	<b>(276,009)</b>
<b>EXPENSES:</b>			
Salaries	95,281	64,900	66,626
Benefits	17,630	16,738	16,555
Operational expense	8,502	17,172	11,594
Student organizations	5,835	2,477	5,183
Childcare supplement	1,500	1,450	1,518
Baseball housing	24,160	23,040	22,400
Licensing fees	3,462	317	3,109
Contingency	18,978	5,483	2,400
Social events	34,386	45,648	22,622
Cultural events	3,352	1,643	3,628
Floats/fireworks	746	717	-
Handbook	262	-	-
Fitness Center	4,673	85	2,994
Health and wellness	13,063	3,594	1,837
Fall festival	3,039	1,556	801
Open House	356	-	-
<b>Total Expenses</b>	<b>235,225</b>	<b>184,820</b>	<b>161,267</b>
<b>(Profit) or Loss</b>	<b>20,329</b>	<b>(71,214)</b>	<b>(114,742)</b>
<b>Ending Fund Balance</b>	<b>(124,954)</b>	<b>(196,168)</b>	<b>(310,910)</b>

## COLLEGE STORE

### REVENUES:

- Sale and rental of books (new and used)
- Sale of miscellaneous items such as school supplies, clothing, etc.
- Sale of food and drinks from Coffee Bar
- Commission from book companies for book buyback
- Rebates for purchases from Nebraska Books

### EXPENSES:

- Three full-time employees, three part-time employees and their benefits and overtime (as of August, 2019)
- Purchase costs of resale items
- Office supplies and supplies for general operations
- Travel for full-time employees, association fees, freight for resale items, fees when customers use credit cards and software.
- Hardware and software maintenance and hosting fee with Nebraska
- Nebraska digital marketing program

## College Store

	FY16/17	FY17/18	FY18/19
<b>Beginning Fund Balance</b>	<b>(1,391,321)</b>	<b>(1,225,794)</b>	<b>(1,150,663)</b>
<b>REVENUES:</b>			
Interest on CD's	(17,798)	(29,875)	(31,520)
(Over)/short	(106)	(194)	(108)
Discounts taken on sales tax	(660)	(649)	(600)
Commissions	(7,786)	(6,805)	(7,371)
New book sales	(1,197,193)	(1,300,821)	(1,121,780)
New book rental	(36,395)	(38,484)	(19,656)
Used book sales	(141,897)	(117,733)	(133,128)
Used book rental	(26,637)	(16,678)	(14,129)
Rebates	(43,023)	(38,230)	(26,775)
Coffee Bar	(25,684)	(46,443)	(37,201)
Miscellaneous item sales	(171,486)	(163,144)	(156,840)
<b>Total Revenues</b>	<b>(1,668,665)</b>	<b>(1,759,056)</b>	<b>(1,549,108)</b>
<b>EXPENSES:</b>			
New books	1,036,438	1,133,341	902,197
Used books	142,020	111,668	133,950
Miscellaneous items	109,750	93,791	93,344
Coffee Bar	17,472	31,765	25,776
FT salaries	218,347	224,073	231,251
PT salaries	23,974	22,632	11,201
Overtime	746	2,959	4,648
Benefits	73,800	75,904	69,550
Travel	11,269	13,519	4,612
Supplies	7,877	12,008	6,491
Equipment maintenance/rental	23,651	25,072	22,005
Software	5,400	1,104	479
Advertising	3,530	16,374	18,102
Association Fees	1,996	2,093	2,305
Freight	36,119	47,562	39,075
Credit card charge fees	19,594	20,322	17,990
Scholarships	102,209	-	-
<b>Total Expenses</b>	<b>1,834,192</b>	<b>1,834,187</b>	<b>1,582,976</b>
<b>(Profit) or Loss</b>	<b>165,527</b>	<b>75,131</b>	<b>33,868</b>
<b>Ending Fund Balance</b>	<b>(1,225,794)</b>	<b>(1,150,663)</b>	<b>(1,116,795)</b>

## VENDING

### REVENUES:

- Commissions from outside companies for sale of drinks and snacks
- Revenue from baseball and softball concession stands

### EXPENSES:

- Purchase costs of resale items
- Food for employee luncheons
- Speaker system for cafeteria
- Repayment to Mr. C's for food loss during electricity outage
- Scholarships

## Vending

	<u>FY16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>
<b>Beginning Fund Balance</b>	<b>(2,450)</b>	<b>(2,450)</b>	<b>-</b>
<b>REVENUES:</b>			
<b>Baseball concession sales</b>	<b>(237)</b>	<b>(1,163)</b>	<b>(550)</b>
<b>Vending sales for restrooms</b>	<b>(41)</b>	<b>(30)</b>	<b>(34)</b>
<b>Dolphin Diner commissions</b>	<b>(2,767)</b>	<b>(1,032)</b>	<b>(452)</b>
<b>Vending commissions</b>	<b>(8,965)</b>	<b>(6,790)</b>	<b>(7,057)</b>
<b>Total Revenues</b>	<b>(12,010)</b>	<b>(9,015)</b>	<b>(8,093)</b>
<b>EXPENSES:</b>			
<b>Concession items for resale</b>	<b>680</b>	<b>1,163</b>	<b>672</b>
<b>Supplies</b>	<b>2,707</b>	<b>-</b>	<b>3,390</b>
<b>Equipment maintenance for Diner</b>	<b>421</b>	<b>-</b>	<b>975</b>
<b>Scholarships</b>	<b>8,202</b>	<b>10,302</b>	<b>-</b>
<b>Total Expenses</b>	<b>12,010</b>	<b>11,465</b>	<b>5,037</b>
<b>(Profit) or Loss</b>	<b>-</b>	<b>2,450</b>	<b>(3,056)</b>
<b>Ending Fund Balance</b>	<b>(2,450)</b>	<b>-</b>	<b>(3,056)</b>

## CHILD DEVELOPMENT LAB SCHOOL

### REVENUES:

- Tuition
- Donations

### EXPENSES:

- Four full-time employees and their benefits (beginning in FY19/20, 25% of school's director will be charged here)
- Maximum of seven part-time employees and several student workers and their benefits
- Travel for employees, supplies for school and two inspections of fire suppression system
- Credit card fees for accepting credit card payments
- Insurance for school

## Child Development Lab School

	FY16/17	FY17/18	FY18/19
<b>Beginning Fund Balance</b>	<b>(44,132)</b>	<b>(35,206)</b>	<b>(2,483)</b>
<b>REVENUES:</b>			
<b>Interest on CD's</b>	<b>(190)</b>	<b>(556)</b>	<b>(498)</b>
<b>Tuition</b>	<b>(255,353)</b>	<b>(266,493)</b>	<b>(311,323)</b>
<b>Donations</b>	<b>(3,700)</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>(259,243)</b>	<b>(267,049)</b>	<b>(311,821)</b>
<b>EXPENSES:</b>			
<b>Salaries</b>	<b>160,853</b>	<b>190,295</b>	<b>204,441</b>
<b>Benefits</b>	<b>70,418</b>	<b>72,813</b>	<b>82,647</b>
<b>Travel</b>	<b>435</b>	<b>475</b>	<b>1,085</b>
<b>Supplies</b>	<b>29,500</b>	<b>28,112</b>	<b>27,599</b>
<b>Equipment maintenance</b>	<b>-</b>	<b>1,215</b>	<b>220</b>
<b>Insurance</b>	<b>556</b>	<b>-</b>	<b>540</b>
<b>Fees for payment with credit card</b>	<b>6,407</b>	<b>6,862</b>	<b>3,951</b>
<b>Total Expenses</b>	<b>268,169</b>	<b>299,772</b>	<b>320,483</b>
<b>(Profit) or Loss</b>	<b>8,926</b>	<b>32,723</b>	<b>8,662</b>
<b>Ending Fund Balance</b>	<b>(35,206)</b>	<b>(2,483)</b>	<b>6,179</b>

## FITNESS CENTER

### REVENUES:

- Student fees of \$6 per PE class
- Membership fees
- Guest fees
- Rental fees

### EXPENSES:

- Approximately two part-time employees and their benefits
- Approximately six student workers
- Supplies for the Fitness Center
- Credit card fees for accepting credit card payments

## Fitness Center

	<u>FY16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>
<b>Beginning Fund Balance</b>	<b>(27,088)</b>	<b>(45,804)</b>	<b>(51,036)</b>
<b>REVENUES:</b>			
<b>Interest on CD's</b>	<b>(226)</b>	<b>(709)</b>	<b>(1,314)</b>
<b>Student fees (net of exemptions/waivers)</b>	<b>(1,075)</b>	<b>(1,146)</b>	<b>(2,611)</b>
<b>Membership fees</b>	<b>(13,087)</b>	<b>(11,656)</b>	<b>(7,207)</b>
<b>Guest fees</b>	<b>(22,632)</b>	<b>(20,937)</b>	<b>(15,415)</b>
<b>Rental fees</b>	<b>(1,588)</b>	<b>(6,696)</b>	<b>(4,445)</b>
<b>Total Revenues</b>	<b>(38,608)</b>	<b>(41,144)</b>	<b>(30,992)</b>
<b>EXPENSES:</b>			
<b>Salaries</b>	<b>6,998</b>	<b>6,318</b>	<b>12,225</b>
<b>Student salaries</b>	<b>11,174</b>	<b>28,344</b>	<b>17,803</b>
<b>Benefits</b>	<b>357</b>	<b>521</b>	<b>794</b>
<b>Supplies</b>	<b>1,110</b>	<b>514</b>	<b>34</b>
<b>Fees for payment with credit card</b>	<b>253</b>	<b>215</b>	<b>136</b>
<b>Total Expenses</b>	<b>19,892</b>	<b>35,912</b>	<b>30,992</b>
<b>(Profit) or Loss</b>	<b>(18,716)</b>	<b>(5,232)</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>(45,804)</b>	<b>(51,036)</b>	<b>(51,036)</b>



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: 158-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 3, 2019  
**SUBJECT:** Access and Accountability Report

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According to Board of Regents Policy BI (Legal), *“Not later than November 1 of each year, the chief executive officer of each college district shall provide to the governing board of the college district a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution, under Education Code 51.4031. [See AFA].*

The report is presented on the following pages. This item is for information only.

CMA:tg



# Alvin Community College Access and Affordability Report 2018-2019

**ACC - AFA (LEGAL)**

Not later than November 1 of each year, the chief executive officer of each institution of higher education, including each college district, shall provide to the governing board of the institution a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution.

The report must include:

1. Statistical information on the percentage of gross family income required for a student who is a resident of this state to pay tuition and required fees charged by the institution;
2. The criteria used by the institution to admit students;
3. An analysis of the criteria used to admit students and to award financial assistance to students, considering the mission of the institution and the purposes of higher education in this state;
4. An analysis of the manner in which the above factors relate to:
  - a. The regions of this state in which students reside;
  - b. The race or ethnicity of students;
  - c. The gender of students; and
  - d. The level of education achieved by the parents of students; and
5. Comparisons of the institution with peer institutions in this state and in other states with respect to affordability and access.

For purposes of the report, a student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation necessary for the institution to complete the report.

An institution's report must be in the form prescribed by the Coordinating Board in consultation with the institution.

*Education Code 51.4031*

## Access and Affordability 2018-2019

### Tuition and Fees

Average Tuition and Fees for 30 SCH at your institution: **\$3,378**

Alvin Community College's average tuition and fees were based on the out-of district fee structure as that accounts for at least 50% of our students and gives us a simple baseline tuition and fee structure for comparison. The in-district tuition and fees would be \$1,998.

### Median Family Income By County By Ethnicity 2018-2019

This table provides information on the percentage of the median family income that would be required to pay for tuition and fees for the "average" family from a specific region by ethnicity.

Region	White		Black		Hispanic		Asian		Other	
	Median Income	Percent T&F								
Brazoria County	\$ 80,484	4.2%	\$ 93,037	3.6%	\$ 68,608	4.9%	\$ 116,930	2.9%	\$ 69,404	4.9%
Fort Bend County	\$ 96,731	3.5%	\$ 70,278	4.8%	\$ 62,274	5.4%	\$ 109,500	3.1%	\$ 46,101	7.3%
Galveston County	\$ 73,887	4.6%	\$ 51,496	6.6%	\$ 58,246	5.8%	\$ 85,717	3.9%	\$ 57,005	5.9%
Harris County	\$ 65,480	5.2%	\$ 43,335	7.8%	\$ 48,058	7.0%	\$ 76,808	4.4%	\$ 43,245	7.8%
Statewide	\$ 61,943	5.5%	\$ 45,092	7.5%	\$ 46,855	7.2%	\$ 84,100	4.0%	\$ 42,754	7.9%

Income Source: Census.gov American Fact Finder

## Undergraduate Students From In-State At Your Institution 2018-2019

This table provides information on the number and percent of undergraduates the institution enrolls from each region below by ethnicity.

Region	White		Black		Hispanic		Asian		Other		Male		Female		Total	
	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
Brazoria County	2,049	39%	683	13%	2,024	38%	356	7%	149	3%	2,306	44%	2,955	56%	5,261	100%
Fort Bend County	90	29%	109	35%	86	28%	12	4%	11	4%	207	67%	101	33%	308	100%
Galveston County	478	69%	46	7%	141	20%	11	2%	14	2%	245	36%	445	64%	690	100%
Harris County	153	42%	72	20%	103	28%	23	6%	15	4%	147	40%	219	60%	366	100%
Statewide	2,771	42%	912	14%	2,361	36%	402	6%	190	3%	2,910	44%	3,726	56%	6,636	100%

Source: Zogotech

Note: The "level of education achieved by the parents" is not available for all students and as such cannot be provided

### Criteria for Admission:

- ACC is an open enrollment institution which admits students through the following modes of admission:
  - High School/Home School/GED Completer
  - Transfer Student
  - Dual Enrollment
  - Former ACC Student
  - Individual Approval
  - International Student

### Analysis of the criteria for admission

As an open admissions community college, ACC provides an excellent opportunity for students to begin their educational journey. The mission of the college is focused on this and states that:

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

**Criteria for Financial Aid:**

- Complete the ACC Application
- Create a Federal Student Aid ID
- Complete the FAFSA
- Submit all required documentation
- Enroll in a specific degree plan
- Maintain Financial Aid Eligibility (GPA, Dropping/withdrawing, probation status)

**Comments:**

ACC utilizes the maximum federal, state institutional and local funds to serve our students. The financial aid process is continually reviewed and streamlined to ensure a clear and concise process for students. Additionally, enhancements continue to be made to the Financial Aid Office website so students can obtain general information regarding financial aid and secure various forms via the website that are necessary for financial aid processing. Students are packaged for financial aid (given financial aid from several of the programs for which a student is eligible) based on the student's financial need. Financial need is determined by a student's Expected Family Contribution (EFC) as compared to ACC's Cost of Attendance (COA). To meet with federal regulations, ACC defines the neediest students as those whose EFC = 0.

Each aid application is handled on an individual basis to determine a suitable award which may be one type of aid or combination "package" of aid.

**Analysis of the criteria used to award financial aid**

Alvin Community College College's Financial Aid programs stem from a belief that student aid services should facilitate and foster the successful academic participation of financially needy students. As part of its commitment to students' positive college experience, the Financial Aid Office provides this information to help students better understand their relationship with financial aid.

It is the goal of the Financial Aid Office to provide students with the most current policy information affecting their financial aid while and ACC. Accordingly, as new state or federal regulations take effect or college practices evolve, those changes will be implemented.

Comparison of ACC with peer institutions in this state with respect to affordability and access.

Fall 2018 Tuition and Fees

College District	Sorted By				In-District Resident				Out-of-District				Non-Resident			
	Tuition	Fees	Total	Total/SCH	Tuition	Fees	Total	Total/SCH	Tuition	Fees	Total	Total/SCH				
College of the Mainland	\$ 540	\$ 207	\$ 747	\$ 62	\$ 1,020	\$ 207	\$ 1,227	\$ 102	\$ 1,380	\$ 207	\$ 1,587	\$ 132				
San Jacinto	\$ 600	\$ 174	\$ 774	\$ 65	\$ 1,140	\$ 174	\$ 1,314	\$ 110	\$ 1,920	\$ 174	\$ 2,094	\$ 175				
Houston	\$ 372	\$ 444	\$ 816	\$ 68	\$ 1,140	\$ 540	\$ 1,680	\$ 140	\$ 1,140	\$ 738	\$ 1,878	\$ 157				
Alvin	\$ 552	\$ 288	\$ 840	\$ 70	\$ 1,104	\$ 288	\$ 1,392	\$ 116	\$ 1,680	\$ 288	\$ 1,968	\$ 164				
Galveston	\$ 480	\$ 359	\$ 839	\$ 70	\$ 480	\$ 599	\$ 1,079	\$ 90	\$ 1,260	\$ 599	\$ 1,859	\$ 155				
Lone Star	\$ 528	\$ 380	\$ 908	\$ 76	\$ 528	\$ 1,520	\$ 2,048	\$ 171	\$ 528	\$ 1,940	\$ 2,468	\$ 206				
Grayson	\$ 600	\$ 420	\$ 1,020	\$ 85	\$ 1,056	\$ 420	\$ 1,476	\$ 123	\$ 1,608	\$ 420	\$ 2,028	\$ 169				
Lee	\$ 954	\$ 129	\$ 1,083	\$ 90	\$ 1,752	\$ 129	\$ 1,881	\$ 157	\$ 2,034	\$ 129	\$ 2,163	\$ 180				
Brazosport	\$ 792	\$ 306	\$ 1,098	\$ 92	\$ 1,188	\$ 306	\$ 1,494	\$ 125	\$ 1,836	\$ 306	\$ 2,142	\$ 179				
State average	\$ 687	\$ 414	\$ 1,101	\$ 92	\$ 1,025	\$ 728	\$ 1,753	\$ 146	\$ 1,820	\$ 649	\$ 2,469	\$ 206				
Wharton	\$ 384	\$ 732	\$ 1,116	\$ 93	\$ 384	\$ 1,344	\$ 1,728	\$ 144	\$ 1,008	\$ 1,344	\$ 2,352	\$ 196				

Notes:

Total/SCH is the average tuition and fees per credit hour

Tuition and fee totals calculated for a student enrolled for 12 credit hours

Source: TACC.org

The above table is sorted to show the In-District Total/SCH from lowest to highest.

ACC has the fourth lowest In-District cost per SCH and Out-of-District cost of the Gulf Coast Community Colleges.

Accessibility to all students is demonstrated through changes such as increased diversity of the student population and the increasing number of Dual Enrollment and First-time in college students.

Nationally, the average full time cost of in-state tuition and fees at a 2-year public institution was \$3,248 (National Center for Educational Statistics, 2018) and ACC is comparable while still being lower at \$2,726 for out-of-district (in-state) or \$1,622 for in-district.



**MEMORANDUM NO: 153-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 1, 2019  
**SUBJECT:** Grant Updates

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Each October and April, the Board is provided with a status update on:

- Currently awarded and future planned Discretionary Competitive Grants
- Submitted Discretionary Competitive Grants awaiting review
- Formula or Non-Competitive Grants awarded
- Sub-recipient Grants awarded (if applicable)

Information about each of these grant categories can be found on the following pages. This report is for information only.

CMA:tg

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

<b>Grant Type</b>	<b>Grant Name – Fund Source</b>	<b>Expected Begin Date</b>	<b>Expected End Date</b>	<b>Personnel</b>	<b>Faculty/Staff Emphasis</b>	<b>Purchases or Funds Utilization</b>	<b>Amount</b>	<b>Partners</b>	<b>Purpose</b>
F	Perkins Contract Award # 18005	9/1/19	8/31/20	<b>Dr. Stacy Ebert</b>	Tech Programs	Technical supplies, support, and equipment	\$138,840	N/A	Provide supplies and equipment required for technical program instruction
S	THECB-Nursing Shortage Reduction Program Appropriation # 13129 AY16	9/2017	8/2020	<b>Dr. Debra Fontenot</b>	ADN	Professional Training, marketing, outreach	\$93,064	N/A	Funds are used for faculty development & retention and student recruitment and retention.

**ACC Lead Agent and Sub-recipient Discretionary Competitive Grant Information - Note: Coordinators' names are in bold face  
Grants Submitted and Pending Review**

**Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation**

<b>Grant Type</b>	<b>Grant Name – Fund Source</b>	<b>Expected Begin Date</b>	<b>Expected End Date</b>	<b>Personnel</b>	<b>Faculty/Staff Emphasis</b>	<b>Purchases or Funds Utilization</b>	<b>Amount</b>	<b>Partners</b>	<b>Purpose</b>
S	Texas Workforce Commission Skills Development Fund – Ascend Performance Materials	TBD	TBD	<b>Sarah Currie Harrell</b>	CEWD	Instruction and training materials	\$606,730	Ascend Performance Materials	Skills training to 399 incumbent and new employees of Ascend Performance Materials for industrial certifications including safety, I/M/R of Equipment, process technology and electrical applications

ACC Future Discretionary Competitive Grant Initiatives Note: Coordinators' names are in bold face. Blue Font indicates proposals are pending review by Grantor.

Grant Types: F=Federal; S=State; L=Local; P=Private/Foundation

Type	Grant Name	Begin Date	End Date	Personnel	Faculty/Staff Emphasis	Purchases	Amount	Partners	Purpose
P	Campus Consortium – Student Recruiting CRM Grant	11/2019	10/2020	<b>Vice President Student Services Dr. Jade Borne</b>	Student Services (Recruiting)	Mobile App college student recruiting system	\$150,000	N/A	The project allows ACC to receive and implement a Mobile App college student recruiting system to more effectively recruit ACC students utilizing their mobile devices as the gateway
S	Texas Workforce Commission Skills Development Fund – Ascend Performance Materials	TBD	TBD	Sarah Currie Harrell	CEWD	Instruction and training materials	\$606,730	Ascend Performance Materials	Skills training to 399 incumbent and new employees of Ascend Performance Materials for industrial certifications including safety, I/M/R of Equipment, process technology and electrical applications

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

<b>Grant Type</b>	<b>Grant Name – Fund Source</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Personnel</b>	<b>Faculty/Staff Emphasis</b>	<b>Purchases or Funds Utilization</b>	<b>Amount</b>	<b>Partner</b>	<b>Purpose</b>
F	US Dept of Education – Hispanic Serving Institution (HSI) STEM Grant Contract Award # P0816160219	10/1/16	9/30/21	<b>Dr. Nadia Nazarenko</b>	Process Tech Foundational Education	Fund materials, staffing and courses for STEM programs	\$3,800,750	n/a	Develop and implement strong STEM programs that will increase enrollment and retention of Hispanic students entering the college
S	TWC Skills Development Grant – Team Industrial Svcs and INEOS Award Contract # 2819SDF006	8/30/2019	8/31/2020	<b>Charles Burgin</b>	CEWD	Instruction and training materials	\$1,332,050	Team Industrial Svcs and INEOS	Skills training to approximately 500 incumbent and new employees of Team Industrial Services and INEOS for industrial certifications including safety, I/M/R of Equipment, process technology and electrical applications

P	Mobile Go - Texas Pioneer Foundation	10/1/2019	9/30/2020	Vice President Student Services Dr. Jade Borne	Student Services (Recruiting)	Mobile lab, computers, power system, vehicle	\$150,540	N/A	The Mobile Go lab can be transported within the college district and set up to provide college program and admissions information and enrollment activities to potential students
P	Tocker Foundation	8/29/2019	8/28/2020	Rebecca McClain	Library	Digitization Services	\$24,870	N/A	Digitize ACC's Alvin Sun microfiche collection from 1900-1965 to improve long term integrity of the records and provide more effective access to researchers
F	US Dept of Education - Upward Bound Grant Contract Award # P047A170605	9/1/2017	8/31/22	Director Upward Bound Yolanda Warren	Upward Bound	Fund materials, staffing, travel and courses for college exposure and preparation program.	\$1,351,875 GAN Projection  2017-18 Actual is \$277,134  2018-19 Actual is \$328,912  2019-20 Actual is \$301,913	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment

									and graduation.
P	Accenture Workforce and Economic Development Initiative in conjunction with AACC	12/2018	8/2021	<b>Karen Edwards</b>	Student Services	Personnel, supplies, and Travel to Grant Conference	\$13,200	N/A	Acquire and maintain an online career readiness support system for students
F	Wagner Peyser-Texas Governor's Office thru TWC Contract Award # <b>2820WPB001</b>	10/1/2019	9/30/2020	<b>Dr. Nadia Nazarenko</b>	Developmental Education	Instructors, curriculum development, supplies, instructional materials	\$394,004	N/A	Develop new strategies for improving developmental instruction
P	Texas Higher Education Foundation – Texas Emergency Aid Mini-Grant Program	2/2019	2/28/2020	<b>Holly Williams</b>	Student Services	Software and Personnel	\$9125	N/A	Provide a management system for tracking student emergency aid funds utilization on campus
F	Texas Workforce Commission Building Construction Trades Grant Contract Award # <b>2819WOS001</b>	6/5/2019	10/31/20	<b>Charles Burgin</b>	CEWD Industrial Programs	Scholarships and supplies for instruction	\$136,980	N/A	Provides scholarships and lab supplies for instruction of 65 trainees in machining, pipefitting, welding as assigned

P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Becky McClain	Library	Alvin Sun Archival	\$385	N/A	Archiving decades of newspaper records to digital format
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Diana Stiles, Regan Metoyer, Holly Williams	Counseling and Retention	Building a Student Mental Health Outreach Program at ACC (Retention)	\$2000	N/A	Strengthen student retention by improving mental health support systems on campus
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Holly Williams	Retention	Completion Grants	\$2000	N/A	Support student retention through scholarships for students struggling to meet cost obligations
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Chase Burgin	Industrial Technology in CEWD	Turning Forklift into a Mobile Crane	\$1000	N/A	Converts forklift in industrial training area to a mobile crane to expedite transfer of materials in training areas and train students on conversion and use of the equipment
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Daniel Gonzalez	Distance Education	Educating the Future through VR Training	\$2000	N/A	Train ACC faculty on implementation of VR technology in instruction

P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Cindy Dalmolin, Traci Elliott	Psychology Department	Initiating Active Minds Chapter at ACC (Students Impacting Mental Health)	\$1000	N/A	To form local chapter of national movement called "Active Minds" to inform youth and educators on the needs and support for mental health populations
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Jason Nichols	Communications	Podcast Studio	\$1500	N/A	To create a podcasting studio for communication program students to learn the skills needed to advance their knowledge of the Podcast medium
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Sarah Currie Harrell	CEWD STRIVE Program	STEM for STRIVE	\$2000	N/A	Expand use of technology in STRIVE training models that support STEM activities and student development
P	2019-2020 ACC Foundation Innovative Initiative Grant	9/1/19	8/31/20	Tracy Jones, Diana Stiles, Regan Metoyer	Support Services (Advising)	Tablet for Enhanced Academic Advising	\$2000	N/A	Purchase and apply the use of tablets to improve faster access for students and staff in completing admissions activities

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

Grant Type	Grant Name – Fund Source	Expected Begin Date	Expected End Date	Personnel	Faculty/Staff Emphasis	Purchases or Funds Utilization	Amount	Partners	Purpose
F	National Science Foundation – IUSE Contract Award # 1726968	9/1/17	8/31/22	<b>John Matula</b>	Biology	Lab equipment/supplies, instructor wages	\$135,310	UH-Central and HCCS	Expose Biology students to projects in research that simulate projects of scientists professionally



MEMORANDUM NO: 152-2019

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 30, 2019

SUBJECT: Mobile Go Grant Trailer

In September 2019, the College was awarded a Mobile Go Center Program grant from the Texas Pioneer Foundation. The Mobile Go Center will provide an opportunity to bring college awareness, access to critical assessment materials, and other resources to the rural communities of Northern Brazoria County. The ultimate goal of the Mobile Go Project is to increase the number of students enrolling and succeeding in certificate and associate degree programs at Alvin Community College.

The Mobile Go Center will provide a comfortable environment for prospective students and their families to gain knowledge, ask questions, and receive assistance with college entrance materials. In addition, information will be provided regarding how to prepare for and succeed in college, the financial aid process, and placement test options. Staff will offer assistance with completing the Apply Texas application, applying for financial aid, searching for scholarship opportunities, and navigating the enrollment checklist. For younger audiences, the Mobile Go Center activities will consist of career and college awareness games and resources designed to appeal to elementary and middle-school students.

Magnum Trailers is the vendor partner designated by the granting agency that will provide the trailer and its associated build out. The 42-foot gooseneck trailer will include TV mounts and wiring, gooseneck hitch, wheelchair lift, safety cones, and a public announcement system.

Banner Sign Graphics is the vendor partner designated by the granting agency that will provide a wrap for the trailer. (Please see attached document for examples of trailer wraps.)

The total estimated expenditure is \$150,450 and will be funded by the Mobile Go Center Program grant.

It is recommended the Board of Regents approve a contract with Magnum Trailers and Banner Sign Graphics to provide the purchase of the Mobile Go Center and marketing wrap.

CMA:tg



## TEXAS PIONEER FOUNDATION

*The following vendors are single source providers for the Mobile GO Trailer Project:*

For Trailer Purchase:

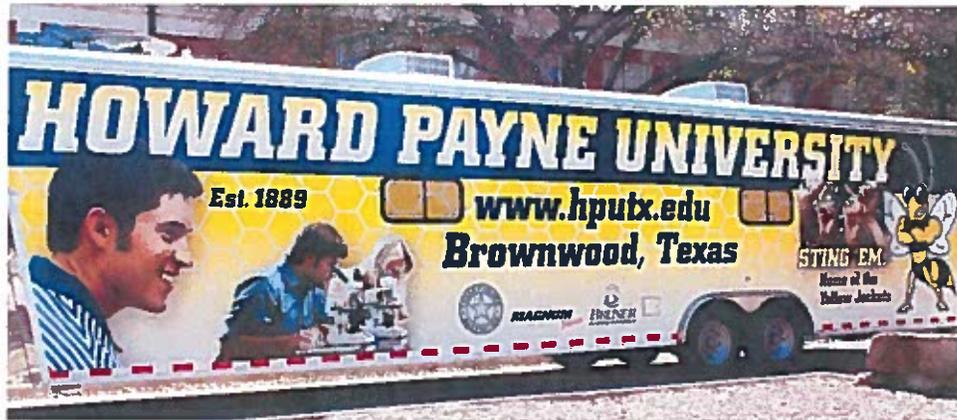
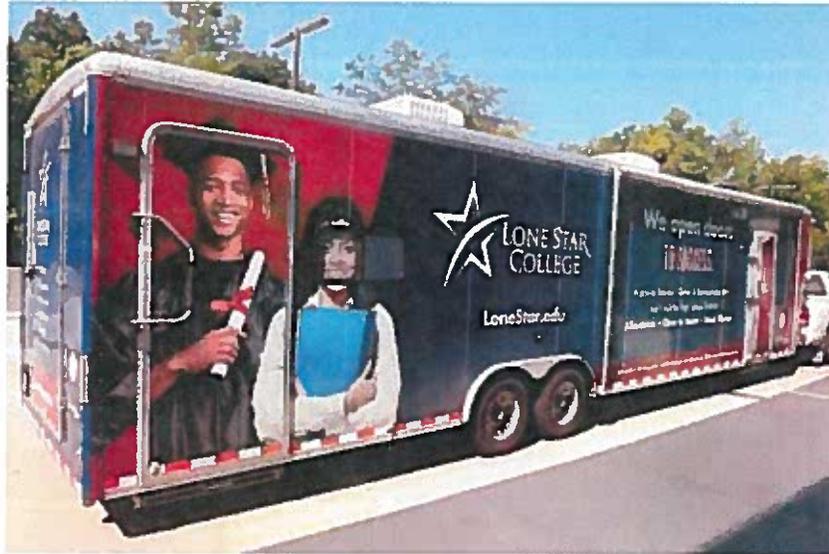
Charlie McLemore, Owner  
Magnum Custom Trailers  
10806 Hwy 620 North  
Austin, TX 78726  
(512) 258-4101  
[www.magnumtrailers.com](http://www.magnumtrailers.com)

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For Trailer Wrap:

Jeff Papst  
Banner Sign Graphics  
512-458-5348

# Mobile Go Examples









**MEMORANDUM NO: 163-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 17, 2019  
**SUBJECT:** H-GAC/City of Alvin Recycling Grant Project for ACC

---

The City of Alvin plans to submit a grant proposal for up to \$18,000 for the Alvin Recycling Grant Project sponsored by the Houston-Galveston Area Council.

The grant would provide funds for three recycling bins on the ACC campus and full pick up services for one year. The City of Alvin would manage all fiscal and contract work.

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 acceptance of the funds in the event that the City of Alvin is awarded the grant described on the following page.

CMA:tg

## **Grant Information Form**

**Grant Program Title:** H-GAC/City of Alvin Recycling Grant Project for ACC

**Grant Provider:** Houston-Galveston Area Council

**Amount Requested by ACC:** \$18,000

**Expected Date of Funding:** Jan 2020

**Proposed Grant Period:** Jan 2020 – Dec 2020

**Matching Funds:** None Required

**ACC Proposed use of Funds:**

**The grant will provide the following:**

- Provide funding 3 recycling bins on the ACC main campus and full pick up services for 1 year
- Recyclables will include paper, plastic and aluminum
- Students and Employees can utilize the service for their residential recyclables as well
- The City of Alvin will manage all fiscal and contract work with the vendor and H-GAC
- Part of the funding will also provide the same service at the Alvin Public Library



**MEMORANDUM NO: 151-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** September 30, 2019  
**SUBJECT:** Network Infrastructure Refresh - RFP #19-09 IT

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A request for proposals (RFP), project number 19-09, was issued to procure information technology (IT) infrastructure network refresh equipment and services including upgrades to the core switching equipment in the college's data center, distributed networking equipment across ten buildings on the current single fiber-interconnected campus, and professional services to configure and implement a secure environment for all campus constituents.

Seven firms submitted a total of nine proposals; one firm submitted a proposal that was deemed non-responsive. Responsive proposals were evaluated by a team consisting of IT and AGCM staff members who determined the proposal submitted by DataVox will provide the best value to the College. Factors evaluated include the firm's qualifications and experience, personnel's qualifications and experience, project approach and services, and price.

The total estimated expenditure is \$687,000 pending successful contract negotiations with the vendor. This purchase will be funded by maintenance tax notes proceeds.

It is recommended the Board of Regents approve a contract with DataVox to provide IT infrastructure network refresh equipment and services.

CMA:tg



**MEMORANDUM NO: 159-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 15, 2019  
**SUBJECT:** Minor Campus Infrastructure Package - CSP #20-01

---

At the September 5, 2019 meeting, the Board approved the competitive sealed proposal (CSP) method to select a contractor for minor campus infrastructure services to be completed during the upcoming holiday break. CSP #20-01 was issued to procure the services of a general contractor. Two responses were received and evaluated by a team consisting of Administration, Physical Plant, and AGCM staff who determined the proposal submitted by Structure Tone Southwest will provide the best value to the College. Factors evaluated include contractor qualifications and experience, method and approach, safety record, personnel qualifications, financial stability, base proposal price, and length of construction.

Detailed specifications and project plans were developed by the College's contracted engineer, TEESI, and used as part of the documentation package required for public solicitation of construction proposals utilizing the CSP procurement method in accordance with Texas Government Code Section 2269.151.

A revised scope for this project, along with the proposed lump sum amount, including the general conditions, overhead, and profit from Structure Tone Southwest, in the amount of \$332,598, is attached. This purchase will be funded by maintenance tax notes proceeds. It is estimated that services will be completed by January 2, 2020.

It is recommended that the Board of Regents approve a contract with Structure Tone Southwest for the minor campus infrastructure services project.

CMA:tg



October 14, 2019

Mr. Amos Byington  
Program Manager – AG/CM  
Alvin Community College Bond Program

National RE: Revised Scope and Pricing for Minor Works T1906 CSP 20-01R1

Connecticut Mr. Byington,

Florida Please find below our revised scope of included and excluded works with updated Lump Sum dollar amount. This is per our discussions and dialogue.

Georgia Scope to be included in this project:

- Massachusetts 1) Chilled Water Mechanical Valves
- 2) Heating Hot Water Mechanical Valves
- New Hampshire 3) Electrical Install of Switch Gears provided by Owner
- 4) Electrical SWBD DD Rehab
- New Jersey 5) Electrical Switchgear Building D Rehab

New York Our new Lump Sum amount includes our General Conditions, Overhead, & Profit: \$332,598 (Three Hundred and Thirty Two Thousand Five Hundred Ninety Eight).

Pennsylvania Per our discussions and dialogue, we are excluding the below scopes of work:

- Texas 1) Plumbing/Civil: rehab of Sanitary Sewer Line
- 2) Plumbing: Domestic Water Valves
- 3) Condenser Water Mechanical Valves
- 4) Electrical Switch Gear rehab
- 5) Electrical Transformer replacement

International

Canada If you have any questions or need anything further, please do not hesitate to reach out to me direct.

Ireland Kindest thanks,

England Justin Goodman  
Director of Business Development  
Structure Tone Southwest  
[Justin.Goodman@structuretone.com](mailto:Justin.Goodman@structuretone.com)  
713.332.1843 - Direct



Structure Tone Southwest  
4550 Post Oak Place Drive, Suite 335 • Houston, TX 77027  
Tel 713 650 6420 • [structuretone.com](http://structuretone.com)



## QUALIFICATIONS

Project : **Alvin Community College**

Address : 3110 Mustang Rd.  
Alvin, TX 77511

Architect : TEESI Engineering

Bid Date : October 2, 2019

Floor Level : 1

Square Footage :

Proposal : 23000933E5

### QUALIFICATIONS

1. Pricing is based on construction documents prepared by TEESI Engineering titled .
2. This proposal is based on written correspondence with the architect including RFI's, clarifications, and addenda .
3. This proposal includes general liability insurance, all necessary permitting, and renovation tax.
4. This proposal includes having a full time on site superintendent and part time for project management.
5. This proposal is based on work to be performed between Dec. 19, 2019 and Jan. 2, 2020.
6. This proposal excludes any testing and abatement for asbestos or other hazardous material.
7. This proposal assumes the existing electrical wiring meets building codes and can be reused.
8. This proposal assumes the construction documents meet ADA and all other applicable building codes.
9. This proposal excludes any control work. Controls company must be on site to open all valves in flushing process.
10. This proposal excludes painting of condensor water valves and flanges.

**ALVIN COMMUNITY COLLEGE  
EXECUTIVE SUMMARY  
COLLEGE BOARD OF REGENTS  
TRUST PROPERTY**

<i>Tax Suit #</i>	<i>Legal Description</i>	<i>Court Adjudged Value</i>	<i>Current Value</i>	<i>Total Taxes Due</i>	<i>ACC Taxes Due</i>	<i>Bid/Offer</i>
56718	WILDWOOD (A0100 F MORE) Lot A (60' STRIP) Acres 0.09	\$980.00	\$1,180.00	\$310.67	\$28.05	\$380.00



## *Brazoria County Tax Office*

**Ro'Vin Garrett, PCC**  
Tax Assessor-Collector

Brazoria County  
111 E. Locust  
Angleton, Texas 77515-4682

---

**Tuesday, September 24, 2019**

*Alvin Community College*  
*Attention: Tammy Giffrow*  
*3110 Mustang Rd.*  
*Alvin, TX 77511*

**Re: See Attached**

Dear Board Members:

The Property Tax Resale Committee of Brazoria County has received an offer on certain property(s) held in trust.

Property tax resale data is as follows:

Account Number- 8301-0000-110

Tax suit number-56718

Legal description-WILDWOOD (A0100 F MOORE) LOT A (60' STRIP) ACRES 0.09

Court adjudged value-\$980.00

Total taxes due-\$310.67

ACC taxes due-\$28.05

Bid/Offer-\$380.00

Minimum Bid-\$980.00

Current Value: \$1,180.00

When your governing body has made their decision notify the Brazoria County Tax office with a copy of the minutes. Also, include the property Tax Account number in your reply.

If you have any questions, you can contact me at 979-864-1886 or 281-756-1886.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nicholette Reynolds".

Nicholette Reynolds



**Tax Resale Property Information**

RESALE MEETING OF: September 24, 2019

**Legal Description:** WILDWOOD (A0100 F MOORE) LOT A  
(60' STRIP) ACRES 0.09

**Physical Address:** SUSIE LN CR 442

**Account Number:** 8301-0000-110

**In Trust To:** BRAZORIA COUNTY

**Adjudged Value:** \$980.00

**Minimum Bid at Sale:** \$980.00

**Offer:** \$380.00

**Offer made by:** TEXAS FOUR REGION HOLDINGS, LTD.

**Sheriff's Deed Filed:** 1/16/2013

**Redemption Expiration:** 7/16/2013

**Post Judgment Taxes:** \$50.79

**Post Judgment Years:** 2007-2011

**City weed/demo liens:** UNKNOWN

**Land Value: (Current)** \$1,180.00

**Improvement Value:(Current)** \$0.00

**Previous Owner:** ROY C. POWERS

**Precinct:** 2

**School District:** ALVIN ISD

<b>Vote:</b>	<b>AYE</b>	<b>NAY</b>
<b>R. Garrett</b>	X	
<b>C. Garner</b>	X	
<b>Judge Sebesta</b>	X	
<b>R. Cade</b>	X	
<b>Civil Div. Rep.</b>	X	

**Notes:** PBFCM representative present

**BID ANALYSIS**

<b>Cause Number:</b>	56718	<b>Account Number:</b>	8301-0000-110
<b>Offer Amount:</b>	\$980.00	<b>Value \$:</b>	\$1,180.00
<b>Person Offering:</b>	TEXAS FOUR REGION HOLDINGS, LTD	<b>Adjudged Value\$:</b>	\$980.00

**Judgement Information**

Taxing Entity	Tax Years	Amount Due
BC	2007-2011	\$52.08
BCED	2007-2011	\$0.00
Alvin ISD	2007-2011	\$154.77
BCES #3	2007-2011	\$11.57
Alvin Comm College	2007-2011	\$23.63
Brazoria County C&R Dist #3	2007-2011	\$17.83
Road Dist 36	2007-2011	\$0.00
		<b>\$259.88</b>

**Costs**

Court Costs		Sheriff Fees	\$8.34
Publication Fees		Research Fees	
Ad Litem		Recording fee's	
Liens		Certified Mail	
Cost of Deed		Deed file date	
		<b>Total</b>	<b>\$8.34</b>

**Post Judgement Information**

Taxing Entity	Tax Year's	
BC	2012-2013	\$11.21
BCED	2012-2013	\$0.00
Alvin ISD	2012-2013	\$29.44
BCES #3	2012-2013	\$2.26
Alvin Comm College	2012-2013	\$4.42
Brazoria County C&R Dist #3	2012-2013	\$3.46
Road Dist 36	2012-2013	\$0.00
		<b>Post Judgment Total</b>
		<b>\$50.79</b>

**Proposed Distribution**

<b>Offer Amount</b>	\$980.00	<b>Costs</b>	\$8.34
<b>Net to Distribute \$</b>			<b>\$971.66</b>

BC	20.04%	\$194.72
BCED	0.00%	\$0.00
Alvin ISD	59.55%	\$578.67
BCES #3	4.45%	\$43.26
Alvin Comm College	9.09%	\$88.35
Brazoria County C&R Dist #3	6.86%	\$66.66
Road Dist 36	0.00%	\$0.00



1 Property with Property ID matching "265318"

WILDWOOD (A0100 F MOORE) LOT A (60' STRIP) ACRES 0.09

Property ID 265318

Geo ID 8301-0000-110

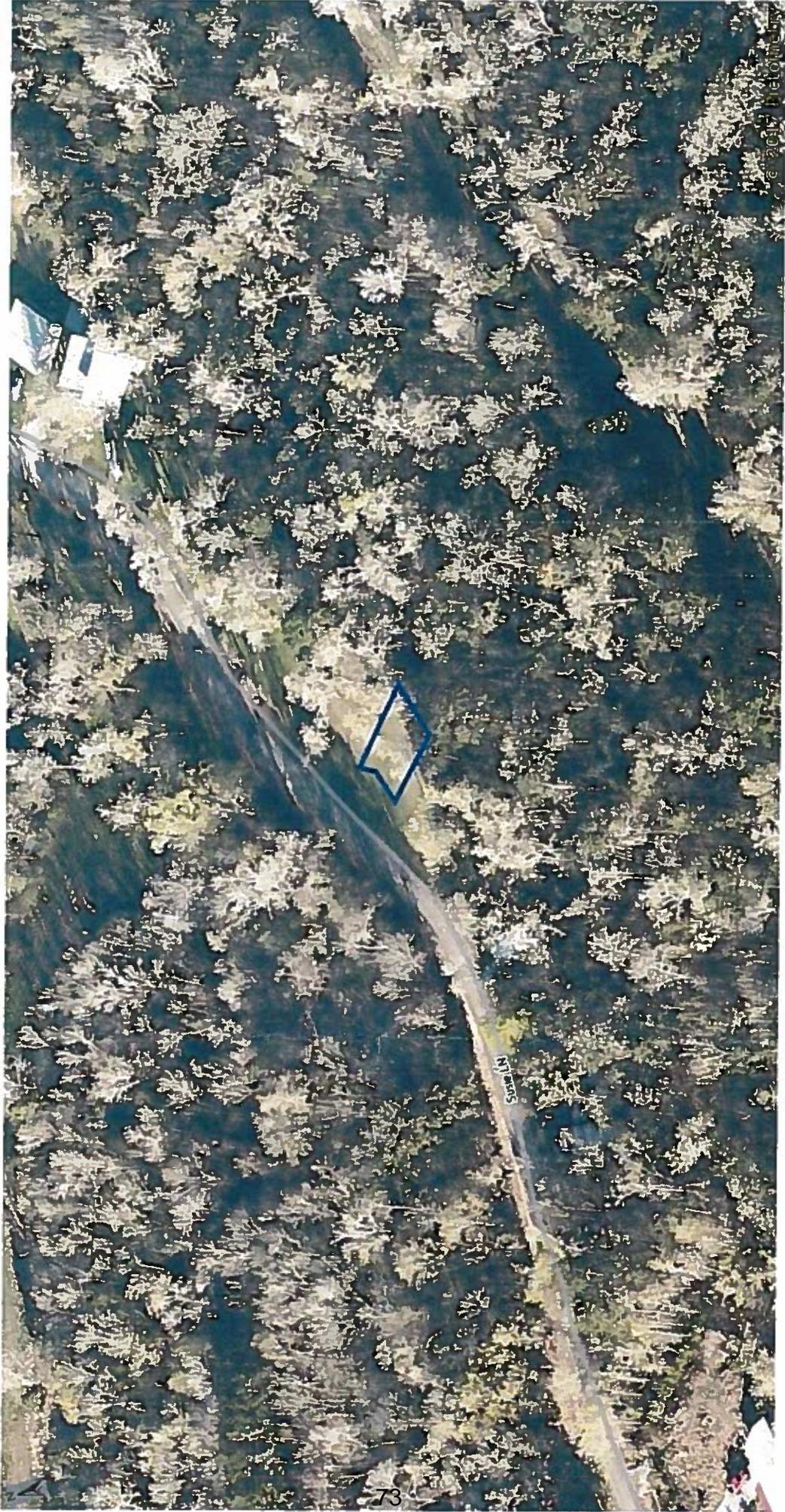
Owned by BRAZORIA COUNTY IN TRUST

Address SUSIE LN CR 442

[Full Details](#)



**8301-0000-110 PCT.2**





**MEMORANDUM NO: 154-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** October 1, 2019  
**SUBJECT:** 2018-2019 Budget Amendment #2

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The second budget amendment for the 2018-2019 fiscal year follows on the next page. Two of the items highlighted in green are related to travel increases and one item represents an increase in rental costs for the use of UHCL- Pearland for Dual Credit courses for summer. All of the items can be funded from various salary savings accounts as highlighted in blue.

It is recommended that the Board approve the second revision to the 2018-2019 budget.

CMA:tg

ALVIN COMMUNITY COLLEGE  
 BUDGET REVISION REQUEST  
 DATE: October 24, 2019

FROM: DR. CHRISTAL ALBRECHT

TO: BOARD OF REGENTS

THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2018-19 SCHOOL YEAR ARE REQUESTED.

FROM:

TO:

Budget Code	Account Name	Transfer Out	Budget Code	Account Name	Transfer In	Purpose
11-5-13060-61105	Allied Health Professional FT Salaries	(1,115.12)	11-7-10450-82000	Institutional Effectiveness Travel	1,115.12	Increase in travel for additional person
11-5-14081-61310	Softball TSCM Salaries PT	(9,129.79)	11-5-14082-82104	Baseball Travel	9,129.79	Postseason travel and rental of bus on three occasions.
11-5-10505-61105	Distance Education Professional FT Salaries	(9,538.00)	11-6-15030-82261	UHCL Pearland Rental	9,538.00	Summer Dual Credit classes were held at UHCL Pearland which increased to rental costs
<b>TOTAL</b>		<b>(19,782.91)</b>			<b>19,782.91</b>	

APPROVED on the 24th day of October, 2019

\_\_\_\_\_  
 Director, Fiscal Affairs

\_\_\_\_\_  
 Chairman of ACC Board of Regents

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 Vice President of Administrative Services

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 Secretary of ACC Board of Regents

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 President

**Alvin Community College**  
**Consolidated Statement of Net Assets**

	<u>September 30, 2019</u>	<u>September 30, 2018</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
<b>Current Assets</b>				
Cash and cash equivalents	1,973,744	882,495	1,091,249	
Short-term investments	34,718,570	34,593,753	124,817	
Accounts receivable, net	1,298,913	1,005,705	293,208	Installation Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	323,498	468,927	(145,429)	
Prepays	2,058	3,650	(1,592)	Travel advances and prepaid expenses
<b>Total Current Assets</b>	<u>38,316,783</u>	<u>36,954,530</u>	<u>1,362,253</u>	
<b>Noncurrent assets</b>				
Restricted cash	-	-	-	
Long-term investments	750,000	750,000	-	
Capital assets, net	27,157,972	27,157,972	-	
<b>Total Assets</b>	<u>66,224,755</u>	<u>64,862,502</u>	<u>1,362,253</u>	
<b>Deferred Outflows of Resources</b>				
Deferred charge on refunding	151,897	303,794	(151,897)	Bonds
Deferred outflows - pensions	673,306	673,306	-	TRS pension
Deferred outflows - OPEB	793,739	793,739	-	OPEB
<b>Total Deferred Outflows of Resources</b>	<u>1,618,942</u>	<u>1,770,839</u>	<u>(151,897)</u>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	139,538	230,224	(90,686)	
PARS	-	327,043	(327,043)	
Net pension liability	5,761,791	5,761,791	-	
Net OPEB liability	28,072,470	28,072,470	-	
Funds held for others	37,521	36,668	853	Agency funds - groups, clubs, etc on campus
Deferred revenues	245,844	234,649	11,195	Grants paid in advance and fall registrations
Compensated absences	414,719	428,516	(13,797)	Entry made annually for change in liability
Bonds payable	9,366,965	10,731,486	(1,364,521)	Annual payment
Tax note payable	21,870,000	22,565,000	(695,000)	Annual payment
<b>Total Liabilities</b>	<u>65,908,848</u>	<u>68,387,847</u>	<u>(2,478,999)</u>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	806,996	806,996	-	TRS pension
Deferred inflow - OPEB	6,206,958	6,206,958	-	OPEB
Deferred inflows - premium on tax note	2,598,024	2,734,762	(136,738)	Tax Note
<b>Total Deferred Inflows of Resources</b>	<u>9,611,978</u>	<u>9,748,716</u>	<u>(136,738)</u>	
<b>Net Assets</b>				
Fund Balance - Equity	<u>(7,677,129)</u>	<u>(11,503,222)</u>	<u>3,826,093</u>	
<b>Total Net Assets</b>	<u><u>(7,677,129)</u></u>	<u><u>(11,503,222)</u></u>	<u><u>3,826,093</u></u>	

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**September 30, 2019 and September 30, 2018**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	9,740	102,122	1,309,260	1,207,138	7.80%	9,271	108,633	1,303,599	1,194,966	8.33%
Professional Sal	92,196	366,711	4,920,751	4,554,040	7.45%	82,985	346,067	4,608,193	4,262,126	7.51%
Tech/Clerical Sal	67,593	360,891	4,679,950	4,319,059	7.71%	65,998	339,290	4,384,603	4,045,313	7.74%
Faculty Sal	49,560	887,828	11,291,202	10,403,374	7.86%	45,681	886,773	11,119,932	10,233,159	7.97%
Misc Sal	9,460	6,579	71,245	64,666	9.23%	7,722	6,357	79,195	72,838	8.03%
Reg Students Sal	2,799	10,299	214,089	203,790	4.81%	3,632	8,830	200,028	191,198	4.41%
Work Study Students Sal	5,497	-	-	-	0.00%	3,598	-	-	-	0.00%
Staff Benefits	31,748	171,932	3,943,717	3,771,785	4.36%	31,632	221,593	3,844,695	3,623,102	5.76%
Subtotal	268,593	1,906,362	26,430,214	24,523,852	7.21%	250,519	1,917,543	25,540,245	23,622,702	7.51%
Equipment	13,541	2,999	25,000	22,001	12.00%	2,210	-	20,000	20,000	0.00%
Computer Hardware	36,580	-	108,810	108,810	0.00%	3,325	-	52,460	52,460	0.00%
Capital Improvements	-	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	280,000	280,000	0.00%	-	-	1,917,000	1,917,000	0.00%
Travel/Prof Development	119	9,927	507,192	497,265	1.96%	5,562	16,962	479,411	462,449	3.54%
Supplies & Exp	890,838	1,042,032	5,009,477	3,967,445	20.80%	547,423	882,115	4,797,760	3,915,645	18.39%
Institutional Scholarships	69,533	10,480	292,000	281,520	3.59%	53,711	9,399	115,330	105,931	8.15%
Financial Aid	2,285,057	-	-	-	0.00%	2,155,122	-	-	-	0.00%
Donor Scholarships	33,557	-	-	-	0.00%	13,082	-	-	-	0.00%
Purchases (Store/Concession)	(98,171)	-	-	-	0.00%	53,521	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	2,400	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	500	-	-	-	0.00%	-	-	-	-	0.00%
Tax Maintenance Note Pmt	-	-	1,780,875	1,780,875	0.00%	-	-	-	-	0.00%
Unexpended Plant	16,562	-	-	-	0.00%	6,276	-	-	-	0.00%
	3,516,709	\$ 2,971,800	\$ 34,533,568	\$ 31,561,768	8.61%	3,093,151	\$ 2,826,019	\$ 32,922,206	\$ 30,096,187	8.58%
State Insurance Match	-	-	-	-	0.00%	-	-	-	-	0.00%
State Retirement Match	-	51,568	-	(51,568)	0.00%	-	47,440	-	(47,440)	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**September 30, 2019 and September 30, 2018**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	792,947	3,094,421	7,195,698	(4,101,277)	43.00%	807,234	3,107,069	7,546,142	(4,439,073)	41.17%
Federal grants and contracts	2,392,964	-	-	-	0.00%	2,138,732	-	-	-	0.00%
State grants	50,261	-	-	-	0.00%	218,661	-	-	-	0.00%
Local grants	114,429	-	-	-	0.00%	118,679	-	-	-	0.00%
Auxiliary enterprises	363,106	-	-	-	0.00%	351,251	-	-	-	0.00%
Other operating revenues	54,754	5,795	105,000	(99,205)	5.52%	56,104	6,882	105,000	(98,118)	6.55%
<b>Total operating revenues</b>	<b>3,768,461</b>	<b>3,100,216</b>	<b>7,300,698</b>	<b>(4,200,482)</b>	<b>42.46%</b>	<b>3,690,661</b>	<b>3,113,951</b>	<b>7,651,142</b>	<b>(4,537,191)</b>	<b>40.70%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	876,243	6,466,153	5,589,910	13.55%	-	693,328	5,811,407	5,118,079	11.93%
Institutional	-	506,531	6,792,057	6,285,526	7.46%	-	536,521	4,786,258	4,249,737	11.21%
Designated for Institutional Reserve	-	-	280,000	280,000	0.00%	-	-	1,917,000	1,917,000	0.00%
Occupational Technical Instruction	-	470,028	6,022,650	5,552,622	7.80%	-	487,610	6,111,901	5,624,291	7.98%
University Parallel Instruction	-	573,275	7,279,530	6,706,255	7.88%	-	537,947	6,991,658	6,453,711	7.69%
Student Services	-	385,586	4,478,128	4,092,542	8.61%	-	424,927	4,249,129	3,824,202	10.00%
Physical Plant	-	160,137	3,215,050	3,054,913	4.98%	-	145,686	3,054,853	2,909,167	4.77%
Unbudgeted Unrestricted	537,301	-	-	-	0.00%	429,622	-	-	-	0.00%
Continuing Ed (Fund 13)	115,864	-	-	-	0.00%	90,693	-	-	-	0.00%
Auxiliary enterprises	18,530	-	-	-	0.00%	171,665	-	-	-	0.00%
Local Grants	4,275	-	-	-	0.00%	2,360	-	-	-	0.00%
TPEG	11,251	-	-	-	0.00%	38,769	-	-	-	0.00%
Institutional Scholarships	61,433	-	-	-	0.00%	45,240	-	-	-	0.00%
State Grants	50,261	-	-	-	0.00%	8,298	-	-	-	0.00%
Federal Grants	2,397,206	-	-	-	0.00%	2,286,426	-	-	-	0.00%
Donor Scholarships	33,557	-	-	-	0.00%	13,802	-	-	-	0.00%
Unexpended Plant Fund	16,562	-	-	-	0.00%	6,276	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	500	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	269,969	-	-	-	0.00%	-	-	-	-	0.00%
<b>Total operating expenses</b>	<b>3,516,709</b>	<b>2,971,800</b>	<b>34,533,568</b>	<b>31,561,768</b>	<b>8.61%</b>	<b>3,093,151</b>	<b>2,826,019</b>	<b>32,922,206</b>	<b>30,096,187</b>	<b>8.58%</b>
<b>Operating Gain/(Loss)</b>	<b>251,752</b>	<b>128,416</b>	<b>(27,232,870)</b>	<b>(35,762,250)</b>		<b>597,510</b>	<b>287,932</b>	<b>(25,271,064)</b>	<b>(34,633,378)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	912,994	7,772,636	(6,839,642)	12.00%	-	951,985	7,930,935	(6,978,950)	12.00%
Property tax revenue - Current	-	-	19,030,234	(19,030,234)	0.00%	-	-	15,298,129	(15,298,129)	0.00%
Property tax revenue/Instnt Reserve	-	-	280,000	(280,000)	-	-	-	1,917,000	(1,917,000)	-
Property tax revenue - Delinquent	3,184	33,579	-	33,579	0.00%	1,543	14,399	-	14,399	0.00%
Property tax revenue - Interest & Penalties	389	3,966	-	3,966	0.00%	340	3,236	-	3,236	0.00%
Investment income	43,063	(13,438)	150,000	(163,438)	-8.96%	41,089	(10,989)	125,000	(135,989)	-8.79%
Other non-operating revenues	66,634	315	-	315	0.00%	43,939	2,047	-	2,047	0.00%
<b>Total nonoperating revenues</b>	<b>113,270</b>	<b>957,416</b>	<b>27,232,870</b>	<b>(26,275,454)</b>	<b>3.52%</b>	<b>86,911</b>	<b>960,678</b>	<b>25,271,064</b>	<b>(24,310,386)</b>	<b>3.80%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	51,568	-	51,568	0.00%	-	47,440	-	47,440	0.00%
State Insurance Match	-	-	-	-	0.00%	-	-	-	-	0.00%
State Retirement Match	-	(51,568)	-	(51,568)	0.00%	-	(47,440)	-	(47,440)	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%
<b>Increase/(decrease) in net assets</b>	<b>365,022</b>	<b>1,085,832</b>	<b>-</b>	<b>(62,037,704)</b>		<b>684,421</b>	<b>1,248,610</b>	<b>-</b>	<b>(58,943,764)</b>	
* State Approp portion generated by CE =	26,404					37,889				
* Institutional Reserve	5,520,431					4,255,783				



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

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	26,404			26,404	40,800	(14,396)
Motorcycle Safety	450			450	-	450
GED	3,112			3,112	864	2,248
Law Enforcement	-	-		-	-	-
Academic Overlay	-	-		-	-	-
Real Estate	255			255	-	255
Dental Assistant	18,255	(1,095)		17,160	9,761	7,399
Information Technology Training	-	-		-	-	-
Phlebotomy	29,260	(1,756)		27,504	2,108	25,396
Medication Aide	17,820	(1,069)		16,751	624	16,127
Welding	59,543	(3,306)	(4,350)	51,887	18,486	33,401
Certified Nursing	5,082	(305)		4,777	6,353	(1,576)
Truck Driving	12,037	(567)		11,470	10,613	857
Center for Professional Workforce Dev	40			40	-	40
Education to Go	1,055			1,055	-	1,055
Concealed Handguns	-			-	-	-
Occupational Health & Safety	614			614	132	482
Community Programs	200			200	305	(105)
Clinical Medical Assistant	16,640	(930)	(1,140)	14,570	675	13,895
Vet Assistant	16,975	(1,019)		15,957	1,505	14,452
NonCert Rad	-	-		-	-	-
Yoga	600			600	-	600
Human Resource Program	-	-		-	-	-
Activity Director Program	-	-		-	-	-
Machinist Program	7,714	(463)		7,251	7,982	(731)
TWC Pipefitter Program	8,086	(485)		7,601	7,033	568
STRIVE	40,600	(2,236)		38,364	6,506	31,858
TWC INEOS/TEAM	-	-		-	-	-
TWC Ascend	-	-		-	-	-
TWC Pipefitting/Welding	-	-		-	-	-
TWC Fast Start IV	-	-		-	-	-
Industrial Maintenance	-	-		-	-	-
TWC Building Construction Trades	-	-	-	-	2,117	(2,117)
<b>Total</b>	<b>264,742</b>	<b>(13,230)</b>	<b>(5,490)</b>	<b>246,022</b>	<b>115,864</b>	<b>130,158</b>

\*2.83% of the state appropriation for FY2018/19 is attributed to CE hours. This funding is used to offset administrative costs.

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

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement as of September 30, 2019 and September 30, 2018**

	Unaudited						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
<b>Revenue</b>								
Sales & services	104,801		117,445	9	33,223	2,413	257,891	241,530
Student Fees		105,215					105,215	109,721
	104,801	105,215	117,445	9	33,223	2,413	363,106	351,251
<b>Expenses</b>								
Purchases & Returns			(98,171)				(98,171)	53,521
Salaries	7,863	1,055	17,651		19,480	2,686	48,735	53,990
Staff Benefits	1,998	26	3,925		7,532	74	13,555	16,440
Supplies & Other Operating Expenses	18,049	466	21,980		1,758		42,253	32,436
Equipment							-	-
Building Repairs							-	-
Bank Charges			3,829		224	5	4,058	7,758
Contingency							-	2,400
Scholarships		8,100					8,100	5,120
	27,910	9,647	(50,786)	-	28,994	2,765	18,530	171,665
<b>Excess revenue over expenses</b>	<b>76,891</b>	<b>95,568</b>	<b>168,231</b>	<b>9</b>	<b>4,229</b>	<b>(352)</b>	<b>344,576</b>	<b>179,586</b>
<b>Assets:</b>								
Cash & Petty Cash			12,013			55	12,068	12,068
Accounts Receivable			14,538				14,538	27,374
Interfund Receivables	424,073	406,478	972,508	2,759	5,020	50,725	1,861,563	1,413,025
Prepaid Expenses							-	-
Inventory			323,192	306			323,498	468,926
<b>Total Assets</b>	<b>424,073</b>	<b>406,478</b>	<b>1,322,251</b>	<b>3,065</b>	<b>5,020</b>	<b>50,780</b>	<b>2,211,667</b>	<b>1,921,393</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	1,911		36,920		6,971	95	45,897	44,837
Deferred Revenue							-	-
Deposits							-	-
<b>Total Liabilities</b>	<b>1,911</b>	<b>-</b>	<b>36,920</b>	<b>-</b>	<b>6,971</b>	<b>95</b>	<b>45,897</b>	<b>44,837</b>
Restricted Fund Balance (includes inventories)			323,192	306			323,498	468,926
Unrestricted Fund Balance	422,162	406,478	962,139	2,759	(1,951)	50,685	1,842,272	1,407,630
<b>Total Liabilities &amp; Fund Balance</b>	<b>424,073</b>	<b>406,478</b>	<b>1,322,251</b>	<b>3,065</b>	<b>5,020</b>	<b>50,780</b>	<b>2,211,667</b>	<b>1,921,393</b>

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	108,969		102,219	694	26,524	3,124	241,530
Student Fees		109,721					109,721
	108,969	109,721	102,219	694	26,524	3,124	351,251
<b>Expenses</b>							
Purchases & Returns			53,521				53,521
Salaries	7,328	6,489	19,963		17,577	2,633	53,990
Staff Benefits	1,905	1,776	6,003		6,696	60	16,440
Supplies & Other Operating Expenses	11,034	689	19,369		1,344		32,436
Equipment							-
Building Repairs							-
Bank Charges			5,766		1,937	55	7,758
Contingency		2,400					2,400
Scholarships		5,120					5,120
	20,267	16,474	104,622	-	27,554	2,748	171,665
<b>Excess revenue over expenses</b>	<b>88,702</b>	<b>93,247</b>	<b>(2,403)</b>	<b>694</b>	<b>(1,030)</b>	<b>376</b>	<b>179,586</b>
<b>Assets:</b>							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			27,374				27,374
Interfund Receivables	340,922	290,149	713,291	11,133	6,009	51,521	1,413,025
Prepaid Expenses							-
Inventory			468,926				468,926
<b>Total Assets</b>	<b>340,922</b>	<b>290,149</b>	<b>1,221,604</b>	<b>11,133</b>	<b>6,009</b>	<b>51,576</b>	<b>1,921,393</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	2,744	733	36,640		4,557	163	44,837
Deferred Revenue							-
Deposits							-
<b>Total Liabilities</b>	<b>2,744</b>	<b>733</b>	<b>36,640</b>	<b>-</b>	<b>4,557</b>	<b>163</b>	<b>44,837</b>
Restricted Fund Balance (includes inventories)			468,926				468,926
Unrestricted Fund Balance	338,178	289,416	716,038	11,133	1,452	51,413	1,407,630
<b>Total Liabilities &amp; Fund Balance</b>	<b>340,922</b>	<b>290,149</b>	<b>1,221,604</b>	<b>11,133</b>	<b>6,009</b>	<b>51,576</b>	<b>1,921,393</b>