



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

June 25, 2020
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
June 25, 2020 at 6:00 PM
C227**

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<i>Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.</i>	
A. Executive Session: <i>Private consultation with its attorney, when seeking the advice of its attorney in accordance with Tex. Gov't Code Section 551.071; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee in accordance with Tex. Gov't Code 551.074.</i>	
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E. <u>Citizens Inquiries</u>	
In accordance with ACC Board Policy BDB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes.	
Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.	
A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.	
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**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
JUNE 25, 2020**

It is hereby certified that a notice of this meeting was posted on the 18th day of June 2020, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 18th day of June, 2020.



Dr. Christal M. Ambrecht
President

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF MAY 12, 2020
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a regular session on the 12th day of May 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
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Rick Morris
Matt Graves

Amos Byington
Tammy Giffrow

Kelly Klimpt
Alan Phillips

1. Call to Order

The meeting was called to order by Chair Pyburn at 6:12 p.m.

Chair Pyburn went on to say that on March 16, 2020, Governor Gregg Abbott granted a request by Attorney General Ken Paxton to temporarily suspend a limited number of open meetings laws to the extent necessary to allow telephonic or videoconference meetings in response to the Coronavirus (COVID-19). In accordance with those suspended rules, the board certifies the following:

- a) Although members of the Board are not gathered in a central, physical location, we do have a quorum in attendance at this meeting by video conference.
- b) This meeting is being held by video conference because the convening at one location of a quorum of the governmental body is not appropriate during the COVID-19 Public Health Emergency.
- c) Based on current guidance from federal, state, and county authorities concerning large gatherings and social distancing during the COVID-19 public health emergency, there is no established location for an audience to observe the meeting, however, the live meeting is accessible through a web link that was timely and appropriately provided to the public and media as part of the meeting posting and via the district's website.

d) As we would at any in-person meeting, members of the public who have followed the standard instructions for registering to speak during the public comment portion will be allowed 5 minutes to speak.

e) All other meeting procedures will adhere to board-adopted procedures to the extent practicable.

f) A video recording of this meeting is being made and will be available to the public on the College's website.

Tammy Giffrow took a roll call for attendance.

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.

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

Invocation by Dr. Crumm.

Citizen Inquiries

There were no citizen inquires.

Board Comments

The Regents thanked Chairman Pyburn and Regent Knape for their dedicated years of service and great leadership to the college. Dr. Albrecht thanked Chair Pyburn and Regent Knape for their leadership and noted that once the Nolan Ryan Center renovations have been completed, there will be a celebration for the outgoing Regents. Chairman Pyburn stated that he enjoyed serving and this had been one of the great honors in life to be a Regent and that he had come to appreciate ACC more in these past few years and that Dr. Albrecht has the best team he has seen. He said he will miss the relationships and knows that lots of work is still left to be done. Regent Knape said that she was thankful for ACC and the opportunity serve. She was also happy to be a part of the team that reached so many goals. She left with the parting words of deep peace of the quiet earth to you, deep peace of the gentle night to you, deep peace of the shining stars to you, and deep peace of the light of the world to you.

Oath of Office and Election of Officers

Mrs. Tammy Giffrow administered the Oath of Office to the incoming Regents – Mrs. Jody Droege, Mr. Darren Shelton, and Mr. Jake Starkey.

Executive Session

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; for the purpose of deliberating the purchase, exchange, lease or value of real property in accordance with Section 551.072.*

The Executive Session was moved up in the agenda and was announced that the Regents would only be meeting in Executive Session once. Executive Session ended at 7:29 p.m.

The meeting was called back into session by Vice Chair Sanchez at 7:31 p.m. and announced that there would be no need for another executive session.

Election of Officers – Chair, Vice Chair and Secretary

The nomination of Vice Chair ‘Bel Sanchez for Board Chairman was made by Mrs. Droege. Vice Chair Sanchez consented to the nomination. The nomination of Dr. Hertenberger for Board Chairman was made by Mr. Stuksa. Dr. Hertenberger consented to the nomination. Vote for Vice Chair Sanchez: Dr. Crumm, Mrs. Droege, Mr. Marvel, Vice Chair Sanchez, Mr. Shelton, Mr. Starkey and Mr. Tacquard. Vote against: Dr. Hertenberger and Mr. Stuksa.

Legal Counsel, Mr. Morris stated that since Vice Chair Sanchez received the majority of votes, this would close the vote and Vice Chair Sanchez would be declared the Board Chairman.

The nomination of Mrs. Jody Droege for Vice Chairman was made by Mr. Starkey. Mrs. Droege consented to the nomination. The nomination of Dr. Patty Hertenberger for Vice Chairman was made by Mr. Stuksa. Dr. Hertenberger consented to the nomination. Vote for Mrs. Droege: Dr. Crumm, Mrs. Droege, Chair Sanchez, Mr. Shelton and Mr. Starkey. Vote against: Mr. Marvel, Dr. Hertenberger, Mr. Stuksa, and Mr. Tacquard.

Legal Counsel, Mr. Morris stated that a simple majority carried the vote and Mrs. Droege would be declared the Board Vice Chair.

The nomination of Dr. Patty Hertenberger as Board Secretary was made by Mr. Stuksa. Dr. Hertenberger consented to the nomination. Vote for was unanimous.

The officers for the 2020-2022 term are Chair ‘Bel Sanchez, Vice Chair Jody Droege and Board Secretary Dr. Patty Hertenberger.

Approval of Minutes

Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of April 23, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Dr. Crumm. Seconded by Vice Chair Droege. Motion passed unanimously.

President’s Report – State of the College Report

Dr. Albrecht gave the annual State of the College Report for 2019-2020 that included the SACS COC update, Quality Enhancement Plan implementation delay and final submission scheduled for August 2020, current campus construction, highest Fall enrollment ever, budget and tax rate over the last several years, outstanding audit review for the college, the Health Information Management program start in the Fall 2019 semester and the SACS COC approval of a Cyber Security program which will begin in January 2021. The onset of the COVID 19 pandemic brought many changes that included the immediate response and movement of student’s classes and services to online, telecommuting for staff, TEAMS meetings, safety procedures, the support of the ACC Foundation for students, student financial and technical support, CARES Act financial funding, ACC helping the community with the loaning of medical equipment and food donations, virtual ceremonies, and the planning for moving forward into the summer and fall semesters. This report was for information only.

President’s Goal #6 Report on Campus Renovations

Dr. Albrecht presented the report on Goal #6 regarding the renovations that have taken place on campus. Her update included pictures and current status of buildings B, G, H, E and the Nolan Ryan Center, the communications with employees in regards to their moving schedules, the regularly scheduled meetings with AGCM for their guidance and information from contractors, the complexity of contractor’s movement of equipment onto campus, the requirements of PPE protocol and safety for contractors, and the scheduled timelines for the various summer projects. This report was for information only.

Information Regarding Distribution of CARES Act Emergency Financial Aid to Students and Distribution of the Institutional Portion of the CARES Act Fund

Dr. Albrecht informed the Regents of the ongoing distribution of the CARES Act Emergency Financial Aid to students and that to date over 250 ACC students have received approximately \$125,000. Criteria is continuing to be gathered for the remainder of the first distribution to students, along with parameters for the second distribution that will be forthcoming to the institution. This report was for information only.

Contract Recommendations 2020-21

The motion to approve to the recommended annual appointments or tenured appointments for 2020-2021 as presented was made by Dr. Hertenberger. Seconded by Mr. Marvel. Motion passed unanimously. These appointments may also be impacted by the need to reduce financial expenditures, if the College faces a situation of financial exigency, Board of Regents Policy Manual, DMC (LOCAL) .

Consider Approval of A-Rocket Moving & Storage for Moving Needs on Campus

The motion to approve the utilization of A-Rocket Moving & Storage for moving services on campus was made by Mr. Shelton. Seconded by Mr. Starkey. Motion passed unanimously. These services will be used to move large building contents to and from the storage location on campus.

Consider Approval of Corestone Paving & Construction for 2018 Maintenance Bond Parking Lot and Drainage Renovations

The motion to approve a contract to Corestone Paving & Construction for the parking lot and drainage renovations was made by Mr. Tacquard. Seconded by Dr. Crumm. Motion passed unanimously.

Financial Report Ending April 2020

Vice Chair Droege made the motion to approve the financial report for April 2020. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of of Revision to Board Policy DEA Local Regarding Pay for Employees Working During Time of College Closing (Holiday and Emergency Closings)

Mr. Marvel made the motion to table the motion until Dr. Albrecht brings information requested by the Board of Regents. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Tuition and Fees Recommendations

Mr. Starkey made the motion to approve the list of tuition and fees as recommended, noting that some are in effect only for the Summer 2020 semesters, some go into effect in the Summer 2020 and some go into effect Fall 2020 semester and one goes into effect in Spring 2021. Seconded by Mr. Stuksa. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Dr. Crumm. Motion passed unanimously. The meeting was adjourned at 8:57 p.m.

Note: Chair Sanchez took a roll call for every vote after providing each Regent the opportunity to ask any questions.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chairman

**ALVIN COMMUNITY COLLEGE
CALLED BOARD MEETING OF JUNE 15, 2020
BOARD OF REGENTS
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Called Board Meeting on the 15th day of June, 2020 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair (via Teams)
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Debbie Kraft
Hammedah Majeed
Kyle Marasckin

Kelly Klimpt
Alan Phillips
Tammy Giffrow

Rick Morris

1. Call to Order

The meeting was called to order by Chair Sanchez at 12:15 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.

• **Pledge**

• **Invocation**

Invocation by Mr. Shelton.

Consider Approval of Personnel (Replacement) – Polysomnography Instructor

The motion was made by Dr. Crumm to approve Jordan Rusk as Polysomnography instructor. Seconded by Mr. Starkey. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Dr. Crumm. Seconded by Mr. Starkey. Meeting was adjourned at 12:19 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chairman

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JUNE 15, 2020
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 15th day of June, 2020 immediately after the conclusion of the Called Meeting at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair
Jody Droege	Vice-Chair (via Teams)
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Christal M. Albrecht	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Karen Edwards	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Debbie Kraft	Kelly Klimpt	Rick Morris
Hameedah Majeed	Alan Phillips	
Kyle Marasckin	Tammy Giffrow	

Call to Order

The meeting was called to order by Chair Sanchez at 12:19 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*.

Initial Presentation of the Fiscal Analysis and Proposed 2020-2021 Budget

Mr. Karl Stager presented the first draft of the 2020-2021 budget along with the fiscal analysis. Included in the overview was state funding information, changes in estimated taxable values, estimated revenue, sources of revenue for the college and the effect that the pandemic could possibly have on the 2020-2021 budget. Each member of the Executive Leadership Team presented the changes in their area's budget. Dr. Albrecht stated that there would be a Board meeting in June for the next review of the budget, as well as a Board Workshop in July.

Executive Session

Chair Sanchez announced that the Board of Regents were convening into Executive Session and dismissed all staff in attendance. Executive Session was called to order at 2:07 p.m.

Adjournment

Mr. Marvel made the motion to adjourn. Seconded by Dr. Crumm. Motion passed unanimously. The meeting was adjourned at 3:39 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

	Budgeted 2019-20	JUNE 2020	Funded Vacancies
Administrative	11	9	2
Professional	74	70	4
Faculty	113	104	9
Technical Support, Clerical & Maintenance (TSCM)	116	108	8
Total Full-Time (FT) Employees	314	291	23

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Rhonda Hull	Administrative Services-Executive Adm. Assistant	6/30/2020	Resignation
2	Lisa Ahkeituame	Instruction - Business Management	6/25/2020	Resignation



MEMORANDUM NO: 80-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 15, 2020
SUBJECT: Consider Approval of Personnel Action (Replacement): Psychology Instructor

The individual listed below has been recommended to fill the full-time position for the Psychology Instructor, Psychology Department.

Candidate

Recommended: Jennifer Shimek

Education: **University of Houston-Clear Lake**
Master of Arts, Behavioral Science-Clinical Psychology May 2017
University of Houston
Bachelor of Science, Psychology December 2005

Experience: **Alvin Community College**
Adjunct Psychology Instructor August 2018 – Present
San Jacinto College - South
Adjunct Psychology Instructor August 2017 – Present
Innovative Alternatives
Therapist Intern January 2005 – August 2005
University of Houston – Department of Psychology
Site Coordinator August 1998 – May 2002

Salary: \$50,440 / \$4,203.33
Grade 9MA / Step 6 - 2019-20 9 Month Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

The instructor will teach a variety of courses within the Psychology 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 in Psychology or Master's with 18 graduate hours in Psychology; or other approved program.

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: 84-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 15, 2020

SUBJECT: Consider Approval of Personnel Action (Replacement): Process Technology Instructor
The individual listed below has been recommended to fill the full-time position for the Instructor, Process Technology.

Candidate
Recommended: David Westmoreland

Education: University of Houston-Clear Lake
Bachelor of Sciences – Behavioral Science-Psychology August 2008

Experience: Alvin Community College
STEM Grant - Process Technology Technician Instructor October 2017 – Present

Chevron Pipeline
Change of Management Coordinator February 2011 – October 2016

Chevron Pipeline
Pipeline Controller February 2006 – January 2011

Duke Energy Gas Transmission
Sr. Gas Controller February 1996 – January 2006

OXYCHEM
Process Operator/Relief Foreman September 1983 – January 1996

Salary: \$45,329 / \$3,777.42
Grade Bachelor / Step 6 - 2019-20 9-Month Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Process Technology		
Department:	Process Technology	Reports to:	Dean of Professional, Technical, and Human Performance
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:	Revised by HR Cynthia Griffith (credentialing	Date:	10/05/2018
Last Updated by:	guide)	Date:	10/5/2018

SUMMARY

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

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

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

QUALIFICATIONS

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

EDUCATION

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

EXPERIENCE

- Three (3) years non-teaching related work experience required.
- Five (5) years of industry experience with plant operations, startups/shutdowns, troubleshooting, safety, operator training, plant processes, and utility systems or related preferred.
- One (1) year of training or instructional experience at the college level is preferred; and experience in development of curriculum and instructional materials is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE



MEMORANDUM NO: 87-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht *CMA*
DATE: June 17, 2020
SUBJECT: Consider Approval of Personnel Recommendation (Replacement):
Executive Director, Institutional Effectiveness and Research

The individual listed below has been recommended to fill the full time position of Executive Director, Institutional Effectiveness and Research.

Candidate

Recommended: Pamelyn Shefman

Education: Ph.D., Educational Psychology May 2014
University of Houston
M.B.A., Business Administration December 1999
Duquesne University
B.S., Psychology May 1995
Carnegie Mellon University

Experience:

Alvin Community College March 2019- Present
(Temporary) *Executive Director, IER*
University of Houston, Central Campus
Director, Assessment & Planning July 2013 – March 2019
Doctoral Student Teaching Assistant August 2011 – August 2012
Doctoral Student Tuition Fellow January 2012 – May 2012
Activities Advisor II, Campus Activities August 2002 – June 2004
Activities Advisor I, Campus Activities August 2000 – August 2002



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

Lone Star College – CyFair Campus

Coordinator, Best Start

May 2012 – June 2013

Adjunct Faculty

August 2012 – May 2013

Rice University

Associate Director, Student Center

July 2005 – December 2011

Assistant Director, Student Center

June 2004 – July 2005

Davis & Elkins College

Coordinator of Campus Activities

June 1995 – June 1996

Salary: \$103,848
Grade 10 / Step 6
2019-20 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Executive Director of Institutional Effectiveness and Research		
Department:	Institutional Effectiveness and Research	Reports to:	Vice President of Instruction
Grade Level:	10	Job Category:	
Salary Range:	Professional Salary Schedule	FLSA Status:	Exempt
HR Approved:	Karen Edwards	Date:	11/20/2019
Last Updated by:	Cynthia Griffith	Date:	11/19/2019

SUMMARY

The Executive Director of Institutional Effectiveness and Research provides leadership for institutional planning and effectiveness to support the College’s mission and decision-making processes. The position supports ongoing quality improvement of the institution through research and analysis of relevant data. The Executive Director is responsible for implementing a systemic process to demonstrate ongoing institutional effectiveness, strategic planning, program assessment and evaluation, data analysis, and standardized reporting.

This position is also responsible for the preparation and oversight of accreditation reports to ensure compliance with regional, state, and federal requirements. As a part of those duties, the Executive Director is also responsible for the leadership, collaborative development, and coordination of the institution’s Quality Enhancement Plan (QEP).

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

- Provide leadership and oversight for the College’s ongoing, comprehensive, integrated, and research-based planning and evaluation processes.
- Develop, assess, and maintain processes and procedures that focus on continuous improvement of the quality and effectiveness of the College in relation to the College mission.
- Apply advanced knowledge of institutional research methodologies and software to ensure ongoing planning and evaluation of all college programs, services, and constituencies are linked to decision-making and allocation of resources.
- Evaluate, systemically analyze, and communicate data findings to College leadership and constituencies in order to recommend and establish institutional key performance indicators.
- Provide leadership and support for the on-going development and implementation of college-wide program review, predictive analytics, course evaluations, and other support software systems.
- Support the SACSCOC liaison, administrators, faculty, and staff with accreditation compliance and activities.
- Through broad-based support of institutional constituencies, identify a topic focused on specific student learning outcomes and/or student success to collaboratively develop a written plan of improvement and identify resources necessary to initiate, implement, assess, and complete a Quality Enhancement Plan (QEP) as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Oversee and plan initiatives to address and anticipate changes in the College's strategic plan, unit performance plans, economic forecasts, occupational outlook, and/or student needs.
- Responsible for monitoring institutional effectiveness and improvement including regional and professional accreditation; program reviews; learning outcomes assessments; and course evaluations.
- Collaborate with faculty, staff, and administrators for goal attainment and process improvements to reach established academic, unit, and institutional goals.
- Assist the institution in identifying and understanding emerging trends, strategies and the significance of environmental changes to support college planning and development efforts.
- Supervise the maintenance and further development of data dashboards to communicate progress towards goals, KPIs, leading and lagging indicators, and regular program/department data.
- Oversee the annual development and distribution of program data to faculty, staff, and administrators to address enrollment and retention of students and draw conclusions and/or make recommendations for process areas of improvement.
- Plan, manage, and monitor departmental budget.
- Provide leadership and supervision of Institutional Effectiveness and Research staff.
- Measure performance of Institutional Effectiveness and Research department and provide leadership for continuous improvement of services.
- Oversee the Institutional Review Board (IRB) process.
- Ensure college compliance with the SACSCOC, state, and federal accountability requirements related to student achievement and institutional planning and effectiveness.

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. Applicants must be currently authorized to work in the United States on a part/full-time basis.

EDUCATION

- Master's degree from a regionally accredited institution of higher learning in a subject requiring knowledge and skills in data gathering, data analysis, and data reporting.

EXPERIENCE

- Five (5) or more years of experience in an institution of higher learning or a business setting with demonstrated responsibility using data for testing/assessment, evaluation methodology, institutional/organizational effectiveness activities, computer information systems methodologies, and assessing the effectiveness of projects, programs, departments or related activities.
- Expert knowledge of statistical analysis spreadsheets, relational databases, query software, and project management reporting.
- Experience in management and supervision of employees.
- Experience working in a higher education or business setting with accreditation knowledge and experience.
- Proven understanding and experience in both auditing/reporting data and analytics.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated abilities in analytical, written communication, and oral communication skills with the ability to translate complex data-based information into simple, easy to understand language.
- Working knowledge of various office software packages including extensive skill using the Microsoft Office Application Suite.
- Working knowledge of statistical analysis programs such as SAS, SPSS, or equivalent.

- Working knowledge of survey development, distribution and analysis.
- Ability to work with diverse populations.

PREFERRED QUALIFICATIONS

- Master's or doctorate degree from a regionally accredited institution in Statistics, Research Methodology, or Educational Leadership.
- Experience working in higher education with accreditation knowledge and experience.
- Demonstrated ability to successfully lead organizational change.
- Demonstrated ability to organize, prioritize, and manage shifting priorities, while constantly exercising discretion and independent judgement.
- Demonstrated leadership style that is participative with a collaborative management style that emphasizes staff involvement and effective delegation skills.
- Predictive analytics experience.
- Ellucian, PeopleSoft, or other enterprise software experience.
- Experience with ZogoTech, Ad Astra, and Campus Labs software.

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: 85-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: June 18, 2020

SUBJECT: Consider Approval of Spectra Contract Flooring for G Building Flooring

The 2018 Maintenance Bond Board-approved project list included “G building flooring- asbestos abatement and new flooring”. The ongoing CSP 20-02 project included an accepted alternate to provide the asbestos abatement as a part of the contract. The new flooring installation was held out of the CSP 20-02 contract as a cost-savings strategy to reduce the contractor markups applied to the work and instead was planned to be purchased through the BuyBoard Purchasing Cooperative # 561-18 as permitted by Texas Government Code 791-011. The attached sketch shows the flooring type that is being planned for the various spaces of the building.

Spectra Contract Flooring has provided a proposal for this work which is within the allocated budget. The total estimated expenditure is \$267,480.63 and this contract will be funded by maintenance tax notes proceeds. This estimate includes a \$25,000 construction contingency, which would only be used by approval from the President and will revert to the college in the event it is not used.

It is recommended that the Board of Regents approve a contract to Spectra Contract Flooring for this G building flooring project.

CMA:tg

G Liberal Arts



- LVT
- CARPET
- Walkoff Carpet Tile
- Existing exposed Concrete
- Restroom tile in GC contract

Shaw Contract Flooring Services, Inc. d/b/a
 Spectra Contract Flooring - Houston
 7425 Pinemont Dr. Suite #150
 Houston, TX 77040



Phone: (713) 934-7429
 Fax: (713) 934-7216

A Berkshire Hathaway Company

Proposal Submitted To Spectra-Houston Cash Account		Attention Accounts Payable		Phone (713) 934-7429	Fax (713) 934-7216	Date 06/11/20
				Job Name Alvin Community College Building G		Job # 72346
Street 7425 Pinemont Drive-Suite 150				Job Street		Proposal ID 111120
City, State and Zip Houston, TX 77040	Architect	Date of Plans	Add #	Job City, State and Zip HOUSTON, TX 77040	Customer Job # None	Customer PO None

We hereby submit specifications and estimates for:

Item Description	Price
J&J Carpet To Match Other Buildings C All Offices	\$30,587.38
Mannington LVT To Match Other Buildings Corridor and Classrooms	\$175,478.25
Roppe 4" 700 Series Rubber Cove Base	\$5,980.00
Roppe 6" 700 Series Cove Rubber Base	\$2,310.00
Freight/Glue	\$3,125.00
Floor Prep	\$25,000.00
Base Bid Total:	\$242,480.63

Proposal Inclusions and Exclusions:

1. The above proposal makes no allowance for sales tax, demolition, major floor preparation, attic stock, vacuuming, clean and wax of VCT, protection of finished product, furniture moving, moving of systems/modular furniture, moving of computers, phones or faxes.
2. This proposal EXCLUDES any and all participation to OCIP/CCIP Programs.
3. Spectra Contract Flooring does not warrant installations applied over Silicate based additives or topical treatments. Silicates are considered bond breakers and adhesive manufacturers will not warrant the use over these treatments. Any warranty offered by the manufacturer of such products exists solely between the manufacturer and the customer. Spectra Contract Flooring will not honor any claims associated with loss of bond and or related issues with MVER or RH beyond the limits stated by the adhesive manufacturer and or flooring product manufacturer. The customer has the responsibility to inform Spectra Contract Flooring of use of any of these products prior to installation. There are no applicable ASTM test methods to determine MVER and or RH within a slab treated with silicate additives or topical treatments. These products include but are not limited to sodium, potassium, lithium and colloidal components.

Shaw Contract Flooring Services, Inc. d/b/a
Spectra Contract Flooring - Houston
7425 Pinemont Dr. Suite #150
Houston, TX 77040
Proposal ID: 111120



Phone: (713) 934-7429
Fax: (713) 934-7216

We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:

Signature: _____ Chase Karl \$242,480.63
Email: chase.karl@spectracf.com

Conditions of Proposal:

1. This proposal may be withdrawn if not accepted within 30 days of its issuance. Spectra will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that incorporates the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation for materials.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. A convenience fee of 2% will be added if paying via credit card. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Spectra's reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Spectra's work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per manufacturers' recommendations utilizing ASTM F2170 and/or F1869 and provide written results to Spectra, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Spectra's work, then Customer shall provide Spectra with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Spectra's control. Customer shall carry insurance for all hazards, including fire. Spectra's workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Spectra of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Spectra harmless from any damage, claim, loss, expense and attorney fees related to Spectra's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.
8. Notwithstanding anything herein to the contrary, all prices are subject to immediate increase without limitation in the event of material change to applicable duties, taxes, tariffs, similar charges, or other government action effective May 13, 2020.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.

Customer: Spectra-Houston Cash Account Signed: _____ Date: _____



MEMORANDUM NO: 81-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: June 8, 2020

SUBJECT: Consider Approval of Microsoft Campus Agreement

The College relies heavily on technology to support its mission to serve our students and community. Alvin Community College's Microsoft licensing agreement provides employees and students access to the Microsoft Office 365 suite and authorizes Microsoft server and client devices across campus. To take advantage of recent additions to Microsoft security components, ACC IT Services recommends shifting to an enterprise-level agreement.

SHI-Government is the State of Texas' authorized vendor for enterprise-level education agreements under Texas Department of Information Resources (DIR) Cooperative Contract #DIR-TSO-4092. SHI-Government has worked with ACC IT Services to identify needs and provided Quote #18952317 in the amount of \$50,734.20 for the Microsoft campus license agreement, at a cost savings of \$2,340.04 over last year's costs.

This expenditure is scheduled to be funded through institutional IT funds.

It is recommended the Board of Regents approve the expenditure of funds for the Microsoft campus licensing agreement.

CMA:tg



MEMORANDUM NO: 83-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 10, 2020

SUBJECT: Summary of Purchases Made Through Covid19 Crisis

During an Emergency Board meeting on March 16, 2020, a Delegation of Authority was granted to the President or her designee to “approve contracts for goods and services necessary to respond to the COVID-19 Pandemic with resulting contracts to be reported at next regular meeting.”

Subsequently, on March 26, 2020, during a telephone conference call Board meeting, approval was granted to the President which allows her or her designees to carry out acts necessary to respond to the COVID-19 Pandemic and the resulting Executive Orders of the Governor and local officials.

Contract executed during the crisis that normally would have gone to the Board for approval

Honorlock: Honorlock is an online proctored testing software. Due to the pandemic, the College moved all spring and summer courses into an online format. The college’s current software for online test security, Respondus, was inadequate in ensuring test-taking integrity, causing faculty to doubt the validity of students’ test scores. The Director of Distance Education and the Distance Education Faculty Fellow researched five companies, comparing their features and costs, and recommended Honorlock to the Executive Leadership Team. This platform ensures test security and transparency, provides 24/7 support for students and faculty, is compatible with Chromebook, and integrates into BlackBoard. To achieve the best pricing, and because we have moved even more courses to an online or hybrid format, the college contracted with Honorlock through July 2023 in the total amount of \$ 231,000.00. This cost will be spread over four fiscal years.

Year 1* with implementation: \$ 80,500.00
Year 2 \$ 74,150.00
Year 3 \$ 76,350.00



The contract year for Honorlock is August 1 through July 31. Year 1 is combined the balance of College current fiscal year and next year for Honorlock and implementation cost.

Direct Emergency Purchases made in response to the Pandemic

UV Lighting: A critical location with regard to effective cleanliness and disinfection practices at all times, but especially during the COVID-19 pandemic, is the Child Care Lab School. In addition to spraying disinfectant and cleaning surfaces and toys, staff considered ultraviolet lighting for an additional layer of protection. The spouse of Board member Jody Droege, Terry Droege, is a master electrician, and he developed a retrofit solution enabling UV lights to be substituted for florescent lights. The lights are installed in the lobby, the long hallway and each classroom at the center. Additionally, an emergency (e-stop) switch was placed in the hallway. The UV lights come on in the middle of the night for a certain period. This project was completed on June 5, 2020 for \$ 13,030.00. Note: Both Mr. and Mrs. Droege were provided and completed Conflict of Interest Statements and legal counsel was consulted to ensure proper procedures were followed for this transaction. This is a one-time purchase for \$ 13,030.00.

Safe Colleges: In concert with an existing contract with ACC Human Resources, the College executed an agreement with Vector Solutions (Safe Colleges) to provide online training to the student community, specifically COVID-19 Safety Training for all students who return to the college and Sexual Violence Prevention in response to the new Title IX laws, which go in effect on August 14, 2020. The contract is for \$ 8,800.00 per year for a total of \$26,400.00 for the time period of June 1, 2020 through May 31, 2023, with \$2,200.00 being paid for the period of time of June 1, through August 31, 2020.

DTK Facility Services: As part of the College's continuing effort to ensure a more sanitized environment, solicitations from regional experts were taken for the fogging sanitization of various campus buildings, particularly Buildings A, C, D, H, N and S. This fogging covers an approximate total square footage of 144,000 at a unit cost of \$ 0.16 per square foot and includes "Covershield"-a biocide surface protection chemical. An award was made to DTK Facility Services for this project and is a one-time purchase of not to exceed \$25,000.

Multiple Providers: In an effort to ensure the safety of our staff, contractors and students, the College has engaged many companies to provide the campus with personal protective equipment (PPE). Items including, but not limited to facemasks, gowns, thermometers, gloves, disinfectants and Plexiglas were purchased from companies or individuals who are either on a national cooperative purchasing program or had availability of much needed product.



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

Additionally, we learned very early in the process that some of our students did not have access to laptops and/or Wi-Fi technology to continue their spring studies. A decision was made to purchase laptops and “burner” hotspot phones to loan to students during the spring, summer and now, possibly, the fall semester to ensure they have the technology to complete their coursework.

As of June 16, 2020, we show approximately \$ 230,633.05 has been expended or obligated for these purchases. The attached spreadsheet details the list of these items and their cost.

It is recommended that the Board ratify the purchases made during COVID-19 by the President, through the authority delegated to her by the Board of Regents during the March 16 and March 26, 2020 meetings.

CMA:tg

FIRST FEMA SUBMISSION

Check #	Vendor	Check Date	Description	Amount	PO#
176238	Amazon	4/16/2020	Anti fog goggles and face shields	1,196.79	None
176298	Amazon	4/24/2020	Face masks	219.00	None
E26998	Carolyn McCollum	5/20/2020	COVID 19 supplies	276.76	None
176171	Grainger	4/1/2020	Lab coats and gloves	1,845.61	2063760
176627	Grainger	5/26/2020	Protective gear	463.04	2063955
E27101	McKesson Medical	5/20/2020	Sanitizer, gloves and masks	191.02	2063886
E26579	Pocket Nurse	4/16/2020	Face masks	261.00	2063806
176266	Pollock	4/20/2020	Disinfectant supplies	1,482.06	20844
176190	Pollock	4/3/2020	Glove and disinfectant supplies	6,000.40	20746/20844
176226	Pollock	4/9/2020	Disinfectant care kits	930.00	20844
176644	Walmart	5/27/2020	Gallon bags for printing of 3D masks	24.88	
E26828	Winzer	5/7/2020	Masks, gloves and shields	8,519.18	2063882
Citibank	Etsy	4/23/2020	Elastic for face masks	69.00	Citibank
Citibank	Texas Tall Distillery	4/21/2020	Hand sanitizer	600.00	Citibank
Petty Cash	Christal Albrecht	5/21/2020	Elastic for face masks	39.98	None
E26659	Fastenal Co	5/5/2020	Thermometers and gloves	1,911.00	2063891
176314	Pollock	4/27/2020	Glove box	27.88	20844
176242	CDWG	4/16/2020	Microsoft licenses	1,296.90	2063769
176496	Central Welding	5/18/2020	Plexiglas	3,394.00	2063946
E26593	C Link	4/22/2020	External wifi for ACC students	6,553.72	2063776
176246	HiEd Inc	4/16/2020	Laptops for students	12,359.80	2063813
176620	HiEd Inc	5/22/2020	Thermal Imaging kit	8,734.35	2063940
176500	HiEd Inc	5/18/2020	Laptops for employees	10,361.89	2063813
E26565	Presidio Networked	4/9/2020	External wifi for ACC students	14,991.90	2063777
Citibank	Protect Computer Products		Keyboard and mice covers	1,349.65	Citibank
176414	Verizon	5/7/2020	Monthly charge	3,956.20	B20848
E26651	Christal Albrecht	5/1/2020	Plexiglas	171.92	2063896
176279	Dell	4/22/2020	Laptops for employees	5,247.68	2063743

Total for FEMA Submission 92,475.61

EXPENDED BUT NOT SUBMITTED TO FEMA

176661	Amazon	6/1/2020	Baby Thermometers	409.80	None
176661	Amazon	6/1/2020	Coronavirus non-slip floor graphics	675.15	None
176661	Amazon	6/1/2020	Signs to inform public and employees of COVID-19 safety measures	674.82	None
176661	Amazon	6/1/2020	Wristbands for employees and public	48.99	None
176661	Amazon	6/1/2020	Face masks	39.99	None
E27177	McKesson Medical	6/4/2020	Gloves	90.42	2063886
E27161	Bound Tree Medical	6/1/2020	Glasses and gloves	305.38	2063897
E27163	Pocket Nurse	6/1/2020	Lab jackets and masks	508.75	2063901
E27168	Pocket Nurse	6/3/2020	Face masks	113.70	2063935
176736	Pollock	6/11/2020	One Clorox total 360	4,050.00	2063744
Citibank	Protect Covers	5/30/2020	Keyboard and Mouse covers	570.43	
Citibank	Home Depot	5/14/2020	Disinfectant and wipes	54.82	
176760	TDEC, Inc.	6/16/2020	Furnish, set-in-place and install UV light fixtures and UV bulbs	13,030.00	2063991
E27218	Fastenal Co	6/16/2020	COVID 19 supplies	33,659.01	2063942
E27221	Pocket Nurse	6/16/2020	Gloves	656.80	2063926
176629	Vector (Safe Colleges)	5/26/2020	COVID 19 training required for students and staff	2,200.00	2063973

Total Expended but not Submitted to FEMA 57,088.06

ORDERS PLACED AND NOT PAID AS OF 6/16/20

Amazon	Thermometers and face masks	195.95	
Amazon	Thermometers	388.98	
Amazon	Cotton face mask and face shield	154.22	
Amazon	Hand sanitizer and masks	157.98	
Amazon	Thermometers	409.80	
Bound Tree Medical	Gloves on backorder	56.42	2063897
Cintas	Protective jackets for Childcare	614.64	2063975
Fastenal Co	COVID 19 supplies	3,212.79	2063942
Grainger	Chest protector	463.04	2063955
Mvap Medical Supplies	Gloves	129.00	2063884
Pocket Nurse	Masks and gloves	3,153.04	2063926
Pocket Nurse	Masks and gowns	437.14	2063883
Pocket Nurse	Lab jackets and masks	639.19	2063901
Total Pharmacy Supply	Sanitizer, gowns, masks, gloves and alcohol	520.75	2063915
Amazon	Signs for campus to direct people to check-in	674.82	
HiEd Inc	Webcams for remote meetings	615.60	2063853
Protect Covers	Keyboard and mice covers	570.43	CC
Verizon Wireless	Burner phones to help with internet connection for working at home	2,952.59	2063779
Verizon Wireless	40 burner phones monthly service (6 months)	13,550.40	B20848
Pollock	Clorox total 360 (3)	12,702.60	2063744
Honorlock	Online proctored testing software	14,500.00	
DTK	Disinfectant fogging	25,000.00	

Total Orders Placed and not paid 81,099.38

Total as of 6/16/20 230,663.05



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

Dr. Christal M. Albrecht
President
Office 281 756 3598
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MEMORANDUM NO: 76-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 18, 2020

SUBJECT: Second Presentation of the Fiscal Analysis and Proposed 2020-21 Budget

Mr. Karl Stager presented the initial draft of the Fiscal Analysis and Proposed 2020-2021 Budget, along with highlights of changes, at the June 15, 2020 Board Workshop. The leadership team continues to review the budget for areas that could be reduced. The \$1.38 million Institutional CARES Act funds are being proposed to balance the budget. The Board will have additional opportunities to review the budget prior to a vote being taken at the August 13, 2020 Board meeting.

This item is for information and discussion only.

CMA:tg

**Fiscal Analysis
and
Proposed Budget**

FOR FISCAL YEAR

**Beginning September 1, 2020
Ending August 31, 2021**

FISCAL ANALYSIS
AND
PROPOSED BUDGET

For Fiscal Year
Beginning September 1, 2020
Ending August 31, 2021

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ALVIN COMMUNITY COLLEGE

2020-2021 Maintenance and Operations Budget

Office of Vice President, Administrative Services

Karl Stager CPA

June 15, 2020

STATE NEWS

The 2020-2021 proposed Maintenance and Operations Budget for Alvin Community College does not have a proposed reduction in the State Appropriation due to statements made in a letter to community colleges and state agencies dated May 20, 2020, ie. "Given the importance of the state's response to COVID-19 and the continuity of critical government functions, the following are excluded from the five percent reduction:

Appropriations to Health Related Institutions and Community College;"

Health Insurance and Dental Insurance premiums did not increase for 2020-2021. Community Colleges avoided the cap on the tax rollback rate in the 2019 Legislative session and therefore kept the 8% rollback rate capability that they have had historically.

LOCAL NEWS

The Fall 2019 enrollment for the College was an all-time high of 5,593 students with corresponding uncertified contact hours of 912,384. The 2020-2021 tuition and fee estimate is currently based on current year 2019-2020 actual tuition and fee revenue increased by 2.18% and then reduced by 5%. The College's full-time Instructional and Administrative employee count in the proposed Maintenance and Operations Budget for Fiscal Year 2020-2021 is 287 compared to 283 at the beginning of fiscal year 2019-2020. The Board of Regents added four positions in 2019-2020 in the Student Support services area. A Cyber Security Program will be developed and implemented in Spring 2021 and a Logistics program will be developed in the near future. Historically during recessions, community colleges see an increase in student headcount and contact hours. The current tuition and fee estimate for 2020-2021 does not yet reflect that increase due to a perceived delay of students returning to campus because of the suppressing effects of the COVID-19 pandemic. It will be very important for Alvin Community College to stay fully staffed during this pandemic to prepare for this future increase in students.

The Certification of 2020 Estimated Value from the April 2020 Appraisal Roll from the Brazoria County Appraisal District shows that the Net Taxable Value has increased to \$13,042,734,985 compared to \$11,263,683,753 in July 2019, which is a 15.8% increase. This translates into an estimated \$848,781 increase in tax revenue.

Please see the Campus News section below for more detailed information about the local economy.

CAMPUS AREA NEWS

The economy of the local area shows the effects of the COVID-19 pandemic. The news below shows that ACC graduates have a shrinking job market that they are entering. The following information

from the Dallas Federal Reserve Bank on the Houston Economy shows signs of economic weakness in the near future.

The following economic news comes from the Dallas Federal Reserve Bank, Houston Economic Indicators report dated 4/28/20:

<https://www.dallasfed.org/research/indicators/hou/2020/hou2005.aspx>

Houston Economic Indicators

April 28, 2020

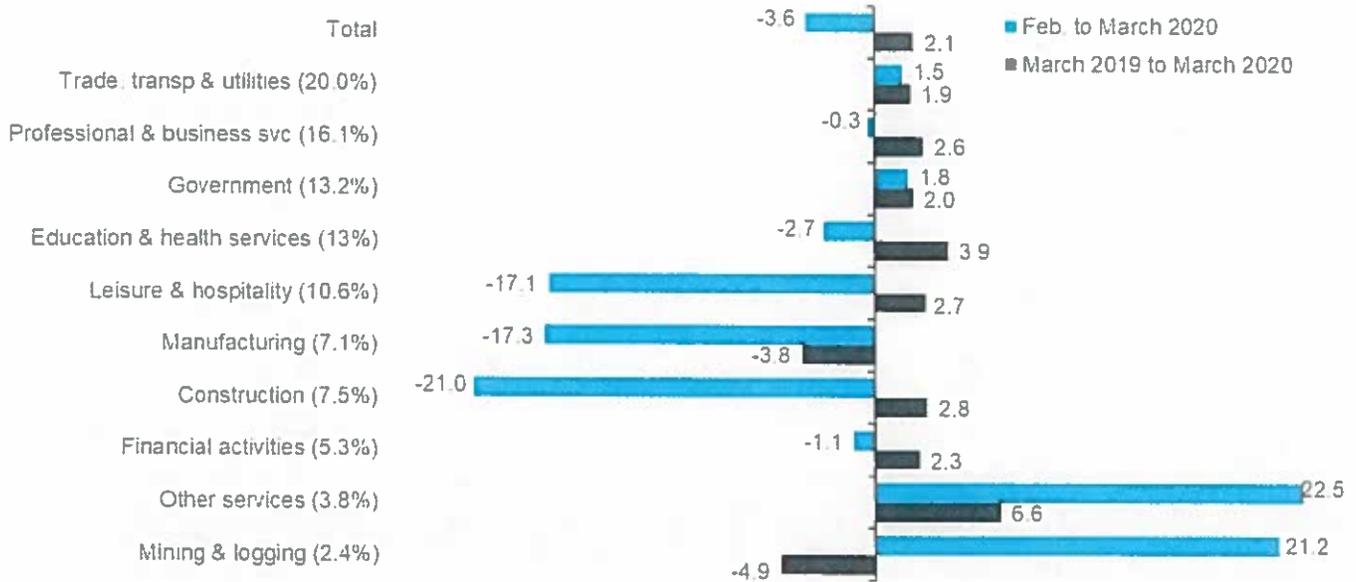
Data for March in Houston have begun to show the effects of efforts to contain the coronavirus (COVID-19) pandemic. Employment contracted, the business-cycle index slowed, leading indicators were broadly negative, and the unemployment rate rose sharply for March. Weekly initial claims for unemployment insurance in April remained elevated. Existing-home sales contracted but remain at a healthy level. Taken together, the data paint a sobering picture of further declines ahead.

Employment

Job Count Sees Worst Fall Since 2009

Initial estimates for the February-to-March change in employment (based on a survey for the pay period that includes the 12th day of the month) show a 3.6 percent annualized decline in total employment (-9,800 jobs), the sharpest one-month decline since August 2009 (*Chart 1*). Declines were led by leisure and hospitality (-5,300), construction (-4,800) and manufacturing (-3,600). Job gains were led by other services (2,000; includes various services such as auto mechanics, dry cleaners and animal boarding). Perhaps underscoring how drastic the recent weakness in oil markets has been since mid-March, the initial estimate for mining and logging jobs (almost entirely oil and gas) saw a sharp increase (1,200).

Chart 1
Employment by Sector



NOTE: Chart shows seasonally adjusted and annualized percentage growth by sector. Numbers in parentheses represent share of total employment and may not sum to 100 due to rounding.

SOURCE: Bureau of Labor Statistics, adjustments by the Dallas Fed

March Unemployment Rate Climbs

Unemployment rates shot up in March. Houston’s unemployment rate was 5.0 percent, Texas’ reached 4.7 percent, and the U.S. rate was 4.4 percent (*Chart 2*). Initial claims data for the past several weeks suggest that Texas unemployment is likely to more than double to 12.4 percent (with [caveats](#)), an increase likely to be mirrored by Houston, whose shares of Texas’ weekly initial claims filings have been persistent at 26–27 percent.

Chart 2
Unemployment Rate



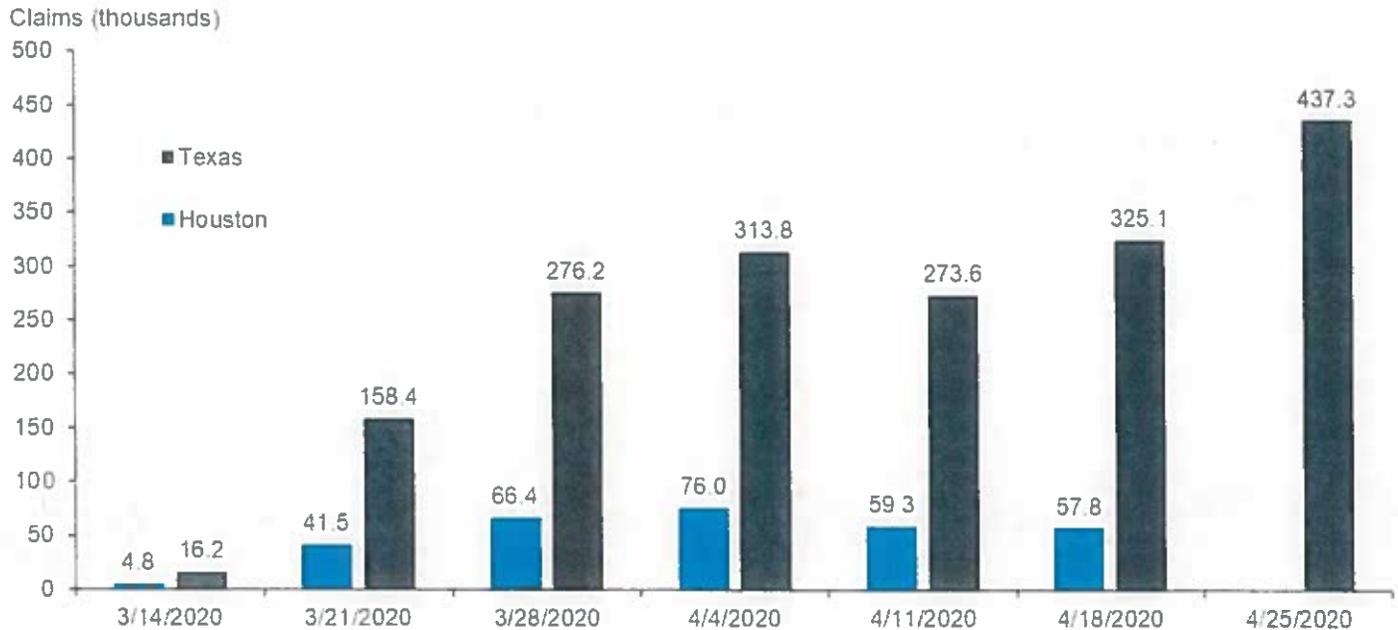
SOURCE Bureau of Labor Statistics

The size of Houston’s labor force (the sum of employed and unemployed persons) fell by 9.9 percent in March, the second-most-precipitous drop in the history of the data since 1990, though this is subject to revision. The biggest decline was 14.2 percent in January 2000. State-level data showed a 14.2 percent drop in the labor force in March by comparison. If those who lose their jobs exit the labor force, it may hold down the official unemployment rate.

Houston Weekly Unemployment Insurance Claims Slow

Initial claims for unemployment insurance in Houston slowed in mid-April but remain elevated. The number of claims allocated to the metropolitan area peaked the week of April 4 at 76,000 but had slowed to 57,800 the week of April 18 (*Chart 3*). However, state-level claims for the week ending April 25, 2020, increased to 437,300. When data become available, Houston may have seen a similar increase in claims. Statewide, claims from workers in the oil and gas sector have been late to rise relative to other sectors like leisure and hospitality, which were hard hit relatively early in the pandemic.

Chart 3
Weekly Initial Claims for Unemployment Insurance



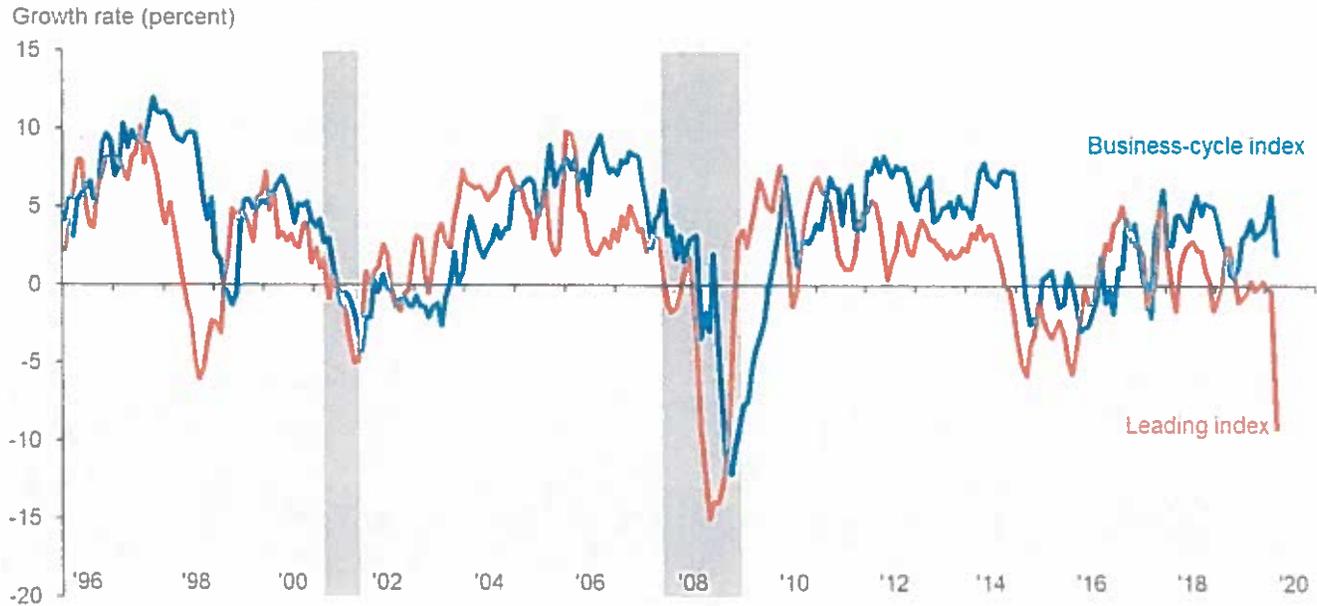
NOTE: Data are totals for the weeks ending in the axis dates. Houston data are not available for week ending April 25, 2020.
 SOURCE: Texas Workforce Commission

Business Cycle and Leading Indexes

Leading and Coincident Indicators See Sharp Drop

The Houston Business-Cycle Index slowed to a growth rate of 2.0 percent over the three months ending in March 2020, driven by the weak employment and unemployment data (*Chart 4*). In light of recent events, the index will likely be revised downward when wage and retail sales data—available with a lag—are incorporated. Leading indicators, an index of 10 series for Houston, declined by 9.1 percent over the three months ending in March. That’s the deepest three-month decline since March 2009, and it suggests that job growth over the next several months is likely to continue to contract.

Chart 4
Houston Leading and Business-Cycle Indexes



NOTE: Data are annualized three-month growth rates. Shaded areas are U.S. recessions.
 SOURCE: Bureau of Labor Statistics, Dallas Fed.

Leading Index Components See Broad-Based Decline

The 9.1 percent annual drop in the leading index over the three months ending March 2020 was driven by March data. December 2019 to February 2020 saw a relatively modest drop of 0.7 percent, as improvements in home sales, manufacturing output and the national outlook were overwhelmed by weakness mostly stemming from the oil and gas sector (*Chart 5*).

Chart 5
Houston Leading Index Components



NOTE: Data are annual percent changes in adjusted data. Values may not average to total due to rounding.
 SOURCE: American Chemistry Council; Baker Hughes; Bloomberg; Census Bureau; Conference Board; Dallas Fed; Energy Information Administration; Multiple Listing Service; Institute for Supply Management-Houston; author's calculations

All components turned sharply negative from February to March, with the index dropping 8.8 percent. Leading indexes for the broader macroeconomies of the U.S. and Texas turned down aggressively, as did oil prices, the stock market and manufacturing data.

Existing-Home Sales

Home sales remained healthy in March, likely bolstered by low mortgage rates. Existing-home sales fell slightly to 7,832 in March, according to seasonally adjusted Multiple Listing Service data (*Chart 6*). This is a very healthy level of sales when compared with the past 10 years of data and adjusting for population. The months of inventory—number of homes listed for sale divided by the number of sales—held at 3.7 months. Historically, inventories at that level are supportive of rising area home prices. Median home prices have been on a modest, but fairly steady upward trend since the 2015–16 oil bust. In March, the median price of homes sold in Houston was \$248,337, seasonally adjusted.

**Chart 6
Existing-Home Market**



NOTE: Sales are number of homes sold divided by the 12-month moving average number of employed people. Prices are in current dollars. Numbers in parentheses are levels for March 2020. All data are seasonally adjusted.
SOURCE: Bureau of Labor Statistics; Houston Association of Realtors

**ALVIN COMMUNITY COLLEGE
PROJECTED REVENUES**

Projected Revenues.....

Debt Service.....

Brazoria County Estimated Taxable Value.....

ALVIN COMMUNITY COLLEGE

Projected Revenues
For Fiscal Year 2020-21

	2020-21		2019-20		2018-19	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase
State Appropriations		\$ 7,772,636		\$ 7,772,636		0.00%
Coordinating Board (SB1)						
Local - Tuition and Fees						
In-District	\$ 2,310,918		\$ 2,293,179		17,739	0.77%
Out-of-District	4,288,745		4,712,585		(423,840)	-8.99%
Out of State/Foreign	359,272		412,439		(53,167)	-12.89%
Fees	1,057,823		1,259,342		(201,519)	-16.00%
Total Tuition and Fees	8,016,758		8,677,545		(138,562)	9.35%
Exemptions	(1,620,409)		(1,481,847)		(799,349)	-11.11%
All Tuition and Fees Less Exemptions		6,396,349		7,195,698		
Miscellaneous Income						
Interest on CDs	75,000		150,000		(75,000)	-50.00%
Testing Fees	52,500		105,000		(52,500)	-50.00%
Total Miscellaneous Income		127,500		255,000	(127,500)	
CARES Funds		794,516				
M&O Taxes		20,159,015		19,310,234	848,781	4.40%
Total Revenues		35,250,016		34,533,568		0.00%
M & O Budget		35,250,016		34,533,568	716,448	2.07%
Difference		-		-		

Summary of Tax Rates

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Maintenance	0.181907	0.182979	0.172848	0.163608	0.171802	0.171438	Pending
Debt Service	0.022102	0.021030	0.018896	0.017142	0.015973	0.014424	Pending
Total	0.204009	0.204009	0.191744	0.180750	0.187775	0.185862	Pending

ALVIN COMMUNITY COLLEGE
DEBT SERVICE REQUIREMENT
FOR 2020-21

Debt Service Requirement, Fiscal Year 2020-21 \$1,646,431

Revenues Projected

 Tax Base: Pending

 Notes:

 Tax rate set by Brazoria County Tax Assessor/Collector formulas.

 Any required balance will be taken from interest earned on bond funds.

 Debt service requirement includes administrative charges of \$6,400.

BRAZORIA COUNTY APPRAISAL DISTRICT

500 N CHENANGO ST
ANGLETON, TX 77515-4650
(979) 849-7792

ALVIN COMMUNITY COLLEGE

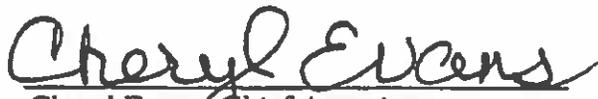
Ms. Ro'Vin Garrett
West Annex
451 N Velasco St
Angleton TX 77515-4442

**CERTIFICATE OF
2020 ESTIMATED VALUE**

The following is the 2020 ESTIMATE of value.

Total ESTIMATED Net Taxable Value: \$13,042,734,985

Please note that this is an ESTIMATED value only and is subject to additions, corrections, or deletions made during the appeal process. Certified values are likely to be less than estimated values.


Cheryl Evans, Chief Appraiser

4/29/2020
Date

ALVIN COMMUNITY COLLEGE

CHANGES IN

MAINTENANCE & OPERATIONS

BUDGET

2020 – 2021

ALVIN COMMUNITY COLLEGE
Changes in Maintenance and Operations Budget
2019-20 to 2020-21

Type of Expenses	Detail Line Items	Summary Line Items	Explanation
Budget Fiscal Year 2019-20	34,833,568	34,833,568	
Adjustments for salary changes during the year	54,271	54,271	Bring salaries up-to-date
Longevity/Hazard Duty Pay	7,600	7,600	Tier level changes to longevity and hazard duty pay
STEM salaries increased to 35% and step	24,443	24,443	STEM grant contract requires 35% be paid from Fund 11 in FY20/21
Changes to part-time/student workers/lead stipends/OT	41,461	41,461	Increases and decreases in departments
Step Increase	287,884	287,884	One step reclassification for full-time employees in Steps 1-14
Travel Reductions	(59,468)	(59,468)	Decrease travel costs
VP, Administrative Services		273,648	
Purchasing	4,300		Increase in advertising and supplies
Information Technology and new IT Cyber Security Dept	348,803		Purchase of new software for Student Services and Distance Education and shift software costs to IT Dept from Distance Education. Budget expenses in new dept. called IT Cyber Security
General Institutional	(136,513)		No budget for elections (-\$40,000), budget for supplies (-\$2,000), decrease postage (-\$7,500), increase reserve for tax maintenance note payment (\$1,750), increase budget for institutional scholarships (\$11,000), increase contract services (\$3,000), increase bank charges (\$240), decrease auditing fees (-\$3), increase insurance (\$25,000) and decrease funds to institutional reserve (-\$110,000)
Benefits	57,058		Change in benefit costs
Assistant to President		81,524	
General Institutional	(3,000)		Decrease in supplies and increase in office supplies, increase association fees (\$2,000) and transfer TSCM staff development to HR
Marketing	89,351		Reduce supplies (-\$4,000), increase office supplies (\$500), increase software (\$6,651), increase advertising (\$94,200) and eliminate contract services
Media Services	5,000		Increase equip maint by \$5,000 for new videographer's equipment
Print Services	(7,631)		Decrease supplies (-\$13,250), increase maint (\$6,619) and remove software (-\$1000)
Graphic Services	(416)		Reduce software
Web	(1,780)		Decrease supplies (-1,500) and contract services (-\$280)
Executive Director, Human Resources		(47,500)	
HR	(51,500)		Remove contract services
General Institutional/HR	4,000		Transfer of TSCM staff development from Asst to President
VP, Instruction		23,960	
Institutional Effectiveness	16,541		Increase software (\$541) and contract services (\$16,000)
Grants Department	(439)		Ramona Munsell fees decreased
Dean of General Education and Academic Support	(1,000)		Decrease supplies (-\$1,000)
QEP	1,050		Increase supplies
Center for Success	(350)		Reduce supplies/office supplies (-\$750) and increase software (\$400)
Distance Education	(21,200)		Increase office supplies (\$500) and transfer software to IT (-\$21,700)
VP, Instruction	(1,000)		Reduce supplies
TDCJ	(5,000)		Reduce computer equipment
Cardiovascular	(9,000)		Reduce supplies and equip maint
Computer Information Tech	(12,270)		Reduce hardware, supplies/office supplies and software
Criminal Justice	(500)		Reduce supplies
Culinary Arts	6,876		Increase in cost of food for classes
Industrial Design Technology	(3,100)		Decrease in supplies/office supplies and equip maint
EMT	5,172		Increase in supplies and contract services and decrease in software
Law Enforcement	(8,000)		Decrease in supplies
Human Services	(750)		Decrease in supplies
Management Development	(1,000)		Decrease supplies
ADN Nursing	12,000		Reduce supplies and increase equip maint
VOC Nursing	(4,650)		Decrease supplies and equip maint
END	(1,500)		Decrease supplies/office supplies
Polysomnography	90		Increase equip maint
Process Technology	4,000		Increase equip maint
Health Information Program	11,000		Increase supplies
Cyber Security Program	7,000		Increase supplies/office supplies
Respiratory Care	(2,000)		Decrease supplies/office supplies
Television	3,300		Increase equipment
Athletic Programs	3,050		Increase in contract services and supplies
Softball	160		Increase supplies
Baseball	8,160		Transfer cost for housing from Student Activities and increase contract serv
Biology	5,000		Increase contract services
Chemistry	100		Increase office supplies
Economics	50		Increase office supplies
Government	(300)		Reduce supplies and increase office supplies
Math	(100)		Reduce supplies
Music	260		Increase office supplies and contract serv
Physics	250		Increase software
Drama	8,800		Increase contract services
Library	(2,740)		Decrease software, books, periodicals and subscriptions

ALVIN COMMUNITY COLLEGE

Changes in Maintenance and Operations Budget
2019-20 to 2020-21

Type of Expenses	Detail Line Items	Summary Line Items	Explanation
Learning Commons	6,000		Increase contract services
VP, Student Services		28,625	
VP Student Services	7,667		Increase supplies/office supplies, software and contract services
Dean of Student Services	2,500		Increase supplies/office supplies for new department
Student Retention	(1,092)		Eliminate department
Student Recruitment	10,500		Increase supplies
Registrar	2,700		Increase supplies/office supplies and equip mant
Academic Advising	1,000		Increase software
TDCJ Advising	4,000		Increase office supplies
Financial Aid	1,350		Increase contract serv
New Positions		-	
Budget Fiscal Year 2019/20	35,250,016	35,250,016	

ALVIN COMMUNITY COLLEGE

PERSONNEL

DISTRIBUTION

ALVIN COMMUNITY COLLEGE

Personnel Distribution

2019-20

	Fund 11	Fund 13	Aux	Total
Administrative	10	1		11
Professional	63	6	1	70
FT Faculty	113			113
Instructors (CE)		6		6
FT TSCM	101	4	9	114
Totals	287	17	10	314

2020-21

	Fund 11	Fund 13	Aux	Total
Administrative	10	1		11
Professional	63	6	1	70
FT Faculty	113			113
Instructors (CE)		6		6
FT TSCM	101	4	9	114
Totals	287	17	10	314

** Four positions for Student Services and QEP were approved by the Board of Regents in FY19/20.

ALVIN COMMUNITY COLLEGE

2020 – 2021

MAINTENANCE & OPERATIONS BUDGET

Comparative Budget Analysis.....

Budget by Organizational Unit.....

Budget by Expenditure Object.....

Distribution of Budget.....

Fund 11 Budget Detail.....

ALVIN COMMUNITY COLLEGE

Comparative Budget Analysis

	Budget 2019-20		Budget 2020-21		
	Amount	Percent	Amount	Percent	Percent Growth
Full-Time Salaries	\$9,888,525	28.63%	\$10,202,687	28.94%	3.18%
Full-Time Academic Salaries	8,206,914	23.77%	8,261,991	23.44%	0.67%
Part-Time/OT Salaries	1,075,706	3.11%	1,160,087	3.29%	7.84%
Part-Time/Overload Academic Salaries	3,128,288	9.06%	3,102,976	8.80%	-0.81%
Student Salaries	187,064	0.54%	169,454	0.48%	-9.41%
Employee Benefits	3,943,717	11.42%	4,005,736	11.36%	1.57%
Equipment/Computer Hardware (Purchase/Maintenance/Rental)	348,155	1.01%	373,504	1.06%	7.28%
Professional Development Travel, Clinicals, Co-ops	507,192	1.47%	447,724	1.27%	-11.72%
Supplies and Non-Equipment	7,248,007	20.99%	7,525,857	21.35%	3.83%
TOTAL	\$34,533,568	100.00%	\$35,250,016	100.00%	2.07%

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Organizational Unit)**

CODE	BUDGET UNIT	AMOUNT	TOTAL
10100	Governance		\$ 17,144
10150	Institutional Administration		340,272
10200	Financial Affairs/Administrative Services		6,178,167
	10200 Financial & Administrative Services	\$ 266,004	
	10205 Purchasing	247,960	
	10210 Fiscal Affairs	646,718	
	10520 Information Technology	1,732,445	
	10521 IT Cyber Security	169,528	
	11102 General Institutional/Fin & Adm Services	3,041,862	
	11103 General Institutional/IT	73,650	
10300	Development/Marketing		1,563,714
	10300 Assistant to the President	309,210	
	15110 Marketing	684,616	
	15400 Media Services	72,744	
	15410 Print Services	184,192	
	15420 Graphic Services	82,524	
	15430 Web	230,428	
10350	Human Resources		418,962
	10350 Human Resources	388,962	
	11101 General Institutional/HR	30,000	
10508	Instruction		2,677,904
	10450 Institutional Effectiveness & Research	342,932	
	10460 Grants Department	126,160	
	10500 Dean of Education and Acad Support	203,342	
	10501 SACS	21,250	
	10502 Dual Enrollment Program	160,736	
	10503 QEP	85,341	
	10504 Center for Success	7,350	
	10505 Distance Education	138,688	
	10508 Vice President for Instruction	319,756	
	10510 Dean of Arts and Sciences	193,263	
	10511 Honor's Program	11,000	
	10600 Dean of Legal and Health Sciences	273,643	
	10605 Dean of Technical and Human Performance	183,683	
	10610 TDCJ	140,000	
	15030 UHCL Pearland	38,410	
	15440 Record Retention	4,333	
	15500 Library	313,673	
	15505 Learning Commons	114,344	

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Organizational Unit)**

CODE	BUDGET UNIT	AMOUNT	TOTAL
14000	Academic Programs		7,436,787
	14000 Academic Program Budget Transfer Account	1,849,182	
	14040 Art	266,909	
	14080 Athletic Programs	38,363	
	14081 Athletics, Softball	172,100	
	14082 Athletics, Baseball	157,100	
	14120 Biology	470,326	
	14160 Business/Accounting	63,745	
	14200 Chemistry	150,973	
	14240 Economics	197,729	
	14280 English	665,364	
	14320 Foreign Language	206,978	
	14360 Geography	100	
	14400 Geology	58,952	
	14440 Government	216,460	
	14480 History	325,524	
	14520 Learning Lab	508,222	
	14560 Math	696,197	
	14600 Music	222,065	
	14640 Sports/Human Performance	225,508	
	14670 Philosophy	100	
	14680 Physics	80,070	
	14720 Psychology	268,155	
	14800 Sociology	128,572	
	14840 Drama	252,197	
	14860 Speech	215,496	
	14880 Humanities	400	
13000	Technical Programs		6,016,867
	13000 Technical Budget Transfer Account	1,583,676	
	13080 Auto Mechanics	81,693	
	13100 Cardiovascular Technology	168,618	
	13120 Child Dev and Education	197,274	
	13160 Communications	3,300	
	13240 Computer Information Technology	220,952	
	13280 Criminal Justice	79,974	
	13300 Culinary Arts	194,837	
	13320 Industrial Design Technology	236,959	
	13400 Emergency Medical Technology	163,394	
	13430 Law Enforcement Academy	132,340	
	13440 Legal Assistant	122,096	
	13560 Human Service/Substance Abuse Counseling	82,188	
	13600 Management Development	147,709	
	13640 Nursing, ADN	855,926	
	13680 Nursing, Vocational	278,000	

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Organizational Unit)**

CODE	BUDGET UNIT	AMOUNT	TOTAL
	13710 Pharmacy Technology	100,063	
	13720 Office Administration	143,428	
	13730 Electroneurodiagnostics	81,252	
	13750 Polysomnography	85,842	
	13760 Process Technology	225,458	
	13770 Health Information Technology Program	154,781	
	13780 Cyber Security Program	149,602	
	13790 Logistics	33,626	
	13800 Radio Station	98,516	
	13840 Respiratory Care	194,623	
	13880 Television	200,740	
11100	General Institutional Expense		313,000
11500	Employee Benefits		3,546,000
15000	Student and Instructional Services		3,541,271
	10400 Institutional Security	507,808	
	15000 VP of Student Services	198,256	
	15010 Dean of Student Services	98,871	
	15040 Student Recruitment	66,002	
	15100 Registrar/Admissions	552,092	
	15210 Academic Advising	1,007,467	
	15215 Career and Placement	53,724	
	15220 Testing	178,387	
	15230 American Disabilities Act	227,149	
	15240 TDCJ Advising	223,048	
	15300 Student Financial Aid & Placement	428,467	
16000	Physical Plant		3,199,928
	16000 Physical Plant Director	207,468	
	16040 Building Maintenance	276,788	
	16080 Custodial Services	824,851	
	16120 Environmental Systems	501,656	
	16160 Grounds Maintenance	263,814	
	16200 Transportation	212,151	
	16240 Utilities	913,200	
	TOTAL		\$ 35,250,016

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Expenditure Object)**

CODE	BUDGET EXPENDITURE OBJECT	AMOUNT
61005	Administrative Salaries FT	\$1,351,693
61105	Professional Salaries FT	4,590,365
61106	Administrative Salary Allowance	4,961
61107	Professional Salaries FT TDCJ	146,927
61110	Professional Salaries PT	360,315
61305	Technical/Clerical Salaries FT	4,067,662
61307	Technical/Clerical Salaries FT TDCJ	46,040
61310	Technical/Clerical Salaries - PT	641,766
61311	Technical/Clerical Salaries - PT TDCJ	13,308
61315	Technical/Clerical Salaries OT	69,105
61316	Technical/Clerical Salaries - ADA PT	2,410
61405	Faculty Salaries FT	7,457,408
61406	Faculty Salaries FT TDCJ	416,013
61411	Faculty Salaries PT	1,793,417
61412	Faculty Salaries OL	321,559
61413	Faculty Salaries PT Dual Credit	413,000
61414	Faculty Salaries PT TDCJ	128,000
61415	Faculty Salaries OL TDCJ	19,000
61416	Faculty Salaries OL Dual Credit	28,000
61421	Faculty Salaries PT-Summer	400,000
61422	Faculty Salaries FT-Summer	388,570
61430	Travel TDCJ	65,000
61431	Stipends	29,183
61432	Retention Stipend	44,000
61525	Lab Assistants	11,005
62125	Student Salaries	158,449
71100	Equipment	8,400
71101	Equipment TDCJ	35,000
71222	Computer Hardware	93,050
81120	Group Insurance	2,078,000
81121	Workers Compensation	42,970
81122	Unemployment Compensation	31,265
81123	Employee Health/Fitness	1,000
81125	Long Term Disability	104,200
81127	Dental Insurance-Retired	48,000
81128	Dental	84,440
81129	Life	118,900

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Expenditure Object)**

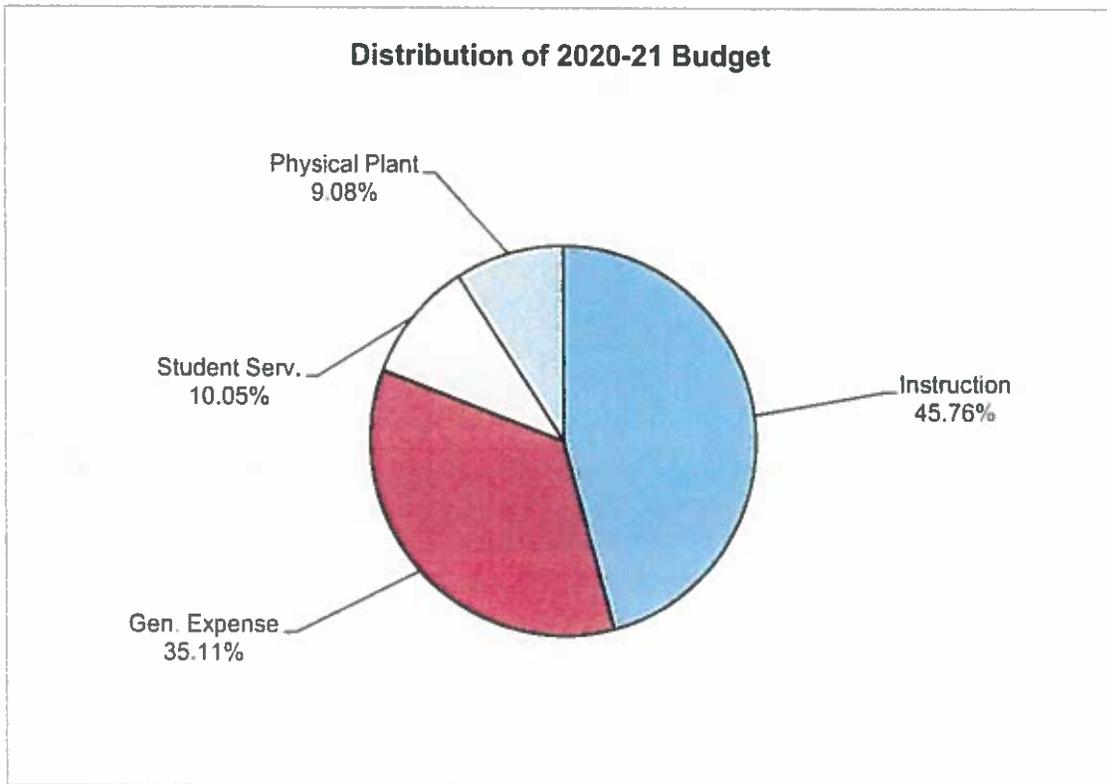
CODE	BUDGET EXPENDITURE OBJECT	AMOUNT
81135	Medical Benefits-Retired	240,000
81136	Dental Insurance-Local Retired	7,000
81340	Medicare Tax	319,000
81550	ACC Match for Part Time	30,600
81554	ACC TRS Supplement	128,400
81555	Employee Assistance Program	9,000
81556	TRS/ORP Unfunded by State	680,000
81558	Employee Training	12,000
81560	ACC ORP 2.50% Match	49,000
81561	TRS I&P Surcharges	5,000
81669	TDA Administration	12,000
82100	Travel/Professional Development	176,470
82101	Travel TDCJ	11,000
82102	Travel Professional Development Faculty	83,653
82103	Travel/Repetitive Mileage	28,667
82104	Travel Student	60,267
82106	Travel/Prospective Employees	5,000
82107	Travel Dual Credit Faculty	15,000
82114	Travel - Roueche Award	2,667
82208	Contract Services - IT	108,534
82210	Supplies	792,456
82211	Supplies TDCJ	35,000
82212	Office Supplies	120,171
82218	Shredding	10,000
82220	Telephone	73,650
82221	Postage	35,000
82222	Equipment Maintenance/Rental	237,054
82225	Computer Software	894,061
82231	Advertising	5,000
82232	Advertising/Recruiting	432,850
82235	House Bill 1495	4,419
82236	Elections	0
82239	Athletic Housing	81,000
82240	Bank Charges	116,000
82241	Association Fees	66,281
82242	Attorney Fees	110,000
82243	Auditing Fees	43,237

ALVIN COMMUNITY COLLEGE

**2020-21 Operating Budget
(By Expenditure Object)**

CODE	BUDGET EXPENDITURE OBJECT	AMOUNT
82244	Tax Collection Fees	145,000
82247	Community Outreach	7,000
82248	Theatrical Royalties & Rent	3,500
82250	Public Information	60,000
82251	Special Functions	16,000
82252	Professional Development	15,000
82253	Staff Development - TSCM	4,000
82255	Institutional Insurance	485,000
82256	Library Books	13,000
82257	Library Periodicals	1,700
82260	Personnel Actions	5,000
82261	Contract/Consulting Services	610,373
82266	Field Maintenance	7,000
82275	Tax Maintenance Note Payment	1,784,625
82278	Data Base Subscriptions	35,000
82280	Fuel	20,000
82281	Electricity	650,000
82282	Gas	100,000
82283	Water/Sewer/Trash Disposal	156,000
82298	Contingency - Institutional Reserve	150,000
82299	Contingency	100,000
82672	Books	20,000
82673	Stipends	15,000
82699	Institutional Scholarships	150,000
85450	Meal Scholarships	45,000
	TOTAL	\$35,250,016

ALVIN COMMUNITY COLLEGE



AREA	AMOUNT	TOTAL	PERCENT
INSTRUCTION		\$16,131,558	45.76%
Vice President for Instruction	2,677,904		
Technical Programs	6,016,867		
Academic Programs	7,436,787		
GENERAL EXPENSE		12,377,259	35.11%
Governance	17,144		
Institutional Administration	340,272		
Financial Affairs/Administrative Services	6,178,167		
General Institutional Expense	313,000		
Employee Benefits	3,546,000		
Development/Marketing	1,563,714		
Human Resources	418,962		
STUDENT & INSTRUCTIONAL SERVICES		3,541,271	10.05%
PHYSICAL PLANT OPERATION & MAINTENANCE		3,199,928	9.08%
TOTAL		\$35,250,016	100.00%

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
10100 Governance	T/C Sal OT	11-7-10100-61315	1,549	1,594
	Travel/Prof Development	11-7-10100-82100	9,000	6,000
	Supplies	11-7-10100-82210	4,650	4,650
	Office Supplies	11-7-10100-82212	400	400
	Computer Software	11-7-10100-82225	2,000	2,000
	Cntrct/CnsInt Srv	11-7-10100-82261	2,500	2,500
			<u>20,099</u>	<u>17,144</u>
10150 Institutional Admin	Admin Sal FT	11-7-10150-61005	234,637	266,713
	Salary Supplement/Allowance	11-7-10150-61106	16,979	4,961
	T/C Sal FT	11-7-10150-61305	56,581	56,581
	Travel/Prof Development	11-7-10150-82100	10,000	6,667
	Supplies	11-7-10150-82210	4,350	4,350
	Office Supplies	11-7-10150-82212	1,000	1,000
			<u>323,547</u>	<u>340,272</u>
10200 Fin/Admin Services	Admin Sal FT	11-7-10200-61005	140,276	143,063
	T/C Sal FT	11-7-10200-61305	122,116	117,741
	Travel/Prof Development	11-7-10200-82100	4,500	3,000
	Supplies	11-7-10200-82210	400	400
	Office Supplies	11-7-10200-82212	1,800	1,800
			<u>269,092</u>	<u>266,004</u>
10205 Purchasing	Prof Sal FT	11-7-10205-61105	79,173	78,380
	T/C Sal FT	11-7-10205-61305	93,732	82,817
	T/C Sal PT	11-7-10205-61310	20,320	20,313
	Student Salaries	11-7-10205-62125	13,050	13,050
	Travel/Prof Development	11-7-10205-82100	3,600	3,000
	Supplies	11-7-10205-82210	2,000	2,800
	Office Supplies	11-7-10205-82212	1,600	1,600
	Equip Maint/Rental	11-7-10205-82222	38,000	38,000
	Computer Software	11-7-10205-82225	3,000	3,000
	Advertising	11-7-10205-82231	1,500	5,000
			<u>255,975</u>	<u>247,960</u>
10210 Fiscal Affairs	Prof Sal FT	11-7-10210-61105	279,981	283,991
	Prof Sal PT	11-7-10210-61110	45,448	45,446
	T/C Sal FT	11-7-10210-61305	242,479	246,629
	T/C Sal PT	11-7-10210-61310	26,626	26,617
	T/C Sal OT	11-7-10210-61315	2,000	2,000
	Travel/Prof Development	11-7-10210-82100	6,500	6,333
	Supplies	11-7-10210-82210	10,000	10,000
	Office Supplies	11-7-10210-82212	6,000	6,000
	Equip Maint/Rental	11-7-10210-82222	2,500	2,500
	Computer Software	11-7-10210-82225	17,202	17,202
			<u>638,736</u>	<u>646,718</u>
10300 Asst to the President	Admin Sal FT	11-7-10300-61005	132,312	132,312

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

Department	Account Name	GL Acct Number	Budget 2019-20	Budget 2020-21
	Prof Sal FT	11-7-10300-61105	121,795	124,748
	T/C Sal FT	11-7-10300-61305	45,198	47,950
	Travel/Prof Development	11-7-10300-82100	4,000	3,000
	Supplies	11-7-10300-82210	1,000	1,000
	Office Supplies	11-7-10300-82212	200	200
			304,505	309,210
10350 Human Resources	Admin Sal FT	11-7-10350-61005	116,882	120,388
	Prof Sal FT	11-7-10350-61105	126,832	128,733
	T/C Sal FT	11-7-10350-61305	98,514	99,791
	Travel/Prof Development	11-7-10350-82100	4,000	3,000
	Travel/Prospective Employees	11-7-10350-82106	5,000	5,000
	Supplies	11-7-10350-82210	17,350	17,350
	Office Supplies	11-7-10350-82212	1,700	1,700
	Advertising/Recruiting	11-7-10350-82232	13,000	13,000
	Cntrct/Cnslnt Srv	11-7-10350-82261	51,500	-
			434,778	388,962
10400 Institutional Security	Prof Sal FT	11-7-10400-61105	67,363	73,226
	T/C Sal FT	11-7-10400-61305	282,315	286,936
	T/C Sal PT	11-7-10400-61310	121,172	122,635
	T/C Sal OT	11-7-10400-61315	25,011	25,011
	Student Salaries	11-7-10400-62125	14,326	-
			510,187	507,808
10450 Institutional Effect/Res	Prof Sal FT	11-7-10450-61105	290,058	294,734
	T/C Sal PT	11-7-10450-61310	10,435	10,537
	Travel/Prof Development	11-7-10450-82100	14,000	5,000
	Supplies	11-7-10450-82210	600	600
	Office Supplies	11-7-10450-82212	450	450
	Computer Software	11-7-10450-82225	15,070	15,611
	Cntrct/Cnslnt Srv	11-7-10450-82261	-	16,000
			330,613	342,932
10460 Grants Department	Prof Sal FT	11-7-10460-61105	82,873	84,530
	Travel/Prof Development	11-7-10460-82100	1,000	1,667
	Office Supplies	11-7-10460-82212	500	500
	Cntrct/Cnslnt Srv	11-7-10460-82261	39,902	39,463
			124,275	126,160
10500 Dean of Gen Edu and Acad Supp	Admin Sal FT	11-5-10500-61005	116,882	120,388
	T/C Sal FT	11-5-10500-61305	42,545	43,822
	T/C Sal PT	11-5-10500-61310	12,128	12,132
	Travel/Prof Development	11-5-10500-82100	5,000	2,667
	Travel-Prof Devel Faculty	11-5-10500-82102	26,000	17,333
	Travel/Repetitive Mileage	11-5-10500-82103	3,000	2,000
	Supplies	11-5-10500-82210	5,000	4,000
	Office Supplies	11-5-10500-82212	1,000	1,000

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

Department	Account Name	GL Acct Number	Budget 2019-20	Budget 2020-21
			211,555	203,342
10501 SACS Self Study	Travel/Prof Development	11-7-10501-82100	15,450	15,450
	Supplies	11-7-10501-82210	500	500
	Office Supplies	11-7-10501-82212	300	300
	Cntrct/Cnslt Srv	11-7-10501-82261	5,000	5,000
			<u>21,250</u>	<u>21,250</u>
10502 Dual Enrollment Program	Prof Sal FT	11-5-10502-61105	90,917	90,917
	T/C Sal FT	11-5-10502-61305	47,900	48,857
	T/C Sal PT	11-5-10502-61310	11,521	11,295
	Travel/Prof Development	11-5-10502-82100	2,500	2,667
	Supplies	11-5-10502-82210	5,000	5,000
	Office Supplies	11-5-10502-82212	2,000	2,000
			<u>159,838</u>	<u>160,736</u>
10503 QEP	Prof Sal FT	11-5-10503-61105	-	63,416
	Travel/Prof Development	11-5-10503-82100	15,150	15,350
	Supplies	11-5-10503-82210	4,550	5,600
	Office Supplies	11-5-10503-82212	225	225
	Cntrct/Cnslt Srv	11-5-10503-82261	750	750
			<u>20,675</u>	<u>85,341</u>
10504 Center for Success	Prof Sal PT	11-5-10504-61110	19,626	-
	Travel/Prof Development	11-5-10504-82100	1,500	1,000
	Supplies	11-5-10504-82210	1,500	1,250
	Office Supplies	11-5-10504-82212	1,500	1,000
	Computer Software	11-5-10504-82225	3,700	4,100
			<u>27,826</u>	<u>7,350</u>
10505 Distance Education	Prof Sal FT	11-5-10505-61105	123,023	123,235
	Stipend	11-5-10505-61431	2,720	2,720
	Travel/Prof Development	11-5-10505-82100	5,200	3,333
	Travel-Prof Devel Faculty	11-5-10505-82102	1,800	1,200
	Supplies	11-5-10505-82210	1,500	1,500
	Office Supplies	11-5-10505-82212	1,500	2,000
	Computer Software	11-5-10505-82225	22,400	700
	Cntrct/Cnslt Srv	11-5-10505-82261	4,000	4,000
			<u>162,143</u>	<u>138,688</u>
10508 Vice President for Instruction	Admin Sal FT	11-5-10508-61005	129,969	133,868
	T/C Sal FT	11-5-10508-61305	108,933	109,988
	T/C Sal PT	11-5-10508-61310	16,197	15,878
	Fac Sal PT	11-5-10508-61411	8,000	27,235
	Fac Sal OL	11-5-10508-61412	22,000	21,453
	Travel/Prof Development	11-5-10508-82100	9,000	5,667
	Travel - Roueche Award	11-5-10508-82114	-	2,667
	Supplies	11-5-10508-82210	3,000	2,000

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Office Supplies	11-5-10508-82212	1,000	1,000
			298,099	319,756
10510 Dean of Arts and Sciences	Admin Sal FT	11-5-10510-61005	95,037	98,886
	T/C Sal FT	11-5-10510-61305	43,822	45,137
	Travel/Prof Development	11-5-10510-82100	3,000	2,667
	Travel-Prof Devel Faculty	11-5-10510-82102	35,360	23,573
	Student Travel - PTK	11-5-10510-82104	6,000	4,000
	Travel-Honors Program	11-5-10510-82105	8,000	-
	Travel-Dual Credit Faculty	11-5-10510-82107	15,000	15,000
	Supplies	11-5-10510-82210	2,000	2,000
	Office Supplies	11-5-10510-82212	2,000	2,000
			210,219	193,263
10511 Honor's Program	Travel-Prof Devel Faculty	11-5-10511-82102	-	1,333
	Travel/Repetitive Mileage	11-5-10511-82103	-	1,000
	Travel Student	11-5-10511-82104	-	8,667
			-	11,000
10520 Information Technology	Prof Sal FT	11-5-10520-61105	625,455	569,465
	T/C Sal FT	11-5-10520-61305	229,700	230,741
	Stipend	11-5-10520-61431	2,160	2,160
	Student Salaries	11-5-10520-62125	24,795	24,795
	Computer Hardware	11-5-10520-71222	15,000	15,000
	Travel/Prof Development	11-5-10520-82100	15,000	11,667
	Contract Services - IT	11-5-10520-82208	89,879	74,284
	Supplies	11-5-10520-82210	20,000	20,000
	Office Supplies	11-5-10520-82212	4,000	4,000
	Computer Software	11-5-10520-82225	480,185	750,333
	Cntrct/Cnslnt Srv	11-5-10520-82261	30,000	30,000
			1,536,174	1,732,445
10521 IT Cyber Security	Prof Sal FT	11-5-10521-61105	-	73,611
	Computer Hardware	11-5-10521-71222	-	10,000
	Travel/Prof Development	11-5-10521-82100	-	1,667
	Contract Services - IT	11-5-10521-82208	-	34,250
	Computer Software	11-5-10521-82225	-	15,000
	Cntrct/Cnslnt Srv	11-5-10521-82261	-	35,000
			-	169,528
10600 Dean of Legal and Health Sciences	Admin Sal FT	11-5-10600-61005	106,963	110,172
	T/C Sal FT	11-5-10600-61305	113,115	116,117
	Travel/Prof Development	11-5-10600-82100	3,500	2,667
	Travel-Prof Devel Faculty	11-5-10600-82102	32,240	22,187
	Travel/Repetitive Mileage	11-5-10600-82103	19,260	19,000
	Supplies	11-5-10600-82210	2,500	2,500
	Office Supplies	11-5-10600-82212	1,000	1,000
			278,578	273,643

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
10605 Dean of Prof, Tech and Human Perf	Admin Sal FT	11-5-10605-61005	103,848	106,963
	T/C Sal FT	11-5-10605-61305	38,934	40,103
	T/C Sal PT	11-5-10605-61310	-	8,756
	Travel/Prof Development	11-5-10605-82100	3,000	2,667
	Travel-Prof Devel Faculty	11-5-10605-82102	27,040	18,027
	Travel/Repetitive Mileage	11-5-10605-82103	3,167	3,167
	Supplies	11-5-10605-82210	2,000	2,000
	Office Supplies	11-5-10605-82212	2,000	2,000
			179,989	183,683
10610 TDCJ	Stipends -TDCJ	11-3-10610-61430	65,000	65,000
	TDC Equipment	11-3-10610-71101	20,000	35,000
	Computer Hardware	11-3-10610-71222	20,000	-
	Travel-TDCJ	11-3-10610-82101	6,000	3,000
	Supplies-TDCJ	11-3-10610-82211	35,000	35,000
	Office Supplies	11-3-10610-82212	2,000	2,000
		148,000	140,000	
11100 General Institutional	Supplies	11-7-11100-82210	12,000	10,000
	Office Supplies	11-7-11100-82212	1,000	2,000
	House Bill 1495	11-7-11100-82235	4,269	4,419
	Association Fees	11-7-11100-82241	63,731	65,581
	Attorney Fees	11-7-11100-82242	110,000	110,000
	Community Outreach	11-7-11100-82247	7,000	7,000
	Public Info	11-7-11100-82250	60,000	60,000
	Special Functions	11-7-11100-82251	14,000	14,000
	Professional Development	11-7-11100-82252	15,000	15,000
	TSCM Staff Development	11-7-11100-82253	4,000	-
	Cntrct/Cnslnt Srv	11-7-11100-82261	25,000	25,000
			316,000	313,000
11101 General Institutional/HR	Employee Asst Prg	11-7-11101-81555	9,000	9,000
	Employee Training	11-7-11101-81558	12,000	12,000
	TSCM Staff Development	11-7-11101-82253	-	4,000
	Personnel Actions/Other	11-7-11101-82260	5,000	5,000
		26,000	30,000	
11102 General Institutional/Fin & Adm	Supplies	11-7-11102-82210	5,000	3,000
	Shredding	11-7-11102-82218	10,000	10,000
	Postage	11-7-11102-82221	42,500	35,000
	Elections	11-7-11102-82236	40,000	-
	Bank Charges	11-7-11102-82240	115,760	116,000
	Auditing Fees	11-7-11102-82243	43,240	43,237
	Tax Collection Fees	11-7-11102-82244	145,000	145,000
	Inst'l Insurance	11-7-11102-82255	450,000	475,000
	Cntrct/Cnslnt Srv	11-7-11102-82261	27,000	30,000
	Tax Maint Note Payment	11-7-11102-82275	1,780,875	1,784,625

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Contingency-Inst'l Reserve	11-7-11102-82298	280,000	150,000
	Contingency	11-7-11102-82299	100,000	100,000
	Institutional Scholarships	11-7-11102-82699	139,000	150,000
			<u>3,178,375</u>	<u>3,041,862</u>
11103 General Institutional/IT	Telephone	11-7-11103-82220	73,650	73,650
			<u>73,650</u>	<u>73,650</u>
11500 Employee Benefits	Group Insurance	11-7-11500-81120	1,830,442	1,800,000
	Workers Comp	11-7-11500-81121	45,000	40,000
	Unemployment	11-7-11500-81122	20,000	30,000
	Employee Health/fit	11-7-11500-81123	1,000	1,000
	Long Term Disability	11-7-11500-81125	94,000	96,000
	Dental Insurance-Retirees	11-7-11500-81127	48,000	48,000
	Dental	11-7-11500-81128	78,000	73,000
	Life	11-7-11500-81129	115,000	110,000
	Medical Benefits-Retired	11-7-11500-81135	242,000	240,000
	Dental Ins-Local Retirees	11-7-11500-81136	7,000	7,000
	Medicare Tax	11-7-11500-81340	266,000	300,000
	ACC Match for part-time	11-7-11500-81550	35,000	30,000
	ACC TRS Supplement	11-7-11500-81554	15,000	25,000
	TRS/ORP Unfunded by State	11-7-11500-81556	629,590	680,000
	ACC ORP 2.50% Match	11-7-11500-81560	35,000	49,000
	TRS I&P Surcharges	11-7-11500-81561	5,000	5,000
	TDA Administration	11-7-11500-81669	12,000	12,000
			<u>3,478,032</u>	<u>3,546,000</u>
13000 Technical Programs	Fac Sal PT	11-3-13000-61411	1,065,000	1,040,000
	Fac Sal OL	11-3-13000-61412	110,106	110,106
	Fac Sal PT-Dual Credit	11-3-13000-61413	50,000	75,000
	Fac Sal PT/TDCJ	11-3-13000-61414	70,000	70,000
	Fac Sal OL/TDCJ	11-3-13000-61415	17,000	17,000
	Fac Sal OL-Dual Credit	11-3-13000-61416	3,000	3,000
	Fac Sal PT-Summer	11-3-13000-61421	190,000	190,000
	Fac Sal FT-Summer	11-3-13000-61422	78,570	78,570
			<u>1,583,676</u>	<u>1,583,676</u>
13080 Auto Mechanics	Fac Sal FT/TDCJ	11-3-13080-61406	79,488	81,693
			<u>79,488</u>	<u>81,693</u>
13100 Cardiovascular Technology	Fac Sal FT	11-3-13100-61405	142,521	146,618
	Supplies	11-3-13100-82210	14,000	12,000
	Office Supplies	11-3-13100-82212	2,000	2,000
	Equip Maint/Rental	11-3-13100-82222	15,000	8,000
			<u>173,521</u>	<u>168,618</u>
13120 Child Dev and Education	Prof Sal FT	11-3-13120-61105	58,741	60,446
	T/C Sal FT	11-3-13120-61305	43,567	44,438

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Fac Sal FT	11-3-13120-61405	88,735	90,390
	Supplies	11-3-13120-82210	1,500	1,500
	Office Supplies	11-3-13120-82212	500	500
			<u>193,043</u>	<u>197,274</u>
13160 Communications	Supplies	11-3-13160-82210	1,000	600
	Office Supplies	11-3-13160-82212	200	-
	Equip Maint/Rental	11-3-13160-82222	1,500	1,500
	Computer Software	11-3-13160-82225	600	1,200
			<u>3,300</u>	<u>3,300</u>
13240 Computer Information Tech	Fac Sal FT	11-3-13240-61405	134,740	134,740
	Fac Sal FT/TDCJ	11-3-13240-61406	79,523	81,112
	Computer Hardware	11-3-13240-71222	6,460	700
	Supplies	11-3-13240-82210	6,790	2,000
	Office Supplies	11-3-13240-82212	1,720	1,200
	Computer Software	11-3-13240-82225	2,400	1,200
			<u>231,633</u>	<u>220,952</u>
13280 Criminal Justice	Fac Sal FT	11-3-13280-61405	75,582	76,974
	Supplies	11-3-13280-82210	2,500	2,000
	Office Supplies	11-3-13280-82212	1,000	1,000
			<u>79,082</u>	<u>79,974</u>
13300 Culinary Arts	T/C Sal PT	11-3-13300-61310	3,676	3,677
	Fac Sal FT	11-3-13300-61405	79,842	80,842
	Fac Sal FT/TDCJ	11-3-13300-61406	84,390	84,390
	Supplies	11-3-13300-82210	18,752	25,828
	Office Supplies	11-3-13300-82212	300	100
			<u>186,960</u>	<u>194,837</u>
13320 Industrial Design Technology	Fac Sal FT	11-3-13320-61405	140,830	142,342
	Fac Sal FT/TDCJ	11-3-13320-61406	79,523	81,112
	Lab Assistant	11-3-13320-61525	10,901	11,005
	Supplies	11-3-13320-82210	4,000	2,000
	Office Supplies	11-3-13320-82212	1,000	500
	Equip Maint/Rental	11-3-13320-82222	600	-
			<u>236,854</u>	<u>236,959</u>
13400 EMT	Fac Sal FT	11-3-13400-61405	142,521	138,894
	Supplies	11-3-13400-82210	12,528	17,000
	Office Supplies	11-3-13400-82212	1,500	1,500
	Computer Software	11-3-13400-82225	3,500	3,000
	Cntret/CnsInt Srv	11-3-13400-82261	1,800	3,000
			<u>161,849</u>	<u>163,394</u>
13430 Law Enforcement	Prof Sal FT	11-3-13430-61105	51,879	-
	T/C Sal FT	11-3-13430-61305	-	45,621

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Fac Sal FT	11-3-13430-61405	73,252	75,269
	Supplies	11-3-13430-82210	18,000	10,000
	Office Supplies	11-3-13430-82212	1,050	1,050
	Equip Maint/Rental	11-3-13430-82222	400	400
			<u>144,581</u>	<u>132,340</u>
13440 Legal Assistant	Fac Sal FT	11-3-13440-61405	109,019	109,019
	Student Salaries	11-3-13440-62125	6,474	6,474
	Supplies	11-3-13440-82210	5,103	5,103
	Office Supplies	11-3-13440-82212	1,500	1,500
			<u>122,096</u>	<u>122,096</u>
13560 Human Serv/Sub Abuse Couns	Fac Sal FT	11-3-13560-61405	77,173	79,307
	Student Salaries	11-3-13560-62125	1,631	1,631
	Supplies	11-3-13560-82210	1,000	250
	Office Supplies	11-3-13560-82212	1,000	1,000
			<u>80,804</u>	<u>82,188</u>
13600 Management Development	Fac Sal FT	11-3-13600-61405	63,828	57,503
	Fac Sal FT/TDCJ	11-3-13600-61406	68,660	87,706
	Student Salaries	11-3-13600-62125	1,631	-
	Supplies	11-3-13600-82210	2,000	1,000
	Office Supplies	11-3-13600-82212	1,500	1,500
			<u>137,619</u>	<u>147,709</u>
13640 Nursing ADN	Prof Sal FT	11-3-13640-61105	99,354	99,354
	T/C Sal FT	11-3-13640-61305	21,536	21,536
	Fac Sal FT	11-3-13640-61405	656,532	632,511
	Retention Stipend	11-3-13640-61432	44,000	44,000
	Student Salaries	11-3-13640-62125	8,525	8,525
	Supplies	11-3-13640-82210	22,000	17,000
	Office Supplies	11-3-13640-82212	3,000	3,000
	Equip Maint/Rental	11-3-13640-82222	10,000	27,000
	Computer Software	11-3-13640-82225	3,000	3,000
			<u>867,947</u>	<u>855,926</u>
13680 Nursing VOC	T/C Sal FT	11-3-13680-61305	21,536	21,536
	Fac Sal FT	11-3-13680-61405	249,436	252,614
	Supplies	11-3-13680-82210	5,000	2,850
	Office Supplies	11-3-13680-82212	1,000	1,000
	Equip Maint/Rental	11-3-13680-82222	2,500	-
			<u>279,472</u>	<u>278,000</u>
13710 Pharmacy Technology	Fac Sal FT	11-3-13710-61405	92,293	94,883
	Supplies	11-3-13710-82210	5,000	5,000
	Office Supplies	11-3-13710-82212	180	180
			<u>97,473</u>	<u>100,063</u>

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
13720 Office Administration	Fac Sal FT	11-3-13720-61405	128,714	131,953
	Lab Assistant	11-3-13720-61525	8,673	-
	Student Salaries	11-3-13720-62125	2,538	5,075
	Supplies	11-3-13720-82210	2,500	2,500
	Office Supplies	11-3-13720-82212	1,500	1,500
	Computer Software	11-3-13720-82225	2,400	2,400
			<u>146,325</u>	<u>143,428</u>
13730 Neurodiagnostic Technology	Fac Sal FT	11-3-13730-61405	73,252	73,252
	Supplies	11-3-13730-82210	8,000	7,500
	Office Supplies	11-3-13730-82212	1,500	500
			<u>82,752</u>	<u>81,252</u>
13750 Polysomnography	Fac Sal FT	11-3-13750-61405	88,735	73,252
	Supplies	11-3-13750-82210	10,500	10,500
	Office Supplies	11-3-13750-82212	2,000	2,000
	Equip Maint/Rental	11-3-13750-82222	-	90
			<u>101,235</u>	<u>85,842</u>
13760 Process Technology	Fac Sal FT	11-3-13760-61405	205,487	209,958
	Stipend	11-3-13760-61431	-	7,500
	Lab Assistant	11-3-13760-61525	7,451	-
	Supplies	11-3-13760-82210	2,000	2,000
	Office Supplies	11-3-13760-82212	2,000	2,000
	Equip Maint/Rental	11-3-13760-82222	-	4,000
			<u>216,938</u>	<u>225,458</u>
13770 Health Information Program	Fac Sal FT	11-3-13770-61405	123,692	137,781
	Supplies	11-3-13770-82210	5,000	16,000
	Office Supplies	11-3-13770-82212	1,000	1,000
			<u>129,692</u>	<u>154,781</u>
13780 Cyber Security Program	Fac Sal FT	11-3-13780-61405	33,627	67,252
	Computer Hardware	11-3-13780-71222	67,350	67,350
	Supplies	11-3-13780-82210	-	2,000
	Office Supplies	11-3-13780-82212	-	5,000
	Computer Software	11-3-13780-82225	8,000	8,000
			<u>108,977</u>	<u>149,602</u>
13790 Logistics	Fac Sal FT	11-3-13790-61405	<u>66,592</u>	<u>33,626</u>
			66,592	33,626
13800 Radio Station	Prof Sal FT	11-4-13800-61105	81,578	63,416
	Supplies	11-4-13800-82210	23,500	25,400
	Office Supplies	11-4-13800-82212	2,000	1,000
	Equip Maint/Rental	11-4-13800-82222	4,400	3,800
	Computer Software	11-4-13800-82225	2,800	2,400
	Cntret/CnsInt Srv	11-4-13800-82261	2,400	2,500

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
			116,678	98,516
13840 Respiratory Care	Fac Sal FT	11-3-13840-61405	180,423	180,423
	Supplies	11-3-13840-82210	11,700	10,950
	Office Supplies	11-3-13840-82212	2,000	750
	Equip Maint/Rental	11-3-13840-82222	2,500	2,500
			<u>196,623</u>	<u>194,623</u>
13880 Television	Fac Sal FT	11-3-13880-61405	180,590	180,590
	Equipment	11-3-13880-71100	-	3,400
	Supplies	11-3-13880-82210	10,900	11,200
	Office Supplies	11-3-13880-82212	1,000	1,000
	Equip Maint/Rental	11-3-13880-82222	1,600	1,750
	Computer Software	11-3-13880-82225	2,350	1,800
	Cntrct/Cnslt Srv	11-3-13880-82261	1,000	1,000
			<u>197,440</u>	<u>200,740</u>
14000 Academic Programs	Fac Sal PT	11-3-14000-61411	756,182	726,182
	Fac Sal OL	11-3-14000-61412	180,000	180,000
	Fac Sal PT-Dual Credit	11-3-14000-61413	310,000	338,000
	Fac Sal PT/TDCJ	11-3-14000-61414	58,000	58,000
	Fac Sal OL/TDCJ	11-3-14000-61415	-	2,000
	Fac Sal OL-Dual Credit	11-3-14000-61416	25,000	25,000
	Fac Sal PT-Summer	11-3-14000-61421	210,000	210,000
	Fac Sal FT-Summer	11-3-14000-61422	310,000	310,000
			<u>1,849,182</u>	<u>1,849,182</u>
14040 Art	T/C Sal FT	11-3-14040-61305	45,137	46,040
	T/C Sal PT	11-3-14040-61310	22,896	22,896
	Fac Sal FT	11-3-14040-61405	155,898	157,131
	Student Salaries	11-3-14040-62125	6,612	6,612
	Supplies	11-3-14040-82210	25,200	25,200
	Office Supplies	11-3-14040-82212	2,530	2,530
	Equip Maint/Rental	11-3-14040-82222	3,000	3,000
	Advertising/Recruiting	11-3-14040-82232	1,500	1,500
	Cntrct/Cnslt Srv	11-3-14040-82261	2,000	2,000
			<u>264,773</u>	<u>266,909</u>
14080 Athletic Programs	T/C Sal PT	11-5-14080-61310	-	6,996
	Stipend	11-5-14080-61431	12,000	5,000
	Travel/Prof Development	11-5-14080-82100	750	667
	Supplies	11-5-14080-82210	5,650	5,700
	Inst'l Insurance	11-5-14080-82255	10,000	10,000
	Cntrct/Cnslt Srv	11-5-14080-82261	-	3,000
	Field Maintenance	11-5-14080-82266	7,000	7,000
			<u>35,400</u>	<u>38,363</u>
14081 Athletics-Softball	T/C Sal PT	11-5-14081-61310	30,467	29,600

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Fac Sal OL	11-5-14081-61412	5,000	5,000
	Travel/Prof Development	11-5-14081-82100	1,500	1,000
	Student Travel	11-5-14081-82104	20,000	26,360
	Supplies	11-5-14081-82210	19,640	19,640
	Office Supplies	11-5-14081-82212	500	500
	Advertising/Recruiting	11-5-14081-82232	2,000	2,000
	Athletic Housing	11-5-14081-82239	40,500	40,500
	Cntrct/Cnslt Srv	11-5-14081-82261	6,200	-
	Books	11-5-14081-82672	10,000	10,000
	Stipend	11-5-14081-82673	15,000	15,000
	Meal Scholarships	11-5-14081-85450	22,500	22,500
			<u>173,307</u>	<u>172,100</u>
14082 Athletics-Baseball	T/C Sal PT	11-5-14082-61310	30,467	29,600
	Fac Sal OL	11-5-14082-61412	5,000	5,000
	Travel/Prof Development	11-5-14082-82100	1,500	1,000
	Student Travel	11-5-14082-82104	20,000	20,000
	Supplies	11-5-14082-82210	16,500	16,500
	Advertising/Recruiting	11-5-14082-82232	2,000	2,000
	Athletic Housing	11-5-14082-82239	32,500	40,500
	Cntrct/Cnslt Srv	11-5-14082-82261	9,840	10,000
	Books	11-5-14082-82672	10,000	10,000
	Meal Scholarships	11-5-14082-85450	22,500	22,500
			<u>150,307</u>	<u>157,100</u>
14120 Biology	T/C Sal FT	11-3-14120-61305	44,292	45,621
	Fac Sal FT	11-3-14120-61405	398,682	397,505
	Student Travel	11-3-14120-82104	375	-
	Supplies	11-3-14120-82210	20,000	20,000
	Office Supplies	11-3-14120-82212	2,000	2,000
	Advertising/Recruiting	11-3-14120-82232	200	200
	Cntrct/Cnslt Srv	11-3-14120-82261	-	5,000
			<u>465,549</u>	<u>470,326</u>
14160 Business/Accounting	Fac Sal FT	11-3-14160-61405	59,560	63,345
	Supplies	11-3-14160-82210	200	200
	Office Supplies	11-3-14160-82212	200	200
			<u>59,960</u>	<u>63,745</u>
14200 Chemistry	Fac Sal FT	11-3-14200-61405	123,387	128,373
	Supplies	11-3-14200-82210	15,000	15,000
	Office Supplies	11-3-14200-82212	500	600
	Cntrct/Cnslt Srv	11-3-14200-82261	7,000	7,000
			<u>145,887</u>	<u>150,973</u>
14240 Economics	Fac Sal FT	11-3-14240-61405	191,910	197,379
	Student Travel	11-3-14240-82104	300	-
	Supplies	11-3-14240-82210	100	100

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Office Supplies	11-3-14240-82212	200	250
			192,510	197,729
14280 English	Fac Sal FT	11-3-14280-61405	637,220	662,364
	Supplies	11-3-14280-82210	2,000	2,000
	Office Supplies	11-3-14280-82212	1,000	1,000
			640,220	665,364
14320 Foreign Language	Fac Sal FT	11-3-14320-61405	199,884	204,978
	Supplies	11-3-14320-82210	1,000	1,000
	Office Supplies	11-3-14320-82212	1,000	1,000
			201,884	206,978
14360 Geography	Supplies	11-3-14360-82210	100	100
			100	100
14400 Geology	Fac Sal FT	11-3-14400-61405	50,440	51,952
	Supplies	11-3-14400-82210	5,000	5,000
	Office Supplies	11-3-14400-82212	1,500	1,500
	Computer Software	11-3-14400-82225	500	500
			57,440	58,952
14440 Government	Fac Sal FT	11-3-14440-61405	212,757	215,960
	Student Travel	11-3-14440-82104	300	-
	Supplies	11-3-14440-82210	500	150
	Office Supplies	11-3-14440-82212	300	350
			213,857	216,460
14480 History	Fac Sal FT	11-3-14480-61405	319,242	324,824
	Student Travel	11-3-14480-82104	300	300
	Supplies	11-3-14480-82210	200	200
	Office Supplies	11-3-14480-82212	200	200
			319,942	325,524
14520 Learning Lab	Prof Sal FT	11-5-14520-61105	55,302	79,745
	Prof Sal PT	11-5-14520-61110	226,632	272,833
	T/C Sal FT	11-5-14520-61305	83,532	84,647
	T/C Sal PT	11-5-14520-61310	43,348	52,035
	Student Salaries	11-5-14520-62125	13,282	9,962
	Supplies	11-5-14520-82210	3,000	3,000
	Office Supplies	11-5-14520-82212	1,000	1,000
	Computer Software	11-5-14520-82225	5,000	5,000
			431,096	508,222
14560 Math	Fac Sal FT	11-3-14560-61405	692,198	694,997
	Supplies	11-3-14560-82210	500	500
	Office Supplies	11-3-14560-82212	800	700
			693,498	696,197

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
14600 Music	Prof Sal PT	11-3-14600-61110	3,606	18,050
	T/C Sal PT	11-3-14600-61310	-	3,750
	Fac Sal FT	11-3-14600-61405	159,001	159,001
	Student Salaries	11-3-14600-62125	1,414	1,414
	Student Travel	11-3-14600-82104	7,000	7,000
	Supplies	11-3-14600-82210	13,500	13,500
	Office Supplies	11-3-14600-82212	700	950
	Equip Maint/Rental	11-3-14600-82222	3,300	3,300
	Association Fees	11-3-14600-82241	700	700
	Theatrical Royalties	11-3-14600-82248	1,000	1,000
	Cntrct/CnsInt Srv	11-3-14600-82261	13,390	13,400
				<u>203,611</u>
14640 Sports/Human Performance	Fac Sal FT	11-3-14640-61405	207,682	207,682
	Student Salaries	11-3-14640-62125	1,776	1,776
	Equipment	11-3-14640-71100	5,000	5,000
	Supplies	11-3-14640-82210	7,500	7,500
	Office Supplies	11-3-14640-82212	550	550
	Equip Maint/Rental	11-3-14640-82222	3,000	3,000
				<u>225,508</u>
14670 Philosophy	Office Supplies	11-3-14670-82212	100	100
			<u>100</u>	<u>100</u>
14680 Physics	Fac Sal FT	11-3-14680-61405	74,320	74,320
	Supplies	11-3-14680-82210	5,000	5,000
	Office Supplies	11-3-14680-82212	500	500
	Computer Software	11-3-14680-82225	-	250
			<u>79,820</u>	<u>80,070</u>
14720 Psychology	Fac Sal FT	11-3-14720-61405	286,279	263,555
	Student Travel	11-3-14720-82104	300	300
	Supplies	11-3-14720-82210	2,300	2,300
	Office Supplies	11-3-14720-82212	2,000	2,000
			<u>290,879</u>	<u>268,155</u>
14800 Sociology	Fac Sal FT	11-3-14800-61405	126,260	127,772
	Supplies	11-3-14800-82210	400	400
	Office Supplies	11-3-14800-82212	400	400
			<u>127,060</u>	<u>128,572</u>
14840 Drama	Prof Sal FT	11-3-14840-61105	69,354	69,354
	Fac Sal FT	11-3-14840-61405	111,981	111,981
	T/C Sal PT	11-3-14840-61310	16,753	16,753
	Student Salaries	11-3-14840-62125	19,619	19,619
	Supplies	11-3-14840-82210	19,200	19,000
	Office Supplies	11-3-14840-82212	800	800

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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Equip Maint/Rental	11-3-14840-82222	2,000	2,000
	Theatrical Royalties	11-3-14840-82248	2,500	2,500
	Cntrct/CnsInt Srv	11-3-14840-82261	1,190	10,190
			<u>243,397</u>	<u>252,197</u>
14860 Speech	Fac Sal FT	11-3-14860-61405	212,643	214,296
	Supplies	11-3-14860-82210	600	600
	Office Supplies	11-3-14860-82212	600	600
			<u>213,843</u>	<u>215,496</u>
14880 Humanities	Supplies	11-3-14880-82210	200	200
	Office Supplies	11-3-14880-82212	200	200
			<u>400</u>	<u>400</u>
15000 VP of Student Services	Admin Sal FT	11-6-15000-61005	115,475	118,940
	T/C Sal FT	11-6-15000-61305	48,202	49,649
	Travel/Prof Development	11-6-15000-82100	6,000	10,000
	Supplies	11-6-15000-82210	8,000	10,000
	Office Supplies	11-6-15000-82212	1,000	1,500
	Computer Software	11-6-15000-82225	3,000	4,667
	Cntrct/CnsInt Srv	11-6-15000-82261	-	3,500
			<u>181,677</u>	<u>198,256</u>
15010 Dean of Student Services	Prof Sal FT	11-6-15010-61105	-	93,704
	Travel/Prof Development	11-6-15010-82100	-	2,667
	Supplies	11-6-15010-82210	-	2,000
	Office Supplies	11-6-15010-82212	-	500
			<u>-</u>	<u>98,871</u>
15025 Student Retention	Prof Sal FT	11-6-15025-61105	71,377	-
	Student Salaries	11-6-15025-62125	4,408	-
	Travel/Prof Development	11-6-15025-82100	2,000	-
	Supplies	11-6-15025-82210	750	-
	Office Supplies	11-6-15025-82212	342	-
			<u>78,877</u>	<u>-</u>
15030 UHCL Pearland	Cntrct/CnsInt Srv	11-6-15030-82261	38,410	38,410
			<u>38,410</u>	<u>38,410</u>
15040 Student Recruitment	Prof Sal FT	11-6-15040-61105	44,753	46,094
	Student Salaries	11-6-15040-62125	-	4,408
	Travel/Prof Development	11-6-15040-82100	500	500
	Supplies	11-6-15040-82210	4,000	14,500
	Office Supplies	11-6-15040-82212	500	500
			<u>49,753</u>	<u>66,002</u>
15100 Registrar/Admissions	Prof Sal FT	11-6-15100-61105	169,542	172,060
	T/C Sal FT	11-6-15100-61305	328,159	333,981

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Department	Account Name	GL Acct Number	Budget 2019-20	Budget 2020-21
	T/C Sal PT	11-6-15100-61310	27,022	27,174
	Student Salaries	11-6-15100-62125	6,706	1,994
	Travel/Prof Development	11-6-15100-82100	5,000	3,333
	Supplies	11-6-15100-82210	4,200	6,250
	Office Supplies	11-6-15100-82212	6,200	6,300
	Equip Maint/Rental	11-6-15100-82222	450	1,000
			547,279	552,092
15110 Marketing	Prof Sal FT	11-6-15110-61105	192,251	189,652
	T/C Sal FT	11-6-15110-61305	54,744	55,244
	Stipend	11-6-15110-61431	1,440	1,440
	Student Salaries	11-6-15110-62125	7,163	-
	Travel/Prof Development	11-6-15110-82100	7,000	5,000
	Supplies	11-6-15110-82210	4,000	-
	Office Supplies	11-6-15110-82212	2,000	2,500
	Computer Software	11-6-15110-82225	8,129	14,780
	Advertising/Recruiting	11-6-15110-82232	319,800	414,000
	Special Functions	11-6-15110-82251	2,000	2,000
	Cntrct/Cnslnt Srv	11-6-15110-82261	8,000	-
			606,527	684,616
15210 Academic Advising	Prof Sal FT	11-6-15210-61105	900,821	885,566
	T/C Sal FT	11-6-15210-61305	-	82,734
	Travel/Prof Development	11-6-15210-82100	8,500	21,667
	Travel/Repetitive Mileage	11-6-15210-82103	-	1,500
	Supplies	11-6-15210-82210	8,000	7,000
	Office Supplies	11-6-15210-82212	5,000	5,000
	Computer Software	11-6-15210-82225	2,000	4,000
			924,321	1,007,467
15215 Career and Placement	T/C Sal FT	11-6-15215-61305	42,827	44,112
	Student Salaries	11-6-15215-62125	6,612	6,612
	Travel/Prof Development	11-6-15215-82100	-	500
	Supplies	11-6-15215-82210	2,500	2,000
	Office Supplies	11-6-15215-82212	-	500
			51,939	53,724
15220 Testing	Prof Sal FT	11-6-15220-61105	71,467	73,611
	T/C Sal PT	11-6-15220-61310	72,201	64,109
	Travel/Prof Development	11-6-15220-82100	1,000	1,667
	Supplies	11-6-15220-82210	38,500	38,500
	Office Supplies	11-6-15220-82212	500	500
			183,668	178,387
15230 American Disabilities Act	Prof Sal FT	11-6-15230-61105	-	69,386
	T/C Sal PT	11-6-15230-61310	31,301	30,981
	ADA T/C PT	11-6-15230-61316	2,434	2,410
	Student Salaries	11-6-15230-62125	12,325	12,325

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

Department	Account Name	GL Acct Number	Budget 2019-20	Budget 2020-21
	Travel/Prof Development	11-6-15230-82100	2,000	1,667
	Travel/Repetitive Mileage	11-6-15230-82103	500	500
	Supplies	11-6-15230-82210	3,985	3,985
	Office Supplies	11-6-15230-82212	500	500
	Equip Maint/Rental	11-6-15230-82222	2,095	2,095
	Computer Software	11-6-15230-82225	3,150	3,150
	Advertising/Recruiting	11-6-15230-82232	150	150
	Cntrct/Cnslnt Srv	11-6-15230-82261	100,000	100,000
			<u>158,440</u>	<u>227,149</u>
15240 TDCJ Advising	Prof Sal FT TDCJ	11-6-15240-61107	145,099	146,927
	T/C Sal FT TDCJ	11-6-15240-61307	45,137	46,040
	T/C Sal PT TDCJ	11-6-15240-61311	13,313	13,308
	Stipend	11-6-15240-61431	1,440	1,440
	Travel/Prof Development	11-6-15240-82100	-	3,333
	Travel-TDCJ	11-6-15240-82101	10,000	8,000
	Office Supplies	11-6-15240-82212	-	4,000
			<u>214,989</u>	<u>223,048</u>
15300 Financial Aid	Prof Sal FT	11-6-15300-61105	157,958	160,310
	T/C Sal FT	11-6-15300-61305	232,811	235,880
	T/C Sal PT	11-6-15300-61310	19,808	13,308
	T/C Sal OT	11-6-15300-61315	3,500	3,500
	Travel/Prof Development	11-6-15300-82100	5,000	5,333
	Travel/Repetitive Mileage	11-6-15300-82103	600	1,500
	Supplies	11-6-15300-82210	636	-
	Office Supplies	11-6-15300-82212	6,650	7,236
	Cntrct/Cnslnt Srv	11-6-15300-82261	-	1,400
			<u>426,963</u>	<u>428,467</u>
15400 Media Services	T/C Sal FT	11-7-15400-61305	55,244	55,244
	Supplies	11-7-15400-82210	8,000	8,000
	Office Supplies	11-7-15400-82212	500	500
	Equip Maint/Rental	11-7-15400-82222	4,000	9,000
			<u>67,744</u>	<u>72,744</u>
15410 Print Services	T/C Sal FT	11-7-15410-61305	49,105	49,105
	T/C Sal PT	11-7-15410-61310	15,370	15,218
	Travel/Prof Development	11-7-15410-82100	500	-
	Supplies	11-7-15410-82210	50,000	36,750
	Office Supplies	11-7-15410-82212	1,500	1,500
	Equip Maint/Rental	11-7-15410-82222	75,000	81,619
	Computer Software	11-7-15410-82225	1,000	-
			<u>192,475</u>	<u>184,192</u>
15420 Graphic Services	T/C Sal FT	11-7-15420-61305	76,378	75,829
	T/C Sal PT	11-7-15420-61310	-	-
	Travel/Prof Development	11-7-15420-82100	3,000	2,667

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Supplies	11-7-15420-82210	1,000	1,000
	Computer Software	11-7-15420-82225	3,444	3,028
			<u>83,822</u>	<u>82,524</u>
15430 Web	Prof Sal FT	11-7-15430-61105	149,354	150,630
	T/C Sal PT	11-7-15430-61310	13,583	12,285
	Travel/Prof Development	11-7-15430-82100	5,000	3,333
	Supplies	11-7-15430-82210	2,500	1,000
	Computer Software	11-7-15430-82225	5,180	5,180
	Cntrct/CnsInt Srv	11-7-15430-82261	58,280	58,000
			<u>233,897</u>	<u>230,428</u>
15440 Record Retention	Travel/Prof Development	11-7-15440-82100	2,000	1,333
	Supplies	11-7-15440-82210	1,000	1,000
	Cntrct/CnsInt Srv	11-7-15440-82261	2,000	2,000
			<u>5,000</u>	<u>4,333</u>
15500 Library	Prof Sal FT	11-5-15500-61105	151,627	155,399
	Prof Sal PT	11-5-15500-61110	23,986	23,986
	T/C Sal FT	11-5-15500-61305	35,509	36,575
	Student Salaries	11-5-15500-62125	20,953	20,953
	Supplies	11-5-15500-82210	2,000	2,000
	Office Supplies	11-5-15500-82212	2,500	2,500
	Computer Software	11-5-15500-82225	23,000	22,560
	Library Books	11-5-15500-82256	18,000	13,000
	Library Periodicals	11-5-15500-82257	1,800	1,700
	Library-Database Subscription	11-5-15500-82278	32,200	35,000
			<u>311,575</u>	<u>313,673</u>
15505 Learning Commons	Prof Sal FT	11-5-15505-61105	83,152	69,639
	T/C Sal FT	11-5-15505-61305	36,120	37,205
	Supplies	11-5-15505-82210	1,000	1,000
	Office Supplies	11-5-15505-82212	500	500
	Cntrct/CnsInt Srv	11-5-15505-82261	-	6,000
			<u>120,772</u>	<u>114,344</u>
16000 Physical Plant Director	Prof Sal FT	11-8-16000-61105	87,921	90,560
	T/C Sal FT	11-8-16000-61305	42,545	43,822
	T/C Sal PT	11-8-16000-61310	12,289	12,285
	T/C Sal OT	11-8-16000-61315	2,000	2,000
	Stipend	11-8-16000-61431	720	720
	Student Salaries	11-8-16000-62125	13,224	13,224
	Group Insurance	11-8-16000-81120	18,000	17,000
	Workers Comp	11-8-16000-81121	230	275
	Unemployment	11-8-16000-81122	100	115
	Long Term Disability	11-8-16000-81125	800	800
	Dental	11-8-16000-81128	700	650
	Life	11-8-16000-81129	400	350

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Medicare Tax	11-8-16000-81340	2,100	2,100
	ACC TRS Supplement	11-8-16000-81554	9,905	10,000
	Travel/Prof Development	11-8-16000-82100	4,000	1,667
	Supplies	11-8-16000-82210	9,000	9,000
	Office Supplies	11-8-16000-82212	2,500	2,500
	Cntrct/Cnslt Srv	11-8-16000-82261	400	400
			<u>206,834</u>	<u>207,468</u>
16040 Building Maintenance	T/C Sal FT	11-8-16040-61305	134,618	136,990
	T/C Sal OT	11-8-16040-61315	10,000	10,000
	Group Insurance	11-8-16040-81120	36,000	35,000
	Workers Comp	11-8-16040-81121	250	225
	Unemployment	11-8-16040-81122	100	100
	Long Term Disability	11-8-16040-81125	950	900
	Dental	11-8-16040-81128	1,100	990
	Life	11-8-16040-81129	1,100	1,300
	Medicare Tax	11-8-16040-81340	1,900	1,800
	ACC TRS Supplement	11-8-16040-81554	10,940	10,400
	Travel/Prof Development	11-8-16040-82100	1,500	1,333
	Supplies	11-8-16040-82210	22,500	22,500
	Office Supplies	11-8-16040-82212	250	250
	Equip Maint/Rental	11-8-16040-82222	10,000	10,000
	Cntrct/Cnslt Srv	11-8-16040-82261	45,000	45,000
			<u>276,208</u>	<u>276,788</u>
16080 Custodial Services	T/C Sal FT	11-8-16080-61305	502,989	492,062
	T/C Sal PT	11-8-16080-61310	59,751	72,936
	T/C Sal OT	11-8-16080-61315	8,000	8,000
	Stipend	11-8-16080-61431	1,416	1,473
	Group Insurance	11-8-16080-81120	135,000	135,000
	Workers Comp	11-8-16080-81121	1,800	1,600
	Unemployment	11-8-16080-81122	700	680
	Long Term Disability	11-8-16080-81125	3,500	3,200
	Dental	11-8-16080-81128	6,000	6,000
	Life	11-8-16080-81129	2,600	2,800
	Medicare Tax	11-8-16080-81340	7,000	7,000
	ACC Match for part-time	11-8-16080-81550	600	600
	ACC TRS Supplement	11-8-16080-81554	39,540	39,000
	Supplies	11-8-16080-82210	50,000	50,000
	Office Supplies	11-8-16080-82212	500	500
	Cntrct/Cnslt Srv	11-8-16080-82261	4,000	4,000
			<u>823,396</u>	<u>824,851</u>
16120 Environmental	Prof Sal FT	11-8-16120-61105	72,453	72,453
	T/C Sal FT	11-8-16120-61305	184,244	187,051
	T/C Sal OT	11-8-16120-61315	12,000	12,000
	Stipend	11-8-16120-61431	1,310	2,595
	Group Insurance	11-8-16120-81120	40,000	38,000

ALVIN COMMUNITY COLLEGE
Budget for 2020-21

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Workers Comp	11-8-16120-81121	400	350
	Unemployment	11-8-16120-81122	160	140
	Long Term Disability	11-8-16120-81125	1,500	1,400
	Dental	11-8-16120-81128	1,800	1,700
	Life	11-8-16120-81129	2,200	1,800
	Medicare Tax	11-8-16120-81340	4,100	4,000
	ACC TRS Supplement	11-8-16120-81554	21,800	21,000
	Travel/Prof Development	11-8-16120-82100	2,000	1,667
	Supplies	11-8-16120-82210	80,000	80,000
	Equip Maint/Rental	11-8-16120-82222	7,500	7,500
	Cntrct/Cnslnt Srv	11-8-16120-82261	70,000	70,000
			<u>501,467</u>	<u>501,656</u>
16160 Grounds Maintenance	T/C Sal FT	11-8-16160-61305	187,256	177,283
	T/C Sal OT	11-8-16160-61315	5,000	5,000
	Stipend	11-8-16160-61431	1,641	1,641
	Group Insurance	11-8-16160-81120	40,000	38,000
	Workers Comp	11-8-16160-81121	400	380
	Unemployment	11-8-16160-81122	160	160
	Long Term Disability	11-8-16160-81125	1,300	1,300
	Dental	11-8-16160-81128	1,500	1,400
	Life	11-8-16160-81129	1,800	1,350
	Medicare Tax	11-8-16160-81340	3,000	2,500
	ACC TRS Supplement	11-8-16160-81554	15,850	15,000
	Travel/Prof Development	11-8-16160-82100	1,000	1,000
	Supplies	11-8-16160-82210	10,500	10,500
	Cntrct/Cnslnt Srv	11-8-16160-82261	8,300	8,300
			<u>277,707</u>	<u>263,814</u>
16200 Transportation	T/C Sal FT	11-7-16200-61305	96,440	92,247
	Stipend	11-7-16200-61431	2,398	2,494
	Group Insurance	11-7-16200-81120	16,000	15,000
	Workers Comp	11-7-16200-81121	160	140
	Unemployment	11-7-16200-81122	65	70
	Long Term Disability	11-7-16200-81125	600	600
	Dental	11-7-16200-81128	700	700
	Life	11-7-16200-81129	1,300	1,300
	Medicare Tax	11-7-16200-81340	1,400	1,600
	ACC TRS Supplement	11-7-16200-81554	7,175	8,000
	Supplies	11-7-16200-82210	30,000	30,000
	Equip Maint/Rental	11-7-16200-82222	25,000	25,000
	Cntrct/Cnslnt Srv	11-7-16200-82261	15,000	15,000
	Fuel	11-7-16200-82280	20,000	20,000
			<u>216,238</u>	<u>212,151</u>
16240 Utilities	Cntrct/Cnslnt Srv	11-8-16240-82261	7,200	7,200
	Electricity	11-8-16240-82281	650,000	650,000
	Gas	11-8-16240-82282	100,000	100,000

ALVIN COMMUNITY COLLEGE
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<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Water/Sewg/Trash	11-8-16240-82283	<u>156,000</u>	<u>156,000</u>
			<u>913,200</u>	<u>913,200</u>
	Total for Maintenance and Operations		<u>34,533,568</u>	<u>35,250,016</u>

ALVIN COMMUNITY COLLEGE

2020 – 2021

**CONTINUING EDUCATION PROGRAM
BUDGET**

Fund 13 Budget Detail.....

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
23010 Motorcycle Safety	T/C Sal PT	13-3-23010-61310	15,000	4,550
	Instructor Sal PT/OL	13-3-23010-61410	-	4,950
	Travel/Prof Development	13-3-23010-82100	750	300
	Supplies	13-3-23010-82210	3,500	1,000
	Office Supplies	13-3-23010-82212	100	50
	Advertising	13-3-23010-82231	1,200	-
	Insurance	13-3-23010-82255	1,665	885
			<u>22,215</u>	<u>11,735</u>
23050 GED	T/C Sal PT	13-3-23050-61310	5,200	2,600
	Instructor Sal PT/OL	13-3-23050-61410	3,435	6,906
	Travel/Prof Development	13-3-23050-82100	50	-
	Supplies	13-3-23050-82210	200	100
	Office Supplies	13-3-23050-82212	50	30
	Advertising	13-3-23050-82231	200	-
			<u>9,135</u>	<u>9,636</u>
23170 Real Estate	Advertising	13-3-23170-82231	500	-
		<u>500</u>	<u>-</u>	
23195 Dental Assistant	Instructor Sal FT	13-3-23195-61407	55,311	56,969
	Instructor Sal PT/OL	13-3-23195-61410	4,585	7,698
	Travel/Prof Development	13-3-23195-82100	150	75
	Supplies	13-3-23195-82210	3,535	1,500
	Office Supplies	13-3-23195-82212	185	100
	Equip Maint/Rental	13-3-23195-82222	10,110	13,312
	Advertising	13-3-23195-82231	4,000	-
	Cntrct/Cnsint Srv	13-3-23195-82261	910	500
			<u>78,786</u>	<u>80,154</u>
23200 Info Technology Training	Instructor Sal PT/OL	13-3-23200-61410	1,800	1,200
	Supplies	13-3-23200-82210	750	80
	Office Supplies	13-3-23200-82212	40	20
	Advertising	13-3-23200-82231	1,500	-
			<u>4,090</u>	<u>1,300</u>
23250 Phlebotomy	Instructor Sal PT/OL	13-3-23250-61410	11,275	9,000
	Travel/Prof Development	13-3-23250-82100	40	20
	Supplies	13-3-23250-82210	300	1,750
	Office Supplies	13-3-23250-82212	880	440
	Advertising	13-3-23250-82231	1,300	-
			<u>13,795</u>	<u>11,210</u>
23320 Health and Medical	Instructor Sal PT/OL	13-3-23320-61410	4,155	7,836
	Travel/Prof Development	13-3-23320-82100	110	55
	Supplies	13-3-23320-82210	400	250
	Office Supplies	13-3-23320-82212	75	35
	Advertising	13-3-23320-82231	3,000	-
			<u>8,740</u>	<u>8,176</u>

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
			7,740	8,176
23330 Welding	Admin Sal FT	13-3-23330-61105	76,097	78,380
	Instructor Sal FT	13-3-23330-61407	73,488	75,693
	Instructor Sal PT/OL	13-3-23330-61410	10,000	20,760
	Travel/Prof Development	13-3-23330-82100	75	50
	Supplies	13-3-23330-82210	15,000	19,035
	Office Supplies	13-3-23330-82212	105	715
	Advertising	13-3-23330-82231	6,000	-
			<u>180,765</u>	<u>194,633</u>
23350 CNA and Medication Aide/Update	Instructor Sal FT	13-3-23350-61407	73,488	75,693
	Instructor Sal PT/OL	13-3-23350-61410	3,000	2,040
	Equipment	13-3-23350-71100	1,000	-
	Travel/Prof Development	13-3-23350-82100	50	50
	Supplies	13-3-23350-82210	750	800
	Office Supplies	13-3-23350-82212	50	35
	Advertising	13-3-23350-82231	5,810	-
			<u>84,148</u>	<u>78,618</u>
23370 Truck Driving	Instructor Sal FT	13-3-23370-61407	79,523	81,112
	Instructor Sal PT/OL	13-3-23370-61410	11,000	6,875
	Supplies	13-3-23370-82210	3,410	15,595
	Office Supplies	13-3-23370-82212	70	35
	Equip Maint/Rental	13-3-23370-82222	1,000	500
	Advertising	13-3-23370-82231	10,925	-
	Fuel	13-3-23370-82280	5,500	6,575
			<u>111,428</u>	<u>110,692</u>
23410 CEWD	Admin Sal FT	13-5-23410-61005	116,882	103,848
	Prof Sal FT	13-5-23410-61105	287,096	294,196
	T/C Sal FT	13-5-23410-61305	167,302	171,373
	T/C Sal PT	13-5-23410-61310	3,205	-
	T/C Sal OT	13-5-23410-61315	3,890	-
	Student Salaries	13-5-23410-62125	3,000	-
	Travel/Prof Development	13-5-23410-82100	3,000	3,000
	Supplies	13-5-23410-82210	4,360	2,100
	Office Supplies	13-5-23410-82212	600	400
	Association Fees	13-5-23410-82241	3,000	-
			<u>592,335</u>	<u>574,917</u>
23503 Ed to Go	Supplies	13-3-23503-82210	4,270	6,955
	Advertising	13-3-23503-82231	200	-
			<u>4,470</u>	<u>6,955</u>
23506 Concealed Handguns	Instructor Sal PT/OL	13-3-23506-61410	360	180
	Supplies	13-3-23506-82210	75	35
	Advertising	13-3-23506-82231	500	-
			<u>935</u>	<u>215</u>

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
23508 Occupational Health and Safety	Instructor Sal PT/OL	13-3-23508-61410	1,530	1,200
	Supplies	13-3-23508-82210	35	460
	Office Supplies	13-3-23508-82212	25	25
			<u>1,590</u>	<u>1,685</u>
23520 Community Programs	Instructor Sal PT/OL	13-3-23520-61410	2,000	2,425
	Travel/Prof Development	13-3-23520-82100	50	-
	Supplies	13-3-23520-82210	150	400
	Advertising	13-3-23520-82231	600	-
		<u>2,800</u>	<u>2,825</u>	
23530 Clinical Medical Assistant	Instructor Sal PT/OL	13-3-23530-61410	10,095	8,050
	Travel/Prof Development	13-3-23530-82100	50	25
	Supplies	13-3-23530-82210	385	400
	Office Supplies	13-3-23530-82212	75	50
	Advertising	13-3-23530-82231	2,550	-
		<u>13,155</u>	<u>8,525</u>	
23533 Vet Assistant	T/C Sal PT	13-3-23533-61310	6,075	6,065
	Instructor Sal PT/OL	13-3-23533-61410	12,828	12,590
	Travel/Prof Development	13-3-23533-82100	275	140
	Supplies	13-3-23533-82210	4,130	225
	Office Supplies	13-3-23533-82212	50	1,110
	Advertising	13-3-23533-82231	3,000	-
			<u>26,358</u>	<u>20,130</u>
23536 Non Cert Radiological Tech	T/C Sal PT	13-3-23536-61310	2,000	-
	Supplies	13-3-23536-82210	1,000	375
	Advertising	13-3-23536-82231	500	-
		<u>3,500</u>	<u>375</u>	
23541 Yoga	Instructor Sal PT/OL	13-3-23541-61410	3,735	4,245
			<u>3,735</u>	<u>4,245</u>
23546 Activity Director Program	Advertising	13-3-23546-82231	1,500	1,200
			<u>1,500</u>	<u>1,200</u>
23547 Machinist Program	Instructor Sal FT	13-3-23547-61407	90,725	-
	Instructor Sal PT/OL	13-3-23547-61410	1,000	1,280
	Travel/Prof Development	13-3-23547-82100	35	25
	Supplies	13-3-23547-82210	4,000	1,500
	Advertising	13-3-23547-82231	1,200	-
		<u>96,960</u>	<u>2,805</u>	
23551 Pipefitting	Instructor Sal FT	13-3-23551-61407	84,390	84,390
	Instructor Sal PT/OL	13-3-23551-61410	2,000	820
	Travel/Prof Development	13-3-23551-82100	100	50
	Supplies	13-3-23551-82210	750	350

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Office Supplies	13-3-23551-82212	50	30
	Advertising	13-3-23551-82231	3,480	-
			<u>90,770</u>	<u>85,640</u>
23552 STRIVE	Admin Sal FT	13-3-23552-61105	53,436	55,039
	T/C Sal PT	13-3-23552-61310	11,800	20,720
	Instructor Sal PT/OL	13-3-23552-61410	36,000	6,720
	Travel	13-3-23552-82100	205	900
	Supplies	13-3-23552-82210	2,110	1,000
	Office Supplies	13-3-23552-82212	50	30
	Advertising	13-3-23552-82231	40	-
			<u>103,641</u>	<u>84,409</u>
	Total for Fund 13		<u><u>1,454,351</u></u>	<u><u>1,300,080</u></u>

ALVIN COMMUNITY COLLEGE

2020 – 2021

AUXILIARY BUDGET

Funds 21 through 26 Budget Detail.....

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
31002 Campus Security	T/C Sal FT	21-2-31002-61305	82,718	85,405
	Overtime	21-2-31002-61315	9,220	13,325
	Group Insurance	21-2-31002-81120	16,000	16,000
	Workers Comp	21-2-31002-81121	150	150
	Unemployment	21-2-31002-81122	65	65
	Long Term Disability	21-2-31002-81125	250	250
	Dental	21-2-31002-81128	700	400
	Life	21-2-31002-81129	120	120
	Medicare Tax	21-2-31002-81340	1,300	1,600
	TRS Supplement	21-2-31002-81554	6,000	9,000
	Travel	21-2-31002-82100	17,500	17,500
	Supplies	21-2-31002-82210	60,000	60,000
	Office Supplies	21-2-31002-82212	3,000	3,000
	Equip Maint/Rental	21-2-31002-82222	4,000	4,000
	Software	21-2-31002-82225	6,710	6,710
	Cntrct/Cnslt Srv	21-2-31002-82261	85,000	85,000
			<u>292,733</u>	<u>302,525</u>
32002 Student Activities	Prof Sal FT	22-2-32002-61105	55,271	50,581
	T/C Sal PT	22-2-32002-61310	15,000	28,457
	Student Salaries	22-2-32002-62125	20,000	19,836
	Group Insurance	22-2-32002-81120	15,000	16,000
	Workers Comp	22-2-32002-81121	300	525
	Unemployment	22-2-32002-81122	125	225
	Long Term Disability	22-2-32002-81125	325	650
	Dental	22-2-32002-81128	350	680
	Life	22-2-32002-81129	70	140
	Medicare Tax	22-2-32002-81340	1,400	2,000
	TRS Supplement	22-2-32002-81554	6,400	8,000
	Travel	22-2-32002-82100	-	5,000
	Office Supplies	22-2-32002-82212	1,500	1,700
	Operational Exp	22-2-32002-85410	6,000	6,000
	Student Organizations	22-2-32002-85414	6,000	-
	Competitive Grant Proposals	22-2-32002-85418	-	11,591
	Cultural/Social Events	22-2-32002-85420	-	30,000
	Child Care Supplement	22-2-32002-85422	1,500	-
	Athletics - Baseball	22-2-32002-85452	8,000	-
	Licensing Fees	22-2-32002-85461	3,700	3,500
			<u>140,941</u>	<u>184,885</u>
32004 Student Act Social Events	PT Student Travel	22-2-32004-61308	300	-
	T/C Sal PT	22-2-32004-61310	150	-
	Supplies	22-2-32004-82210	35,000	-
	Cntrct/Cnslt Srv	22-2-32004-82261	4,000	-
			<u>39,450</u>	<u>-</u>

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
32005 Student Act Cultural Events	Supplies	22-2-32005-82210	3,500	-
			<u>3,500</u>	-
32008 Student Act ADA	Supplies	22-2-32008-82210	300	-
			<u>300</u>	-
32009 Student Act Fitness Center	Supplies	22-2-32009-82210	3,000	-
			<u>3,000</u>	-
32010 Student Act Health & Wellness	Supplies	22-2-32010-82210	4,000	-
			<u>4,000</u>	-
32011 Student Act Fall Festival	Salary Supplement	22-2-32011-61111	2,000	2,200
	Group Insurance	22-2-32011-81120	-	200
	Workers Comp	22-2-32011-81121	-	4
	Unemployment	22-2-32011-81122	-	2
	Long Term Disability	22-2-32011-81125	-	8
	Dental	22-2-32011-81128	-	15
	Life	22-2-32011-81129	-	5
	Medicare Tax	22-2-32011-81340	-	32
	TRS Supplement	22-2-32011-81554	-	165
	Supplies	22-2-32011-82210	1,500	1,900
			<u>3,500</u>	<u>4,531</u>
32012 Student Act Open House	Supplies	22-2-32012-82210	500	-
			<u>500</u>	-
32013 Student Clubs & Organizations	Student Travel	22-2-32013-82104	-	8,000
	Supplies	22-2-32013-82210	-	2,000
	Scholarships	22-2-32003-85264	-	2,400
	Student Organizations	22-2-32003-85414	-	5,000
			<u>-</u>	<u>17,400</u>
33001 College Store Purchases	New Books	23-2-33001-85302	950,000	950,000
	Used Books	23-2-33001-85303	115,000	115,000
	Miscellaneous	23-2-33001-85305	100,000	100,000
			<u>1,165,000</u>	<u>1,165,000</u>
33002 College Store Operations	T/C Sal FT	23-2-33002-61305	159,841	159,841
	T/C Sal PT	23-2-33002-61310	53,000	53,000
	T/C Overtime	23-2-33002-61315	2,000	2,000
	Group Insurance	23-2-33002-81120	26,000	39,000
	Workers Comp	23-2-33002-81121	525	400
	Unemployment	23-2-33002-81122	220	165
	Long Term Disability	23-2-33002-81125	990	1,100
	Dental	23-2-33002-81128	1,050	990

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Life	23-2-33002-81129	1,590	1,700
	Medicare Tax	23-2-33002-81340	2,900	2,700
	ACC Match for PT	23-2-33002-81550	500	150
	TRS Supplement	23-2-33002-81554	11,000	14,000
	Travel	23-2-33002-82100	9,500	6,365
	Supplies	23-2-33002-82210	8,000	8,000
	Office Supplies	23-2-33002-82212	900	900
	Equipment Maint/Rental	23-2-33002-82222	39,500	39,500
	Computer Software	23-2-33002-82225	6,400	6,400
	Advertising	23-2-33002-82231	15,000	15,000
	Association Fees	23-2-33002-82241	2,500	2,500
	Freight	23-2-33002-85237	30,000	30,000
	Bank Charges	23-2-33002-85250	35,000	35,000
	Bad Debt Expense	23-2-33002-85255	3,000	3,000
	Scholarships	23-2-33002-85264	15,000	15,000
	Contingency	23-2-33002-85299	500	500
			<u>424,916</u>	<u>437,211</u>
33003 Coffee Bar Purchases	Coffee Bar Supplies	23-2-33003-85308	<u>18,000</u>	<u>61,000</u>
			18,000	61,000
33004 Coffee Bar Operations	Supplies	23-2-33004-82210	<u>3,300</u>	<u>3,300</u>
			3,300	3,300
34012 Vending Operations	Supplies	24-2-34012-82210	1,000	1,000
	Scholarships	24-2-34012-85264	<u>2,000</u>	<u>2,000</u>
			3,000	3,000
35002 Child Care	Prof Sal FT	25-2-35002-61105	19,580	20,149
	T/C Sal FT	25-2-35002-61305	133,313	135,837
	T/C Sal PT	25-2-35002-61310	65,000	85,578
	Student Salaries	25-2-35002-62125	4,000	-
	Group Insurance	25-2-35002-81120	64,000	70,000
	Workers Comp	25-2-35002-81121	900	850
	Unemployment	25-2-35002-81122	385	360
	Long Term Disability	25-2-35002-81125	450	450
	Dental	25-2-35002-81128	1,850	1,750
	Life	25-2-35002-81129	220	350
	Medicare Tax	25-2-35002-81340	3,000	3,200
	ACC Match for PT	25-2-35002-81550	160	275
	TRS Supplement	25-2-35002-81554	14,000	16,000
	Travel	25-2-35002-82100	700	500
	Supplies	25-2-35002-82210	27,000	28,000
	Office Supplies	25-2-35002-82212	350	350
	Equipment Maint/Rental	25-2-35002-82222	200	220
	Inst'l Insurance	25-2-35002-82255	600	600

**Alvin Community College
Budget for 2020-21**

<u>Department</u>	<u>Account Name</u>	<u>GL Acct Number</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>
	Bank Charges	25-2-35002-85250	7,000	3,000
			<u>342,708</u>	<u>367,469</u>
36002 Fitness Center	T/C Sal PT	26-2-36002-61310	8,021	8,023
	Student Salaries	26-2-36002-62125	26,209	18,002
	Workers Comp	26-2-36002-81121	450	300
	Unemployment	26-2-36002-81122	190	125
	Medicare Tax	26-2-36002-81340	130	140
	ACC Match for PT	26-2-36002-81550	115	130
	Supplies	26-2-36002-82210	658	500
	Office Supplies	26-2-36002-82212	545	500
	Equipment Maint/Rental	26-2-36002-82222	-	5,000
	Advertising	26-2-36002-82231	500	-
	Cntret/CnsInt Srv	26-2-36002-82261	1,140	1,140
	Bank Charges	26-2-36002-85250	330	330
	Contingency	26-2-36002-85599	4,000	4,000
			<u>42,288</u>	<u>38,190</u>
	Total for Auxiliary Funds		<u>2,487,136</u>	<u>2,584,511</u>

ALVIN COMMUNITY COLLEGE

2020 – 2021

ATHLETIC BUDGETS

AND

INSTITUTIONAL SCHOLARSHIPS

Athletic Budgets.....

Institutional Scholarships (Fund 33).....

ALVIN COMMUNITY COLLEGE

Athletic Budget

2020-21

Sport (Number of Scholarships)	Softball (15)	Source of Funds	Baseball (15)	Source of Funds
Tuition/Fees*	28,000	M&O	28,000	M&O
Books	10,000	M&O	10,000	M&O
Stipend	15,000	M&O	15,000	ACC Foundation
Housing	40,500	M&O	40,500	M&O
Meals	22,500	M&O	22,500	M&O
Scholarship Total	\$ 116,000		\$ 116,000	
Other:				
Travel	23,000	M&O	21,000	M&O
Umpires	6,360	M&O	10,000	M&O
Supplies/Advertising	22,140	M&O	20,500	M&O
Coaches	5,000	M&O	5,000	M&O
Asst. Coaches	29,600	M&O	29,600	M&O
Total	\$ 202,100		\$ 202,100	

Total Athletic Revenue Budget	
M&O	\$ 389,200
Student Activities	-
ACC Foundation (endowed scholarship)	15,000
TOTAL	\$ 404,200

*The Institutional Scholarship will allow an out-of-district waiver.

ALVIN COMMUNITY COLLEGE
Institutional Scholarships Budget
2020-21

Name of Scholarship		Amount
Ambassadors	33-9-42010-82664	\$18,000
Art	33-9-42010-82640	4,200
Baseball	33-9-42010-82697	28,000
Softball	33-9-42010-82698	28,000
Board of Regents Scholarships	33-9-42010-82691	10,600
Business/Accounting	33-9-42010-82643	1,400
Office Administration	33-9-42010-82627	1,400
Cardiovascular Technology	33-9-42010-82611	2,200
Child Care	33-9-42010-82612	1,400
Communications	33-9-42010-82613	1,400
Computer Science	33-9-42010-82615	1,400
Continuing Education	33-9-42010-82689	1,900
Criminal Justice	33-9-42010-82616	1,400
Dean's Scholarship	33-9-42010-82690	2,500
Drafting	33-9-42010-82617	1,400
Drama	33-9-42010-82641	2,500
Emergency Medical Technology	33-9-42010-82622	1,400
English	33-9-42010-82646	1,100
Foreign Languages	33-9-42010-82647	1,400
GED	33-9-42010-82680	600
Honors Program	33-9-42010-82663	8,000
Legal Assistant	33-9-42010-82620	1,400
Management Development	33-9-42010-82621	1,400
Mascot	33-9-42010-82679	1,200
Mathematics	33-9-42010-82653	500
Mental Health	33-9-42010-82623	1,400
Music	33-9-42010-82654	11,100
Nursing - Associate Degree	33-9-42010-82625	2,000
Nursing - Licensed Vocational	33-9-42010-82626	1,400
Pharmacy Technology	33-9-42010-82632	600
Polysomnography	33-9-42010-82631	1,000
Presidential	33-9-42010-82692	1,800
Process Technology	33-9-42010-82628	1,400
Project Graduation	33-9-42010-82684	1,000
Psychology	33-9-42010-82629	1,000
Respiratory Care	33-9-42010-82630	2,200
Science	33-9-42010-82661	500
Science Fair - Future**	33-9-42010-82662	1,200
Social Science	33-9-42010-82650	500
Texas All-State Academic Team	33-9-42010-82682	800
Total		\$152,600

ALVIN COMMUNITY COLLEGE

PROJECTS, EQUIPMENT

AND

CAPITAL ASSET REPLACEMENT

Capital Asset Replacement Projection.....

Summary of Projected Personal Computer Replacement....

ALVIN COMMUNITY COLLEGE
Capital Asset Replacement Projection
2020-2024

Area/Department	Item Description	20-21	21-22	22-23	23-24
INSTRUCTION-Technical Programs					
Radio Station	LED Studio Lighting System	X	X	X	
SUPPORT SERVICES-General Institutional					
Fiscal Affairs	Folder/Pressure Sealer		X		
PHYSICAL PLANT-Electrical Systems					
Transformers	Replace Campus Transformers (one per year)	X	X	X	X
PHYSICAL PLANT-Transportation					
	99 Ford Truck		X		
AUXILIARIES					
	Updated Point of Sale System				X
TRANSPORTATION-CAMPUS POLICE					
	Patrol Unit # 102		X		
	Patrol Unit # 101				X
SUPPORT SERVICES-Information Technology					
Telecommunications Infrastructure	Voicemail Server		X		
	IP PBX Servers		X		
	IP PBX System Gateways & Adapters		X		

ALVIN COMMUNITY COLLEGE

Summary of Projected Costs for Client and Technology-Enabled Classroom Equipment

Years	2020-21	2021-22	2022-23	2023-24	2024-25
Student Lab PCs and Laptops	\$177,996.00	\$186,895.80	\$196,240.59	\$206,052.62	\$216,355.25
Faculty/Staff PCs and Laptops	\$78,540.45	\$82,467.47	\$86,590.85	\$90,920.39	\$95,466.41
Technology Enabled Classrooms*	\$33,458.00	\$35,130.90	\$36,887.45	\$38,731.82	\$40,668.41
Totals	\$289,994.45	\$304,494.17	\$319,718.88	\$335,704.83	\$352,490.07

Prices and quantities based on a 5 year refresh cycle using Spring 2018-2019 pricing from Dell Computers and CDW-G with 5% escalation.

* Conversations continue between IT and Instruction to determine new classroom technology standards and tax maintenance note options.

ALVIN COMMUNITY COLLEGE

HISTORY OF ENROLLMENT

Enrollment by State Funded Contact Hours and
Unduplicated Headcount for Credit Courses.....

Enrollment by Contact Hours for Non-Credit State Funded
Courses.....

ALVIN COMMUNITY COLLEGE

Enrollment by State Funded Contact Hours and Unduplicated Headcount Credit Courses 2012-13 to 2019-20

ACADEMIC FUNDED CONTACT HOURS									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019/20	
Summer	211,008	223,360	218,704	221,472	253,312	258,272	251,136	0	
Fall	592,288	589,472	537,184	543,424	610,192	582,816	590,016	0	
Spring	538,928	560,392	531,600	568,216	608,624	597,280	594,640	0	
Sub-Total	1,342,224	1,373,224	1,287,488	1,333,112	1,472,128	1,438,368	1,435,792	0	

TECHNICAL FUNDED CONTACT HOURS									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019/20	
Summer	168,888	146,536	159,904	147,640	143,912	143,068	125,072	0	
Fall	332,912	315,336	310,448	305,584	320,504	300,720	287,504	0	
Spring	338,640	300,944	317,568	330,552	335,808	307,984	300,400	0	
Sub-Total	840,440	762,816	787,920	783,776	800,224	751,772	712,976	0	

TOTAL FUNDED CONTACT HOURS									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019/20	
TOTAL	2,182,664	2,136,040	2,075,408	2,116,888	2,272,352	2,190,140	2,148,768	0	

UNDUPLICATED STUDENT HEADCOUNT									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019/20	
Summer	2,346	2,547	2,577	2,633	2,817	2,790	2,694	0	
Fall	5,193	5,190	5,191	4,914	5,658	5,709	5,645	0	
Spring	4,813	4,709	4,674	4,623	5,291	5,282	5,233	0	
Sub-Total	12,352	12,446	12,442	12,170	13,766	13,781	13,572	0	

Sources: THECB & CB Reports

Notes: Flex Terms are not included in enrollment above.

Summer terms are not included in their academic year. Example - Summer 2016 is in the 2016-2017 column

This is done in the budget book as the Summer has not completed while the budget is being developed so the prior one is used.

ALVIN COMMUNITY COLLEGE

Enrollment By Contact Hours

**Non-Credit State Funded Contact Hours
2012-13 to 2019-20**

QUARTER	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
1st (Sep,Oct,Nov)								
Funded	23,439	32,351	37,041	23,917	31,024	18,777	18,492	24,814
2nd (Dec,Jan, Feb)								
Funded	18,446	25,126	32,476	31,404	20,272	18,814	19,831	22,894
3rd (Mar, Apr, May)								
Funded	18,449	27,785	30,660	17,393	31,503	11,096	9,045	
4th (Jun, Jul, Aug)								
Funded	21,847	23,173	35,120	25,451	21,174	14,040	15,828	
Grand Total	82,181	108,435	135,297	98,165	103,973	62,727	63,196	47,708

Sources: THECB PREP and the Continuing Education Department

ALVIN COMMUNITY COLLEGE
FEDERAL, STATE & PRIVATE GRANTS

Awarded for 2019-20.....

Projected for 2020-21.....

ALVIN COMMUNITY COLLEGE

**Federal, State & Private Grants
Awarded 2019-20**

GRANT DESCRIPTION		GRANT AWARD
Community Education		
	Department of Education - Upward Bound	\$ 301,913
Instructional & Support Services		
	Nursing Shortage Reduction	8,190
	Carl Perkins Grant	154,083
	Texas Workforce Commission/Governor's TTC(3)-Wagner Peyser 7(b)	394,004
	Mobile Go - Texas Pioneer Foundation	150,540
	The Metallica All Within My Hands Foundation	100,000
	US Department of Education STEM Grant	665,034
Student Financial Aid		
	Federal College Work Study Program	100,000
	Pell Grant	3,736,926
	Supplemental Educational Opportunity Grant	150,000
	Texas Educational Opportunity Grant	181,180
	Texas Work Study Program	9,449
TOTAL		\$ 5,951,319

ALVIN COMMUNITY COLLEGE

**Federal, State & Private Grants
Projected for 2020-21**

GRANT DESCRIPTION		PROJECTED AWARD
Community Education		
	Department of Education - Upward Bound	\$ 301,913
Instructional & Support Services		
	HUD Brazoria County	20,000
	Carl Perkins Grant	150,000
	US Department of Education STEM Grant	657,703
Student Financial Aid		
	Federal College Work Study Program	88,926
	Pell Grant	4,500,000
	Supplemental Educational Opportunity Grant	111,018
	Texas Educational Opportunity Grant	160,000
	Texas Work Study Program	9,449
TOTAL		\$5,999,009

ALVIN COMMUNITY COLLEGES

History of Budget Totals.....

History of Salary Schedule Adjustments.....

District Tax Base Value.....

Adopted Tax Rates.....

ALVIN COMMUNITY COLLEGE

History of Budget Totals

Fiscal Year	Budget Totals	% Increase
2000-01	16,043,507	
2001-02	16,959,203	5.71%
2002-03	17,554,666	3.51%
2003-04	18,473,100	5.23%
2004-05	19,231,560	4.11%
2005-06	20,023,244	4.12%
2006-07	20,822,704	3.99%
2007-08	22,244,791	6.83%
2008-09	23,132,858	3.99%
2009-10	23,612,999	2.08%
2010-11	24,510,968	3.80%
2011-12	25,052,345	2.21%
2012-13	25,056,008	0.01%
2013-14	25,899,697	3.37%
2014-15	27,376,798	5.70%
2015-16	28,156,575	2.85%
2016-17	29,148,215	3.52%
2017-18	31,135,955	6.82%
2018-19	32,922,206	5.74%
2019-20	34,533,568	4.89%
2020-21	Pending	

ALVIN COMMUNITY COLLEGE

History of Salary Schedule Adjustments

Budget Year	Salary Schedule Adjustment
1998-99 and 1999-2000	2.0%
2000-01 Faculty and TSCM.....	2.0%
Administrative/Professional (Grades 1-4).....	2.0%
Administrative/Professional (Grades 5 & above).....	1.0%
2001-02 Administrative/Professional and TSCM.....	1.0%
Faculty	New Schedule (Percent increase varies from 12% to 1%)
2002-03	1.0%
2003-04	0.0%
2004-05	3.0%
2005-06	3.0%
2006-07	3.0%
2007-08	3.0%
2008-09.....	2.0%
2009-10 All Salary Schedules	
Steps 1 – 15	0.0%
Long Term Employees.....	2.0%
2010-11 All Salary Schedules	
Steps 1 – 15	0.0%
Long Term Employees.....	2.0%
2011-12 Salary Schedule Not Applied	
2012-13.....	0.0%
2013-14.....	3.0%
2014-15.....	0.0%
2015-16.....	2.0%
2016-17.....	3.0%
2017-18.....	2.0%
2018-19.....	1.0%
2019-20.....	2.0%
2020-21.....	Pending

ALVIN COMMUNITY COLLEGE

**District Tax Base Value
1990-91 - 2020-21**

FISCAL YEAR	ASSESSED VALUE	INCREASE/ DECREASE
1990-91	1,884,992,940	-0.929%
1991-92	1,892,748,780	0.411%
1992-93	1,924,480,000	1.676%
1993-94	1,859,832,380	-3.359%
1994-95	1,801,052,110	-3.161%
1995-96	1,852,804,303	2.873%
1996-97	1,904,890,863	2.811%
1997-98	1,978,482,610	3.863%
1998-99	2,028,722,521	2.539%
1999-00	2,194,937,925	8.193%
2000-01	2,364,202,268	7.712%
2001-02	2,596,928,257	9.844%
2002-03	2,559,901,126	-1.426%
2003-04	2,744,211,546	7.200%
2004-05	3,147,460,645	14.695%
2005-06	3,778,840,959	20.060%
2006-07	4,445,811,875	17.650%
2007-08	5,177,314,905	16.454%
2008-09	5,812,072,762	12.260%
2009-10	5,861,195,887	0.845%
2010-11	5,711,333,060	-2.557%
2011-12	5,888,930,321	3.110%
2012-13	6,059,243,827	2.892%
2013-14	6,506,075,928	7.374%
2014-15	7,131,404,693	9.611%
2015-16	7,613,845,605	6.765%
2016-17	8,434,068,195	10.773%
2017-18	9,274,920,982	9.970%
2018-19	9,999,947,655	7.817%
2019-20	**11,263,683,753	12.637%
2020-21	**13,042,734,985	15.795%

***Budgeted; Fiscal Years 1998-99 through 2018-19 were taken from Annual Audit Reports*

ALVIN COMMUNITY COLLEGE
BRAZORIA COUNTY APPRAISAL DISTRICT AND TAX ASSESSOR/COLLECTOR
2011 - 2020

ENTITY	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Alvin I.S.D.	1.344100	1.329100	1.329100	1.417000	1.417000	1.417000	1.450000	1.450000	1.397800	Pending
City of Alvin	0.843600	0.843800	0.843600	0.838600	0.838600	0.798000	0.788000	0.788000	0.788000	Pending
City of Manvel	0.587863	0.587863	0.587863	0.580000	0.580000	0.570000	0.570000	0.690000	0.640000	Pending
Brazoria County	0.413101	0.485860	0.492020	0.498500	0.486000	0.457405	0.440234	0.427900	0.415200	Pending
Alvin Community College	0.199485	0.199756	0.199756	0.204009	0.204009	0.191744	0.180750	0.187775	0.185862	Pending

* From Brazoria County Appraisal District and Tax Assessor/Collector



MEMORANDUM NO: 77-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 18, 2020
SUBJECT: Schedule of Board Meeting Dates for 2020-2021

The College Board adopts a schedule for Board meetings taking into consideration the College calendar as it applies to students. In reviewing academic year 2020 -2021, most Board meetings are proposed for the third or fourth Thursday of the month, with a few exceptions due to scheduled college events, state or national meetings, and various holidays. Board Workshops are also scheduled for various Monday afternoons throughout the year. All meetings and workshops are scheduled in compliance with Texas Open Meetings Rules and Regulations.

It is recommended that the Board approve the attached schedule for academic year 2020-2021.

CMA:tg

ALVIN COMMUNITY COLLEGE
BOARD of REGENTS
MEETING SCHEDULE with REGULAR MEETINGS and WORKSHOPS
September 2020 - August 2021

Thursday	September 17, 2020	Regular Board Meeting	6:00 p.m.
Monday	October 12, 2020	Board Workshop	NOON – 3:30 p.m.
Thursday	October 22, 2020	Regular Board Meeting	6:00 p.m.
Thursday	November 19, 2020	Regular Board Meeting	6:00 p.m.
Thursday	January 14, 2021	Regular Board Meeting	6:00 p.m.
Monday	January 25, 2021	Board Workshop	NOON – 3:30 p.m.
Thursday	February 25, 2021	Regular Board Meeting	6:00 p.m.
Thursday	March 25, 2021	Regular Board Meeting	6:00 p.m.
Monday	April 12, 2021	Board Workshop	NOON – 3:30 p.m.
Thursday	April 22, 2021	Regular Board Meeting	6:00 p.m.
Thursday	May 27, 2021	Regular Board Meeting	6:00 p.m.
Monday	June 14, 2021	Budget Workshop	NOON – 3:30 p.m.
Thursday	June 24, 2021	Regular Board Meeting	6:00 p.m.
Monday	July 12, 2021	Budget Workshop	NOON – 3:30 p.m.
Thursday	July 22, 2021	Regular Board Meeting	6:00 p.m.
Monday	August 2, 2021	Goal Setting Workshop	NOON – 3:30 p.m.
Thursday	August 12, 2021	Regular Board Meeting	6:00 p.m.

** Draft 5-20-20*



MEMORANDUM NO: 78-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 8, 2020

SUBJECT: Board Policy Update 38, Affecting Local Policies (See attached list)

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

The proposed policy changes are from TASB Update 38, several of which are not substantive but some that are important. Some of the changes are due to recent legislation pertaining to tax law and other changes pertain to recent changes in Title IX law. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

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

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

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

It is recommended that the Board approve and adopt the revisions to the TASB Local Policies as provided in TASB Update 38.

CMA:tg

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE (020501) - Update / LDU 38

CAI(LOCAL): APPROPRIATIONS AND REVENUE SOURCES - AD VALOREM TAXES

CAIA(LOCAL): AD VALOREM TAXES - EXEMPTIONS AND PAYMENTS

CAIC(LOCAL): AD VALOREM TAXES - SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

DGC(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DIAA(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - SEX AND SEXUAL VIOLENCE

FFDA(LOCAL): FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION - SEX AND SEXUAL VIOLENCE

FI(LOCAL): SOLICITATIONS

FLA(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLB(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT CONDUCT

FLBE(LOCAL): STUDENT CONDUCT - ALCOHOL AND DRUG USE

Instruction Sheet

Community College Localized Policy Manual Update 38

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AFA	(LEGAL)	Replace policy	Revised policy
BB	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CAI	(LEGAL)	Replace policy	Revised policy
CAI	(LOCAL)	DELETE policy	See explanatory note
CAIA	(LEGAL)	Replace policy	Revised policy
CAIA	(LOCAL)	Replace policy	Revised policy
CAIB	(LEGAL)	Replace policy	Revised policy
CAIC	(LEGAL)	ADD policy	See explanatory note
CAIC	(LOCAL)	ADD policy	See explanatory note
CAID	(LEGAL)	ADD policy	See explanatory note
CB	(LEGAL)	Replace policy	Revised policy
CC	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CHA	(LEGAL)	Replace policy	Revised policy
CR	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
DGC	(LOCAL)	Replace policy	Revised policy
DIAA	(LEGAL)	Replace policy	Revised policy
DIAA	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
EFA	(LEGAL)	Replace policy	Revised policy
EFAA	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EFBC	(LEGAL)	Replace policy	Revised policy
EG	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FF	(LEGAL)	Replace policy	Revised policy
FFDA	(LEGAL)	Replace policy	Revised policy
FFDA	(LOCAL)	Replace policy	Revised policy
FI	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
Community College Localized Policy Manual Update 38

Alvin Community College

Code	Type	Action To Be Taken	Note
FJ	(LEGAL)	Replace policy	Revised policy
FLA	(LOCAL)	Replace policy	Revised policy
FLB	(LOCAL)	Replace policy	Revised policy
FLBE	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 38

Alvin Community College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Select changes at Update 38 are based on legislation from the 86th Regular Legislative Session.

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

AFA(LEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

This legally referenced policy has been revised to reflect recently amended federal regulations addressing the Dissemination of Institutional Information, including the types of information a college district must make available to enrolled and prospective students.

BB(LEGAL)

BOARD MEMBERS

SB 2 requires a college district to post on its website the name and official contact information of each board member.

BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

At Certificate of Election, HB 2640 removes the requirement that the presiding officer of a canvassing authority prepare and deliver a report of the precinct results to the secretary of state.

C(LEGAL)

BUSINESS AND SUPPORT SERVICES

Changes to this table of contents include:

- The subtitle for CAIA is now Exemptions and Payments;
- The subtitle for CAIB is now Economic Development; and
- CAIC and CAID have been added.

CAI(LEGAL)

APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

All content on Tax Exemptions and Tax Payments has been moved from this policy to CAIA. All content on Reinvestment Zones has been moved from this policy to CAIB.

SB 2 is a property tax reform bill. Changes to this policy related to SB 2 include:

- All references to "effective tax rate" have been changed to "no-new-revenue tax rate". All references to "rollback tax rate" have been changed to "voter-approval tax rate".
- The contents and manner of distribution of the Notice have been amended.
- The board has a new deadline for the adoption of the Tax Rate.
- At Tax Rate Exceeding the Voter-Approval or No-New-Revenue Tax Rate, the bill provides specific rules as to when and how the college district must hold a public hearing on the proposed tax rate. The bill specifies the notice for the public meeting at which the board adopts a Tax Rate Below the Voter-Approval or No-New-Revenue Tax Rate.
- At Tax Rate Below the Voter-Approval or No-New-Revenue Tax Rate, there are fewer requirements related to a public hearing on the proposed tax rate.
- At Failure to Timely Adopt a Tax Rate, the bill specifies the tax rate if the board fails to timely adopt the rate.

Explanatory Notes

Community College Localized Policy Manual Update 38

Alvin Community College

- At Election to Repeal Increase, if the tax rate exceeds the voter approval tax rate, an election must be held for this purpose. Requirements for that election are described in this section.
- At Dissemination of Tax Information, the college district must post the specified contact and financial information online.
- The designated college district official or employee must incorporate certain information into the chief appraiser's Property Tax Database.

CAI(LOCAL) APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

All previous content from this policy has been moved to CAIA as part of a policy reorganization.

CAIA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

All previous content from this policy has been moved to CAIC. This policy now contains content on Tax Exemptions and Tax Payments, which has been moved from CAI.

HB 492 implements HJR 34, which amended the Texas Constitution to allow the legislature to provide a temporary tax Exemption for Property Damaged by a Disaster for a portion of the value of the damaged property. The bill also repealed an existing statute providing the option for reappraisal of qualified property in a disaster area.

CAIA(LOCAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

As part of a policy reorganization, the policy has been renamed. All previous content from this policy has been moved to CAIC.

All previous content from CAI has been moved to this policy.

CAIB(LEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

All previous content from this policy has been moved to CAID. This policy now contains content on Reinvestment Zones, which has been moved from CAI.

CAIC(LEGAL) AD VALOREM TAXES: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

All previous content at CAIA has been moved to this policy.

CAIC(LOCAL) AD VALOREM TAXES: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

All previous content from CAIA has been moved to this policy as part of a policy reorganization.

CAID(LEGAL) AD VALOREM TAXES: APPRAISAL DISTRICT

All previous content at CAIB has been moved to this policy.

SB 2 lowers the number of years that must pass before an individual who was compensated for Involvement with Past Appraisals may be eligible to serve on the appraisal district board. At Appraisal District Employment Restriction, SB 2 prohibits an officer or employee of a participating taxing district from being employed by an appraisal district. The bill also addresses when a taxing unit may bring a Challenge Before the Appraisal Review Board.

Additional changes to this policy reflect revisions to statutory citations.

Explanatory Notes

Community College Localized Policy Manual Update 38

Alvin Community College

CB(LEGAL) DEPOSITORY OF FUNDS

This legally referenced policy has been revised to reference current statutes and rules addressing a college district's ability to invest funds by depositing precious metals in the Texas Bullion Depository.

CC(LEGAL) ANNUAL OPERATING BUDGET

At Posting of Budget Information Online, SB 2 requires a college district to post on its website certain past and current budget information.

CDC(LEGAL) ACCOUNTING: AUDITS

At Publication, SB 2 requires a college district to post on its website the most recent financial audit.

CHA(LEGAL) SITE MANAGEMENT: SECURITY

A requirement that each college district peace officer complete Trauma-Informed Investigation Training has been added to this legally referenced policy.

A citation to a recently amended Administrative Code rule addressing Private Security has also been added.

CR(LEGAL) TECHNOLOGY RESOURCES

This legally referenced policy has been revised to reflect provisions from the FAA Reauthorization Act of 2018 related to the Recreational Use of drones. The Federal Aviation Administration (FAA) has not published rules specific to these provisions. The laws addressing drones are complex. The college district should consult local counsel on compliance with this law.

CRA(LEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

In addition to existing law, several revisions have been made at Required Internet Postings to reflect statutory changes from the 86th Regular Legislative Session:

- SB 2 requires a college district to post online tax rates, estimated interest and fund balance, debt obligation information, a required public hearing on a tax rate increase, contact information for both the college district and the board, the internal audit plan, and the annual report.
- HB 1735 requires a college district to post a web page dedicated solely to the policy on sexual harassment, sexual assault, dating violence, and stalking. In addition, a college district must post online a report concerning the reports of sexual harassment, sexual assault, dating violence, and stalking by the college district.
- HB 3808 requires a college district to post online a list of work-study employment opportunities accessible through a clearly identifiable link that appears in a prominent place on the financial aid page.

DGC(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions to this local policy address the SB 18 requirements related to Requests to host speakers in college district facilities. The bill requires the college district to develop a student expression policy, approved by the college district's governing body, no later than August 1, 2020.

Provisions addressing Employee Solicitation have also been added to this policy.

Explanatory Notes

Community College Localized Policy Manual Update 38

Alvin Community College

DIAA(LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

At State Law, HB 1735 addresses policies, training, reporting, and discipline regarding sexual harassment, sexual assault, dating violence, and stalking at college districts. The bill imposes additional policy requirements for college districts that must be adopted by August 1, 2020.

DIAA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

Recommended revisions to this local policy address the HB 1735 and Administrative Code requirement to develop a policy addressing sexual harassment, assault, dating violence, and stalking by August 1, 2020.

EBA(LEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

This legally referenced policy has been revised to add existing federal regulations, amended to be effective July 1, 2020, addressing distance education offered Out-of-State.

EFA(LEGAL) CURRICULUM DESIGN: INSTRUCTIONAL PROGRAMS AND COURSES

At Course Report, SB 25 and SB 502 require each college district to report to the Coordinating Board and the legislature on courses taken by students who transferred to a four-year institution or earned an associate degree at the college during the prior academic year. The first report must be submitted by March 1, 2021.

EFAA(LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

Changes to this legally referenced policy remove Administrative Code rules related to the version of the Texas Core Curriculum that applies to students who first enrolled at a college district prior to fall 2014. The policy retains a general reference to the removed rules at Applicability for the limited number of students to whom the prior core curriculum still applies.

EFB(LEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

HB 3601 permits the Coordinating Board to approve a college district to offer a degree in coordination with the Texas Military Department that uses Alternative Methods of Program Mastery for Military Members. This provision applies to degree plans offered for enrollment for the 2020–21 academic year.

EFBC(LEGAL) DEGREES AND CERTIFICATES: DEGREE PLANS

This legally referenced policy reflects revisions to Administrative Code rules addressing the filing of degree plans by students.

EG(LEGAL) ACADEMIC ACHIEVEMENT

A cross reference to provisions found in policy FJ addressing transcript notations for students ineligible to reenroll was added to this policy.

EI(LEGAL) TESTING PROGRAMS

HB 1891 exempts a student from the TSI assessment based on the student's score on a High School Equivalency Examination. This exemption applies to students entering college starting in fall 2020.

FEB(LEGAL) FINANCING EDUCATION: WORK STUDY

HB 3808 amends the Texas College Work-Study Program institutional eligibility provisions that apply beginning with the summer 2020 term.

Explanatory Notes

Community College Localized Policy Manual Update 38

Alvin Community College

Additional changes to the policy reflect minor revisions to how the program is referenced in Administrative Code rules.

FF(LLEGAL) STUDENT WELFARE

HB 3808 requires college districts to designate at least one employee to serve as a Support Services Liaison for current or incoming students.

FFDA(LLEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

At State Law, HB 1735 addresses policies, training, reporting, and discipline regarding sexual harassment, sexual assault, dating violence, and stalking for college districts. The bill imposes additional policy requirements for college districts that must be adopted by August 1, 2020.

FFDA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

Recommended revisions to this local policy address the HB 1735 and Administrative Code requirement to develop a policy addressing sexual harassment, assault, dating violence, and stalking by August 1, 2020.

FI(LOCAL) SOLICITATIONS

Revisions to this policy are recommended for consistency with policy style. An additional revision was made at Permitted Solicitation to update a cross reference.

FJ(LLEGAL) STUDENT RECORDS

A new Administrative Code rule addressing Transcript Notation of Ineligibility to Reenroll has been added to this legally referenced policy.

FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions to this local policy address the SB 18 requirements related to Requests to host speakers in college district facilities. The bill requires the college district to develop a student expression policy, approved by the college district's governing body, no later than August 1, 2020.

Additional changes were made for clarity.

FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

Information regarding Drugs and Alcohol and associated paraphernalia has been consolidated at policy FLBE. As a result, the detail at this policy has been replaced with a cross reference.

FLBE(LOCAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

Prohibited behaviors regarding Alcohol, Controlled Substances, and Paraphernalia, including those formerly in policy FLB, have been added to this policy.

At Exceptions, HB 1325 authorizes the use, possession, and transport of hemp on college district property. HB 1518 prohibits a college district from adopting or enforcing an order, regulation, rule, ordinance, or policy governing the possession, distribution, and sale of Dextromethorphan, a cough suppressant. Additionally, the exceptions for medications prescribed for a student or the student's child have been expanded.

Explanatory Notes
Community College Localized Policy Manual Update 38

Alvin Community College

FM(LLEGAL) DISCIPLINE AND PENALTIES

HB 1735 and new Administrative Code rules provide the disciplinary process requirements for Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Allegations. The bill and rules also update the relevant definitions. Additionally, a new Administrative Code provision addressing the Continuation of Disciplinary Process was added to the policy.

GC(LLEGAL) PUBLIC INFORMATION PROGRAM

SB 2 requires a college district to post on its website the mailing address, email address, and telephone number of the college district.

GH(LLEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

At Eligible Courses, this legally referenced policy has been revised to reflect recent Administrative Code amendments permitting a dual credit program to lead to the completion of a Program of Study Curriculum. At Tuition and State Funding, recent Administrative Code amendments permit a college district to claim state funding for students earning credit in a field of study curriculum.

Additional changes to this policy reflect nonsubstantive revisions to statutory citations.



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

APPROPRIATIONS AND REVENUE SOURCES
AD-VALOREM TAXES

CAI
(LOCAL)

No Discounts

Discount options shall not be provided for the payment of property taxes in the College District.

Split Payments

Split payment of taxes shall be allowed in accordance with statutory provisions.

AD VALOREM TAXES

EXEMPTIONS AND PAYMENTS ~~SELECTION AND DUTIES OF CHIEF TAX OFFICIALS~~

CAIA
(LOCAL)

No Discounts

Discount options shall not be provided for the payment of property taxes in the College District.

Split Payments

Split payment of taxes shall be allowed in accordance with statutory provisions. ~~The College District shall have its taxes assessed by Brazoria County Tax Appraisal District and collected by Brazoria County Tax Assessor-Collector.~~

Alvin Community College
020501

AD VALOREM TAXES
SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

CAIC
(LOCAL)

The College District shall have its taxes assessed by the Brazoria County Tax Appraisal District and collected by the Brazoria County Tax Assessor-Collector.

Note: For expression and use of College District facilities [and grounds](#) by students and registered student organizations, see FLA. For expression and use of College District facilities [and grounds](#) by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)¹ published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Limitations on Content

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute [nonpermissibleunauthorized](#) solicitation; ~~[see Facilities Use, below];~~ or

6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The ~~vice president, administrative services or designee~~ **vice president, administrative services or designee** shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

Use of Facilities and Grounds
Use

The ~~grounds and~~ **facilities and grounds** of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests

To request permission to meet **or host a speaker** in College District facilities, interested employees or employee organizations shall file a written request with the ~~vice president, administrative services or designee~~ **vice president, administrative services or designee** in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The ~~vice president, administrative services or designee~~^{vice president, administrative services or designee} shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~vice president, administrative services or designee~~^{vice president, administrative services or designee} shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;

2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

*Employee
Solicitation*

“Employee solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an employee or employee organization. The term does not include activities engaged in to conduct College District business.

*Permitted
Solicitation*

Employee solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any publication, merchandise, food, or nonalcoholic beverages in an area designated for the conduct of such activity;
2. The collection of membership fees or dues by employee organizations at the organizations’ meetings scheduled in accordance with this policy and associated procedures;
3. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by an employee or employee organization and scheduled in accordance with this policy and associated procedures;
4. The sale of raffle tickets by an employee organization that can present written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3);
5. The collection of donations by an employee organization; or
6. The sale of items by an employee organization to its members.

Any solicitations by an employee organization must be on behalf of or for the benefit of an employee organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Employee solicitation must comply with law and College District policies and procedures, including procedures addressing time limits for employee solicitation. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or

controlled by the College District, except as approved by the vice president, administrative services or designee.

Employees may not engage in solicitation during work hours and may not disrupt the educational environment or the work of other employees.

Announcements
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

Violations

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF):
<https://www.aaup.org/file/1940%20Statement.pdf>

Note: This policy addresses employee complaints of sex and gender discrimination, sexual harassment, sexual violence, [dating violence](#), [stalking](#), and retaliation. For legally referenced material relating to this subject matter, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, [dating violence](#), [stalking](#), and retaliation targeting students, see FFDA.

Definitions

~~Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.~~

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Definitions

Employee

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex or gender that adversely affects the employee’s employment.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; [sexual assault as defined by law](#); offensive or derogatory language directed at another person’s gender identity; and other sexually motivated conduct, communication, or contact.

Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence [see FA].

Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Retaliation

~~The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

~~An employee who intentionally makes a false claim, offers false statements, participates in prohibited conduct, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

Examples

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.~~

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, sexual harassment, dating violence, stalking, and retaliation as described defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Confidential
Employee

Reporting Procedures

Reporting by Alleged Victim

A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

An employee who believes that he or she has experienced prohibited conduct may report the alleged acts to his or her immediate supervisor, to the Title IX coordinator, or to the ~~College President~~ College President or designee. Additionally, the employee may report electronically through the College District’s website.

A report against the ~~College President~~ College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Reporting by Other Employees

Any employee who believes that another employee has experienced prohibited conduct, *regardless of when or where the incident occurred*, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the ~~College President or designee.~~ College President or designee.

A report against the ~~College President~~ College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Exceptions

Disclosure at Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct.

Employee Subject to Confidentiality Rules	Absent the employee's consent, a person who holds a professional license requiring confidentiality, such as a counselor, or unless required who is supervised by law, such a confidential employee person shall only be required to disclose the type of incident reported and. The person may not disclose information that would violate the employee's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.
Prior Report	A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.
Definition of College District Officials	For the purposes of this policy, College District officials are the Title IX coordinator and the College President College President .
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended: Name: Jade Borne, PhD Jade Borne, PhD Position: Vice President, Student Services Vice President, Student Services Address: 3110 Mustang Rd., Alvin, TX 77511 3110 Mustang Rd., Alvin, TX 77511 Telephone: (281) 756-3517 (281) 756-3517
Other Anti-discrimination Laws	The College President The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
Responsible Employees	All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.
Timely Reporting	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.
Investigation of the Report	
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The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

~~If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.~~

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Request Not to Investigate

The alleged victim may request that the College District not investigate the allegations. If the victim requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District must promptly notify the alleged victim of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District must take reasonable steps to protect the health and safety of the College District community.

Interim Action

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct and protect the victim from retaliation prior to the completion of the investigation. Examples of possible accommodations and supportive measures include work accommodations, counseling, and health services.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, [consistent with law](#), the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

[The College District prohibits retaliation against an employee who makes a claim alleging to have experienced prohibited conduct, or a person who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.](#)

Examples

[Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.](#)

Failure to Report and False Claims

[An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.](#)

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website [on a dedicated page accessible through a clear link on the homepage](#), taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, [dating violence](#), [stalking](#), and retaliation targeting students. For legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL). For sex discrimination, sexual harassment, sexual assault, [dating violence](#), [stalking](#), and retaliation targeting employees, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Definitions
Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

**Sexual Harassment
By an Employee**

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical con-

tact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault [as defined by law](#); sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

["Dating violence"](#) means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the Clery Act definition of domestic violence.

Stalking

["Stalking"](#) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition:

1. ["Course of conduct"](#) means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

~~Retaliation~~

~~The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

~~False Claims~~

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.~~

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, [dating violence](#), [stalking](#), and retaliation as ~~described~~[defined](#) by this policy, even if the behavior does not rise to the level of unlawful conduct.

Confidential Employee

A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures

Student Report

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator or another employee or submit the report electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

<i>Exception</i>	Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.
Employee Report	<p>Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.</p> <p>A report against the College President College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<i>Exceptions</i>	A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct.
Disclosure at Event	
Employee Subject to Confidentiality Rules	Absent the student's consent, or unless required a person who holds a professional license requiring confidentiality, such as a counselor, who is supervised by law, such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential employee source shall only be required to disclose the type of incident reported and. The person may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.
Prior Report	A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.
Definition of College District Officials	For the purposes of this policy, College District officials are the Title IX coordinator and the College President College President.
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

Name: Jade Borne, PhD ~~Jade Borne, PhD~~
Position: Vice President, Student Services ~~Vice President,
Student Services~~
Address: 3110 Mustang Rd., Alvin, TX 77511 ~~3110 Mustang
Rd., Alvin, TX 77511~~
Telephone: (281) 756-3517 ~~(281) 756-3517~~

Other Anti-
discrimination Laws

The College President ~~The College President~~ or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Responsible
Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

**Alternative
Reporting
Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator, may be directed to the College President.

A report against the College President ~~College President~~ may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the
Report**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

<i>Request Not to Investigate</i>	<p>The alleged victim may request that the College District not investigate the allegations. If the victim requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.</p> <p>The College District must promptly notify the alleged victim of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District must take reasonable steps to protect the health and safety of the College District community.</p>
Informal Resolution	<p>If the parties voluntarily agree to participate in informal resolution of the complaint, the College District official shall determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</p>
Formal Resolution	<p>If any of the parties decline to participate in informal resolution of the complaint or the College District official finds informal resolution of the complaint to be inappropriate, the College District official shall authorize or undertake an investigation, except as provided below at Criminal Investigation.</p>
Interim Action	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct and protect the victim from retaliation prior to the completion of the College District's investigation. Examples of possible accommodations and supportive measures include academic accommodations, housing and dining modifications, counseling, and health services.</p>
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated,</p>

the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

Notification of the Outcome

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed. The parties shall be given the opportunity to respond to the report.

College District Action

Prohibited Conduct

The College District shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FM and FMA]

Corrective Action

Examples of corrective action may include:

- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;

- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred; and
- Reaffirming the College District's policy against discrimination and harassment.

Exception The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality To the greatest extent possible, [consistent with law](#), the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation [The College District prohibits retaliation against a student who makes a claim alleging to have experienced prohibited conduct or a person who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.](#)

Examples [Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.](#)

Failure to Report and False Claims [An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.](#)

Appeal A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at

the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website [on a dedicated page accessible through a clear link on the homepage](#), taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

SOLICITATIONS

FI
(LOCAL)

Student Solicitation

~~“Student As used in this policy, “student~~ solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

**Permitted Limitations
on Solicitation**

Student solicitation shall be permitted in or on premises owned or controlled by the College District only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication only in an area designated in advance by the vice president, administrative services for the conduct of such activity. Students may not leave the designated area for the purpose of soliciting products being sold.
2. The sale or offer for sale of any **merchandise**, food, or **non-alcoholic beverages**~~drink item~~ only in an area designated in advance by the vice president, administrative services ~~or a designated representative~~ for the conduct of such activity.
3. The sale of or offer for sale of only manufacturer prepackaged in-date food and/or manufacturer prepackaged in-date unopened canned or bottled sodas and water, which may be sold without a food handling permit. The sale of food and drinks will not be allowed within 30 feet of, or in visible sight of, locations where the College District sells equivalent food or drinks.
4. The sale of or offer for sale of prepared food sold by vendors who possess a current food handling permit. Student organizations may collaborate with ~~the~~ vendor on approved events and charge a fee to benefit a registered student organization.
5. The collection of membership fees or dues by registered student organizations at **the organizations’** meetings ~~of such organizations~~ scheduled in accordance with ~~the~~ College **District policy and procedures**~~District’s regulations~~ on use of facilities. [See FLA]
6. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and ~~are~~ scheduled in accordance with College District **policy and procedures on the use of facilities.** [See FLA]~~regulations.~~
7. The sale of raffle tickets by a registered student organization that can present to the vice president, administrative services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3).~~), Internal Revenue Code.~~

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8. The collection of donations by a registered student organization.
9. The sale of personal items by students.
10. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under 26 U.S.C. 501(c)(3).

Student solicitation must comply with law and College District policies and procedures. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the vice president, administrative services.

A total of four food fundraising events may be approved in each of the fall and spring semesters. Exceptions to this limitation may be made by the vice president, administrative services.

Time Limit

No student or registered student organization shall solicit under this policy for more than the time limit established by administrative regulations for a total of 14 days, whether continuous or intermittent, during each fiscal year.

Exception

If approved by the vice president, administrative services, solicitation intended to raise funds to respond to a declared disaster or emergency is not subject to the established time limit.

Use of College District Name

Only authorized students or registered student organizations shall be allowed to sponsor and engage in solicitation and/or fundraising activities under the name of the College District. All such activities shall be compatible with the mission and objectives of the College District and shall be approved by the vice president, administrative services in accordance with procedures developed for that purpose.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disrupt or disturb ~~or interfere with~~ the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and

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streets and at places of ingress and egress to and from buildings owned or controlled by the College District.

3. The solicitation shall not harass, ~~threaten~~embarrass, or intimidate the person or persons being solicited.

Sanctions

If a student or registered student organization is alleged to have violated this policy, the student or organization shall be subject to a reasonable investigation conducted by the vice president, administrative services.

If the vice president, administrative services determines that a solicitation is being conducted in a manner violating this policy, the vice president, administrative services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy shall be subject to disciplinary measures as described in policies FM and FMA. In the case of a registered student organization, the vice president, administrative services may revoke the registered status of the organization in accordance with policy FKC.

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;

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4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president, administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the student activities coordinator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event,

not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the student activities coordinator, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

**Use of Facilities and
Grounds****Use**

The ~~grounds and~~ facilities **and grounds** of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests

To request permission to meet **or host a speaker** in College District facilities, interested students or registered student organizations shall file a written request with the student activities coordinator in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president, student services or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];

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4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.

Violations of Policy

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District

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facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean **an individual** ~~one~~ who is currently enrolled in the College District. ~~These policies and regulations shall also apply to~~ any prospective or former student who has been accepted for admission or readmission to any component institution while ~~he or she is~~ on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but ~~shall~~ not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

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1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;

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4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons, as described in CHF, without prior approval shall be prohibited.

Drugs and Alcohol

~~Behaviors~~The following behavior regarding drugs and alcohol and associated paraphernalia shall be prohibited:

- ~~1. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in policy FLBE, unless under the direction of a physician;~~
- ~~2. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance; and~~
- ~~3.9. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.~~

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;

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3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel, and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes

Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;

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5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Alcohol

A student shall be prohibited from using, **possessing, controlling, manufacturing, transmitting, distributing, selling,** or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, **control, manufacture,** transmit, **distribute, sell,** or attempt to possess, use, **control, manufacture,** or transmit, **distribute, sell,** or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the **Exception**

A student:

1. **Uses or possesses a controlled substance or ~~who uses a~~ drug authorized by a licensed physician through a prescription specifically for that student's use;**
2. **Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;**
3. **Cultivates, possesses, transports, or sells hemp as authorized by law; or**
4. **Possesses, sells, or distributes Dextromethorphan.**

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related ~~shall not be considered to any prohibited substance is prohibited~~ ~~have violated this rule.~~

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA]- Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit and/or continuing education course or program of at least 150 hours shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.



MEMORANDUM NO: 74-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 18, 2020
SUBJECT: Revisions to Board Policy FFAC (LOCAL)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As we use these Policies, we have noticed areas that require edits.

It has come to our attention that the wording of Board Policy FFAC (Local) needed modification to include information about pandemics. The proposed changes reflect the language that clarifies that during a pandemic, the college may take certain standards to protect the employees, students and the community, following health official's recommendations. Further the language clarifies that students who fail to follow the standards may be subject to disciplinary action.

It is recommended that the Board of Regents approve the revisions to policy FFAC (LOCAL).

CMA:tg

Communicable diseases include, but are not limited to, measles, influenza, [health pandemics](#), viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

For the purposes of this policy, the term “HIV infection” shall include AIDS, ARC, and a positive test for the antibody to HIV.

Basis for Action

The College District’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

Pandemics

[If needed, the College District shall take actions and set standards for protecting the campus community by enacting protective measures designed to limit exposure to life-threatening pandemics such as influenza and Covid-like pandemics. In all cases, the College will seek guidance from the U.S. Center for Disease Control \(CDC\), local, and state departments of health. Measures may include total or partial transition to online classes, on-campus social distancing procedures, and in-person, or virtual health screenings. Health screenings and social distancing measures may include mandatory daily health screening surveys, temperature screenings, and mandatory face-mask coverings. Students who fail to fully comply with enacted safety measures, may face disciplinary sanctions, up to and including suspension from the College.](#)

Nondiscrimination

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

Privacy

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

**Education Program
About HIV Infection**

The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

Publication

The College District's policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.



MEMORANDUM NO: 75-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 18, 2020
SUBJECT: Revisions to Board Policy DBB (LOCAL)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As we use these Policies, we have noticed areas that require edits.

It has come to our attention that the wording of Board Policy DBB (Local) needed modification to include information about pandemics. The proposed changes reflect the language that clarifies that during a pandemic, the college may take certain standards to protect the employees, students and the community, following health official's recommendations. Further the language clarifies that employees who fail to follow the standards may be subject to disciplinary action.

It is recommended that the Board of Regents approve the revisions to policy DBB (LOCAL).

CMA:tg

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

**Examinations During
Employment**

The College President or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The College District may designate the physician to perform the examination. If the College District designates the physician, the College District shall pay the cost of the examination. The College District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the College President or designee shall determine whether the employee has an impairment. If so, the College President or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the College President or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the College President or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

Pandemics

If needed, the College District shall take actions and set standards for protecting the campus community by enacting protective measures designed to limit exposure to life-threatening pandemics such as influenza and COVID-like pandemics. In all cases, the College will seek guidance from the U.S. Center for Disease Control (CDC), local, and state departments of health. Measures may include total or partial transition to online classes, on-campus social distancing procedures, and in-person, or virtual health screenings. Health screenings and social distancing measures may include mandatory daily health screening surveys, temperature screenings, and mandatory face-mask coverings. Employees who

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

fail to fully comply with enacted safety measures, may be subject to disciplinary action, up to and including dismissal from the College.

Other Requirements

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. [See DBA]



MEMORANDUM NO: 79-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: June 8, 2020
SUBJECT: Revisions to Board Policy DBF (LOCAL)

In June 2016, the Board of Regents adopted new Board Policies created with the assistance and guidance of Texas Association of School Board's (TASB) Policy Service. As we use these Policies, we have noticed areas that require edits.

It has come to our attention that the wording of Board Policy DBF (Local) requires modification to include stronger language pertaining to restrictions on ACC employees securing outside employment. The proposed changes reflect the language that clarifies that full-time employees may not secure outside full-time employment without president's permission. Further the language clarifies that employees who fail to follow the standards may be subject to disciplinary action. Existing language requiring full-time employees to disclose in writing all outside employment to their immediate supervisor is maintained in the policy.

It is recommended that the Board of Regents approve the revisions to policy DBF (LOCAL).

CMA:tg

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
OUTSIDE EMPLOYMENT**

**DBF
(LOCAL)**

A full-time employee shall annually disclose in writing to his or her immediate supervisor any outside employment. Disclosure shall be made at the beginning of the academic year or at any time during the year that the employee begins another job.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
OUTSIDE EMPLOYMENT

DBF
(LOCAL)

Full-time employees shall disclose in writing all outside employment to their immediate supervisor. Disclosure shall be made at the beginning of the academic year or at any time during the year that the employee begins outside employment.

FA full-time employees are prohibited from holding outside full-time employment unless they have received written approval from the College President. The decision to grant or deny approval shall be solely in the College President's discretion.

~~shall annually disclose in writing to his or her immediate supervisor any outside employment. Disclosure shall be made at the beginning of the academic year or at any time during the year that the employee begins another job. In no event should full or part-time outside employment interfere with an employee's duties to the College.~~

For purposes of this policy, outside employment is considered full-time if the employee's outside employment requires the employee to work on average more than 30 hours per week.

Violation of this policy may result in disciplinary action up to and including termination of employment.



Brazoria County Tax Office

Ro'Vin Garrett, PCC
Tax Assessor-Collector

Brazoria County
111 East Locust
Angleton, Texas 77515-4682

Tuesday, May 26, 2020

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- 3690-0084-000

Tax suit number-8218*T99

Legal description-EASTON (ALVIN) BLK 15 LOT 3 (CAUSE NO 8218*T99)

Court adjudged value-\$6,250.00

Total taxes due-\$2,913.49

ACC taxes due-\$229.54

Bid/Offer-\$4,000.00

Minimum Bid-\$4,568.56

Current Value: \$13,130.00

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 979-864-1526 or 281-756-1526.

Sincerely,

A handwritten signature in blue ink that reads "Vickie Thomas".

Vickie Thomas

Tax Resale Property Information

RESALE MEETING OF:

May 26, 2020

Legal Description: EASTON (ALVIN) BLK 15 LOT 3 (CAUSE NO
8218*T99)
ACRES .1435

Physical Address: W LOBITT ST

Account Number: 3690-0084-000

In Trust To: CITY OF ALVIN

Adjudged Value: \$6,250.00

Minimum Bid at Sale: \$4,568.56

Offer: \$4,000.00

Offer made by: CHRISTOPHER VALDEZ

Sheriff's Deed Filed: 1/13/2004

Redemption Expiration: 7/13/2004

Post Judgment Taxes: \$690.57

Post Judgment Years: 2003-2004

City weed/demo liens: UNKNOWN

Land Value: (Current) \$13,130.00

Improvement Value:(Current) \$0.00

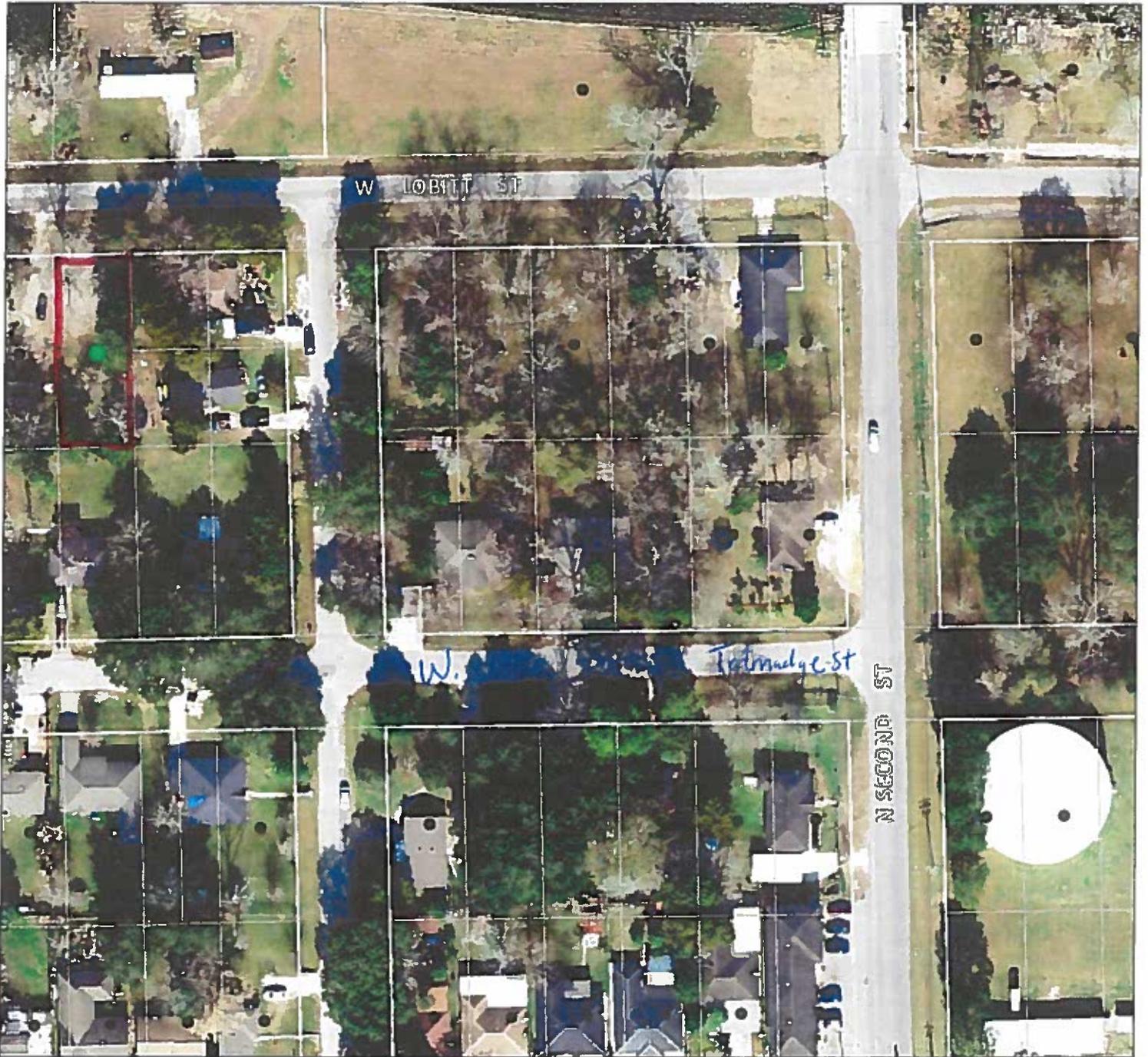
Previous Owner: FRANK MARTINEZ, ET AL

Precinct: 3

School District: ALVIN ISD

Vote:	AYE	NAY
R. Garrett	X	
C. Garner	X	
Judge Sebesta	X	
S. Adams	X	
Civil Div. Rep.	X	

Notes: PBFCM representative present



1 Property with Property ID matching "205730"

EASTON (ALVIN) BLK 15 LOT 3 (CAUSE NO 8218*T99)

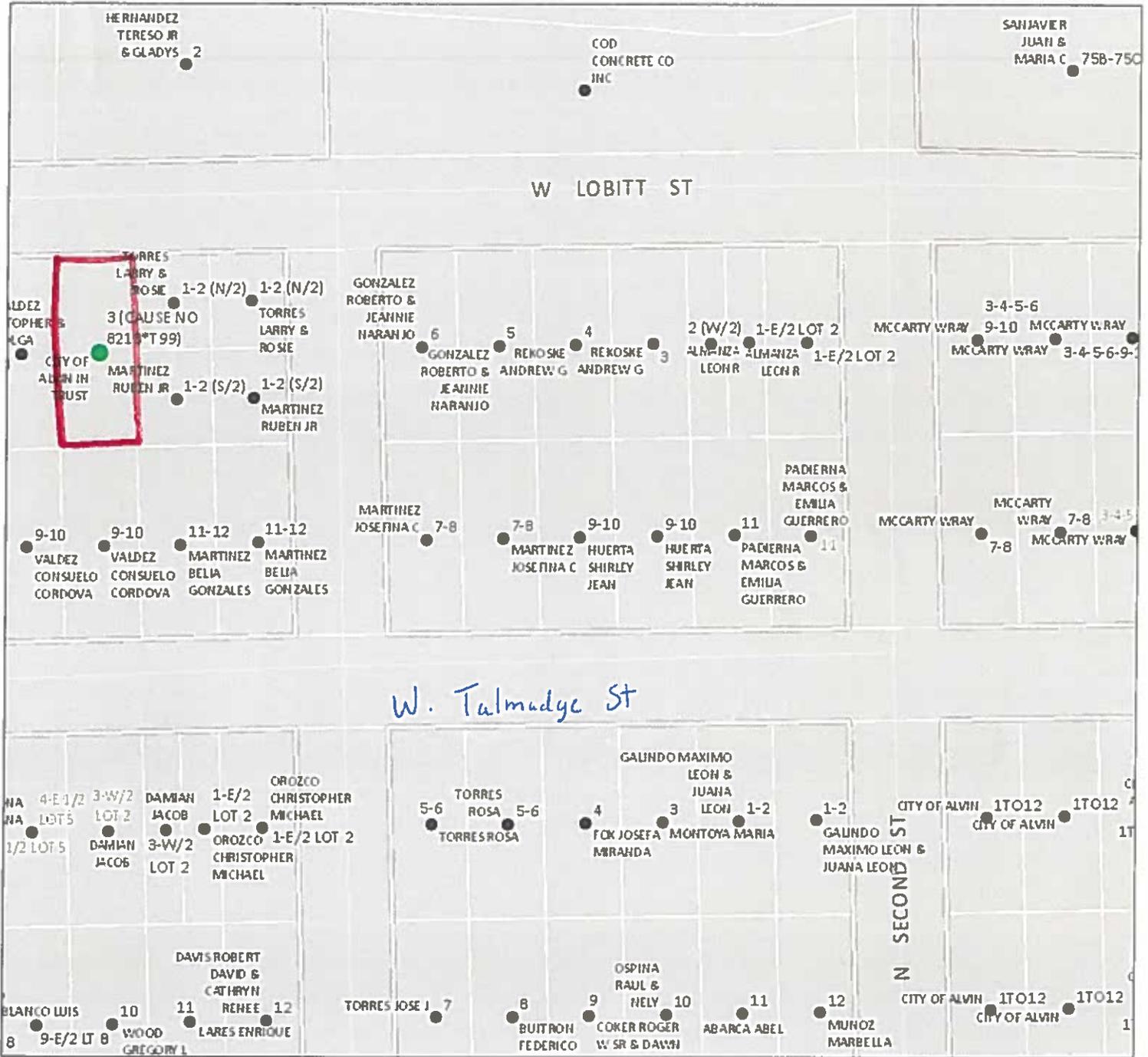
Property ID 205730

Geo ID 3690-0084-000

Owned by CITY OF ALVIN IN TRUST

Address W LOBITT ST , ALVIN

[Full Details](#)



1 Property with Property ID matching "205730"

EASTON (ALVIN) BLK 15 LOT 3 (CAUSE NO 8218*T99)

Property ID 205730

Geo ID 3690-0084-000

Owned by CITY OF ALVIN IN TRUST

Address W LOBITT ST , ALVIN

[Full Details](#)

3690-0084-000 PCT. 3



02/12/2019

TO: Board of Regents
 FROM: Deborah Kraft
 DATE: June 25, 2020
 SUBJECT: Investment Transactions Report

Report Date: May 31, 2020

Investment Position:

As of May 31, 2020, Alvin Community College had \$ 15,950,000 invested in sixteen certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

Beginning market value		3/1/2020	\$ 20,800,000
Additions/changes to the market value:			
	a.	sales of CDs	(6,850,000)
	b.	purchases of CDs	2,000,000
	c.	TexSTAR, Value at 5/31/20	22,016,045
Ending market value		5/31/2020	\$ 37,966,045
Fully accrued interest			\$ 57,681

Pooled Funds:

The	\$	37,966,045	currently invested was taken from the following major fund groups:
	\$	15,950,000	General Fund 11
	\$	22,016,045	2018 Maintenance Tax Note 66

We certify that the investments made during this reporting period are in compliance with Alvin Community College's Investment Policy and the Texas Government Code.


 Karl Stager


 Deborah Kraft


 Laurel Joseph

Alvin Community College
 3110 Mustang Road
 Alvin, TX 77511

(281) 756-3509
dkraft@alvincollege.edu

ALVIN COMMUNITY COLLEGE
Investment Schedule

Below is a list of Alvin Community College's investments for the period March 1, 2020 through May 31, 2020. All securities have been purchased according to the investment policy approved by the Board of Regents at the August 15, 2019 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
1016372516	02/23/20	02/23/23	1.700%	1096		250,000			250,000 a
520890	02/21/20	02/21/23	1.700%	1096		250,000			250,000 b
1861710	01/10/19	01/10/22	3.050%	1096		250,000			250,000 c
200000402	04/12/18	04/12/20	2.189%	731		250,000			250,000
200000498	12/30/19	03/06/20	1.655%	67		500,000			500,000
200000497	12/30/19	03/25/20	1.630%	86		1,800,000			1,800,000
200000499	12/30/19	04/07/20	1.659%	99		500,000			500,000
200000500	12/30/19	04/24/20	1.655%	116		1,800,000			1,800,000
200000501	12/30/19	05/05/20	1.646%	127		500,000			500,000
200000502	12/30/19	05/21/20	1.649%	143		1,500,000			1,500,000
200000503	01/09/20	06/01/20	1.623%	144		500,000			500,000
200000504	01/09/20	06/23/20	1.614%	166		1,600,000			1,600,000
200000507	02/03/20	07/06/20	1.650%	154		500,000			500,000
200000505	01/27/20	07/23/20	1.636%	178		1,400,000			1,400,000
200000508	02/03/20	07/23/20	1.643%	171		400,000			400,000
200000509	02/03/20	08/03/20	1.649%	182		700,000			700,000
200000510	02/03/20	08/25/20	1.650%	204		1,800,000			1,800,000
200000513	02/06/20	09/08/20	1.655%	215		500,000			500,000
200000511	02/03/20	09/25/20	1.626%	235		1,600,000			1,600,000
200000514	02/06/20	10/09/20	1.625%	246		500,000			500,000
200000515	02/06/20	10/27/20	1.625%	264		1,500,000			1,500,000
200000517	02/28/20	11/18/20	1.364%	264		1,200,000			1,200,000
200000512	02/06/20	02/05/23	1.500%	1095		1,000,000			1,000,000
Subtotal for CD Investments for Beginning of the Period						\$ 20,800,000	\$ -	\$ -	\$ 20,800,000
SALES:									
200000402	04/12/18	04/12/20	2.189%	731	90	250,000	10,960		260,960
200000498	12/30/19	03/06/20	1.655%	67	61	500,000	1,519		501,519
200000497	12/30/19	03/25/20	1.630%	86	61	1,800,000	6,913		1,806,913
200000499	12/30/19	04/07/20	1.659%	99	61	500,000	2,250		502,250
200000500	12/30/19	04/24/20	1.655%	116	61	1,800,000	9,468		1,809,468
200000501	12/30/19	05/05/20	1.646%	127	61	500,000	2,864		502,864
200000502	12/30/19	05/21/20	1.649%	143	61	1,500,000	9,691		1,509,691
Total Sales						6,850,000	43,664	-	6,893,664
PURCHASES:									
200000531	05/19/20	12/09/20	0.210%	204		1,000,000			1,000,000
200000527	03/25/20	11/06/20	0.189%	226		500,000			500,000
200000528	03/25/20	11/18/20	0.189%	238		500,000			500,000
Total Purchases						2,000,000	-	-	2,000,000
ENDING INVESTMENTS:									
1016372516	02/23/20	02/23/23	1.700%	1096	92	250,000		1,071	251,071 b
520890	02/21/20	02/21/23	1.700%	1096	92	250,000		1,071	251,071 a
1861710	01/10/19	01/10/22	3.050%	1096	92	250,000		1,922	251,922 c
200000503	01/09/20	06/01/20	1.623%	144	92	500,000		2,045	502,045
200000504	01/09/20	06/23/20	1.614%	166	92	1,600,000		6,509	1,606,509
200000505	01/27/20	07/23/20	1.636%	178	92	1,400,000		5,773	1,405,773
200000507	02/03/20	07/06/20	1.650%	154	92	500,000		2,079	502,079
200000508	02/03/20	07/23/20	1.643%	171	92	400,000		1,657	401,657
200000509	02/03/20	08/03/20	1.649%	182	92	700,000		2,909	702,909
200000510	02/03/20	08/25/20	1.650%	204	92	1,800,000		7,486	1,807,486
200000511	02/03/20	09/25/20	1.626%	235	92	1,600,000		6,557	1,606,557
200000512	02/06/20	02/05/23	1.500%	1095	92	1,000,000		3,781	1,003,781
200000513	02/06/20	09/08/20	1.655%	215	92	500,000		2,086	502,086
200000514	02/06/20	10/09/20	1.625%	246	92	500,000		2,048	502,048
200000515	02/06/20	10/27/20	1.625%	264	92	1,500,000		6,144	1,506,144
200000517	02/28/20	11/18/20	1.364%	264	92	1,200,000		4,126	1,204,126
200000527	03/25/20	11/06/20	0.189%	226	67	500,000		173	500,173
200000528	03/25/20	11/18/20	0.189%	238	67	500,000		173	500,173
200000531	05/19/20	12/09/20	0.210%	204	12	1,000,000		69	1,000,069
Total for End of Period for CD Investments						\$ 15,950,000	\$ -	\$ 57,681	\$ 16,007,681
INVESTMENT POOL									
TexSTAR						\$ 22,016,045	\$ -	\$ -	\$ 22,016,045

- a Texas Advantage Bank
- b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)
- c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule

Below is a list of Alvin Community College Foundation's investments for the period March 1, 2020 through May 31, 2020. All securities have been purchased according to the investment policy approved by the ACC Foundation Board of Directors at the February 17, 2015 board meeting.

BEGINNING INVESTMENTS 3/1/20	\$	3,332,673
Increases In Account		
Deposits		-
Sales Proceeds/Redemptions		-
Dividends		16,949
Interest		3
Capital Gains		7,297
Securities Purchased		24,245
Positive Change in value of priced securities		353,644
Decreases in Account		
Fees		(6,537)
Cash Withdrawals		-
Funds Used to Purchase Securities		(24,246)
Securities sold/redeemed		-
Negative Change in value of priced securities		(428,101)
		(428,101)
 ENDING INVESTMENTS 5/31/20	 \$	 <u>3,275,927</u>

Alvin Community College
Consolidated Statement of Net Assets

	May 31, 2020	May 31, 2019	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	2,028,315	2,028,458	(143)	
Short-term investments	36,220,614	37,708,005	(1,487,391)	
Accounts receivable, net	1,444,136	1,988,259	(544,123)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	366,651	412,894	(46,243)	
Prepays	481,112	409,630	71,482	Travel advances and prepaid expenses
Total Current Assets	40,540,828	42,547,246	(2,006,418)	
Noncurrent assets				
Long-term investments	1,750,000	1,500,000	250,000	
Capital assets, net	26,458,542	27,157,972	(699,430)	
Total Assets	68,749,370	71,205,218	(2,455,848)	
Deferred Outflows of Resources				
Deferred charge on refunding	151,897	-	151,897	Bonds
Deferred outflows - pensions	4,093,008	303,794	3,789,214	TRS pension
Deferred outflows - OPEB	3,241,398	673,306	2,568,092	OPEB
Deferred tax note issuance costs	-	793,739	(793,739)	Tax Note
Total Deferred Outflows of Resources	7,486,303	1,770,839	6,509,203	
Liabilities				
Accounts payable & accrued liabilities	17,493	11,017	6,476	
PARS	-	327,043	(327,043)	
Net pension liability	9,552,203	5,761,791	3,790,412	
Net OPEB liability	23,714,290	28,072,470	(4,358,180)	
Funds held for others	45,843	40,673	5,170	Agency funds - groups, clubs, etc on campus
Deferred revenues	560,732	1,051,478	(490,746)	Grants paid in advance and fall registrations
Compensated absences	414,719	428,516	(13,797)	Entry made annually for change in liability
Bonds payable	8,081,965	9,521,486	(1,439,521)	Annual payment
Tax note payable	21,165,000	21,870,000	(705,000)	Annual payment
Total Liabilities	63,552,245	67,084,474	(3,532,229)	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,580	806,996	806,580	TRS pension
Deferred inflow - OPEB	9,178,950	6,206,958	8,371,954	OPEB
Deferred inflows - premium on tax note	2,598,024	2,734,762	(3,608,934)	Tax Note
Total Deferred Inflows of Resources	12,583,554	9,748,716	5,569,600	
Net Assets				
Fund Balance - Equity	99,874	(3,857,133)	(2,634,888)	
Total Net Assets	99,874	(3,857,133)	(2,634,888)	

Alvin Community College
Consolidated Statement of Revenue and Expense
May 31, 2020 and May 31, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	2,389,008	6,884,082	7,195,698	(311,616)	95.67%	2,107,129	7,209,944	7,546,142	(336,198)	95.54%
Federal grants and contracts	6,200,285	-	-	-	0.00%	6,282,868	-	-	-	0.00%
State grants	579,111	-	-	-	0.00%	575,065	-	-	-	0.00%
Local grants	486,181	-	-	-	0.00%	299,675	-	-	-	0.00%
Auxiliary enterprises	1,644,886	-	-	-	0.00%	1,641,688	-	-	-	0.00%
Other operating revenues	219,670	39,101	105,000	(65,899)	37.24%	282,919	74,772	105,000	(30,228)	71.21%
Total operating revenues	11,519,141	6,923,183	7,300,698	(377,515)	94.83%	11,189,344	7,284,716	7,651,142	(366,426)	95.21%
Expenses										
Operating expenses										
Administrative	-	4,927,078	6,466,153	1,539,075	76.20%	-	4,190,685	5,811,407	1,620,722	72.11%
Institutional	-	3,272,667	6,792,057	3,519,390	48.18%	-	4,313,878	6,553,258	2,239,380	65.83%
Designated for Institutional Reserve	-	-	280,000	280,000	0.00%	-	-	150,000	150,000	0.00%
Occupational Technical Instruction	-	4,117,794	6,022,650	1,904,856	68.37%	-	4,221,275	6,111,901	1,890,626	69.07%
University Parallel Instruction	-	5,245,262	7,279,530	2,034,268	72.05%	-	4,997,890	6,991,658	1,993,768	71.48%
Student Services	-	2,927,353	4,478,128	1,550,775	65.37%	-	2,986,520	4,249,129	1,262,609	70.29%
Physical Plant	-	2,009,056	3,215,050	1,205,994	62.49%	-	1,935,278	3,054,853	1,119,575	63.35%
Unbudgeted Unrestricted	1,044,029	-	-	-	0.00%	1,084,226	-	-	-	0.00%
Continuing Ed (Fund 13)	1,213,658	-	-	-	0.00%	876,865	-	-	-	0.00%
Auxiliary enterprises	1,219,746	-	-	-	0.00%	1,578,518	-	-	-	0.00%
Local Grants	153,789	-	-	-	0.00%	16,424	-	-	-	0.00%
TPEG	132,924	-	-	-	0.00%	128,932	-	-	-	0.00%
Institutional Scholarships	130,726	-	-	-	0.00%	96,990	-	-	-	0.00%
State Grants	579,111	-	-	-	0.00%	575,065	-	-	-	0.00%
Federal Grants	6,200,285	-	-	-	0.00%	6,282,868	-	-	-	0.00%
Donor Scholarships	197,795	-	-	-	0.00%	168,925	-	-	-	0.00%
Unexpended Plant Fund	362,970	-	-	-	0.00%	301,144	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	183,706	-	-	-	0.00%	(119,943)	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	2,679,553	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	14,098,292	22,499,210	34,533,568	12,034,358	65.15%	10,990,014	22,645,526	32,922,206	10,276,680	68.78%
Operating Gain/(Loss)	(2,579,151)	(15,576,027)	(27,232,870)	(12,411,873)		199,330	(15,360,810)	(25,271,064)	(10,643,106)	
Nonoperating revenues										
State appropriations*	-	5,570,245	7,772,636	(2,202,391)	71.66%	-	5,672,263	7,930,935	(2,258,672)	71.52%
Property tax revenue - Current	1,525,996	17,857,451	19,030,234	(1,172,783)	93.84%	1,504,621	16,033,336	17,065,129	(1,031,793)	93.95%
Property tax revenue/Instiit Reserve	-	280,000	280,000	-	-	-	150,000	150,000	-	-
Property tax revenue - Delinquent	16,742	165,144	165,144	-	0.00%	15,599	144,255	144,255	-	0.00%
Property tax revenue - Interest & Penalties	7,340	95,721	95,721	-	0.00%	7,408	88,360	88,360	-	0.00%
Investment income	240,134	183,280	150,000	33,280	122.19%	432,275	169,562	125,000	44,562	135.65%
Other non-operating revenues	313,321	8,368	-	8,368	0.00%	459,403	10,709	-	10,709	0.00%
Total nonoperating revenues	2,103,533	24,160,209	27,232,870	(3,072,661)	88.72%	2,419,306	22,268,485	25,271,064	(3,002,579)	88.12%
Provided by the State										
Revenue for Insurance and Retirement	-	1,654,411	-	1,654,411	0.00%	-	1,623,750	-	1,623,750	0.00%
State Insurance Match	-	(756,060)	-	(756,060)	0.00%	-	(807,545)	-	(807,545)	0.00%
State Retirement Match	-	(503,430)	-	(503,430)	0.00%	-	(435,830)	-	(435,830)	0.00%
State Retiree Insurance	-	(394,921)	-	(394,921)	0.00%	-	(380,375)	-	(380,375)	0.00%
Increase/(decrease) in net assets	(475,618)	8,584,182	-	(15,484,534)		2,618,636	6,907,675	-	(13,645,685)	
• State Approp portion generated by CE =	157,638					225,756				
• Institutional Reserve	7,610,059					6,771,294				

Alvin Community College
Consolidated Statement of Revenue and Expense
May 31, 2020 and May 31, 2019

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	11,519,141	6,923,183	7,300,698	(377,515)	94.83%	11,189,344	7,284,716	7,651,142	(366,426)	95.21%
Nonoperating revenues										
Total nonoperating revenues	2,103,533	24,160,209	27,232,870	(3,072,661)	88.72%	2,419,306	22,268,485	25,271,064	(3,002,579)	88.12%
Less Expenses										
Operating expenses										
Total operating expenses	(14,098,292)	(22,499,210)	(34,533,568)	(12,034,358)	65.15%	(10,990,014)	(22,645,526)	(32,922,206)	(10,276,680)	68.78%
Increase/(decrease) in net assets	(475,618)	8,584,182	-	(15,484,534)		2,618,636	6,907,675	-	(13,645,685)	

- State Approp portion generated by CE = 157,638 225,756
- Institutional Reserve 7,610,059 4,069,964

Alvin Community College
Continuing Education Statement of Revenue and Expense (Fund 13)
May 31, 2020

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	157,638			157,638	320,961	(163,323)
Motorcycle Safety	3,225			3,225	5,315	(2,090)
GED	8,447			8,447	5,346	3,101
Law Enforcement	-	-		-	-	-
Academic Overlay	-	-		-	-	-
Real Estate	426			426	-	426
Dental Assistant	71,720	(4,276)		67,444	54,272	13,172
Information Technology Training	-	-		-	-	-
Phlebotomy	51,135	(3,010)	(973)	47,152	14,009	33,143
Medication Aide	38,920	(2,335)		36,585	7,303	29,282
Welding	175,021	(8,804)	(15,165)	151,052	165,840	(14,788)
Certified Nursing	20,378	(1,129)	(1,440)	17,809	57,159	(39,350)
Truck Driving	52,014	(1,945)		50,069	76,969	(26,900)
Center for Professional Workforce Dev	449			449	-	449
Education to Go	3,126			3,126	2,295	831
Concealed Handguns	66			66	33	33
Occupational Health & Safety	5,926	-		5,926	1,286	4,640
Community Programs	6,726	(289)		6,437	1,663	4,774
Clinical Medical Assistant	52,915	(2,799)	(6,273)	43,843	10,094	33,749
Vet Assistant	33,670	(1,980)		31,690	12,944	18,746
Yoga	4,350			4,350	2,211	2,139
Human Resource Program	-	-		-	-	-
Activity Director Program	2,040	(122)		1,918	74	1,844
Machinist Program	7,714	(463)		7,251	40,833	(33,582)
TWC Pipefitter Program	38,626	(2,318)		36,308	56,682	(20,374)
STRIVE	90,524	(5,018)		85,506	56,524	28,982
TWC INEOS/TEAM	378,819	(14,022)		364,797	295,591	69,206
TWC Ascend	-	-		-	38	(38)
Industrial Maintenance	-	-		-	97	(97)
TWC Building Construction Trades	89,614	(5,377)	-	84,237	26,119	58,118
Total	1,293,489	(53,886)	(23,851)	1,215,752	1,213,658	2,094

*2.83% of the state appropriation for FY19/20 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the GE hours that contribute to the calculation of AGC's state appropriations.

Alvin Community College
Consolidated Detail Expense by Type
May 31, 2020 and May 31, 2019

	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	51,324	984,614	1,309,260	324,646	75.20%	82,476	949,996	1,303,599	353,603	72.87%
Professional Sal	803,324	3,344,704	4,920,751	1,576,047	67.97%	786,917	3,176,887	4,608,193	1,431,306	68.94%
Tech/Clerical Sal	594,554	3,368,322	4,679,950	1,311,628	71.97%	620,766	3,121,176	4,384,603	1,263,427	71.18%
Faculty Sal	306,925	8,071,381	11,291,202	3,219,821	71.48%	419,728	7,956,419	11,119,932	3,163,513	71.55%
Misc Sal	58,660	64,037	71,245	7,208	89.88%	63,557	72,297	79,195	6,898	91.29%
Reg Students Sal	37,257	92,695	214,089	121,394	43.30%	27,627	70,153	200,028	129,875	35.07%
Work Study Students Sal	78,059	-	-	-	0.00%	43,822	-	-	-	0.00%
Staff Benefits	278,343	2,637,952	3,943,717	1,305,765	66.89%	308,636	2,500,301	3,844,695	1,344,394	65.03%
Subtotal	2,208,446	18,563,705	26,430,214	7,866,509	70.24%	2,353,529	17,847,229	25,540,245	7,693,016	69.88%
Equipment	384,314	14,468	25,000	10,532	57.87%	234,684	36,538	20,000	(16,538)	182.69%
Computer Hardware	227,093	3,973	108,810	104,837	3.65%	325,260	20,030	52,460	32,430	38.18%
Capital Improvements	31,761	-	-	-	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	55,051	233,938	507,192	273,254	46.12%	113,918	323,207	479,411	156,204	67.42%
Supplies & Exp	1,847,850	2,294,484	5,009,477	2,714,993	45.80%	1,618,041	4,325,688	4,797,760	472,072	90.16%
Institutional Scholarships	130,726	136,892	292,000	155,108	46.88%	119,390	92,834	115,330	22,496	80.49%
Financial Aid	5,219,357	-	-	-	0.00%	5,260,838	-	-	-	0.00%
Donor Scholarships	197,795	-	-	-	0.00%	168,925	-	-	-	0.00%
Purchases (Store/Concession)	569,670	-	-	-	0.00%	611,828	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	2,400	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	183,706	-	-	-	0.00%	(119,943)	-	-	-	0.00%
Tax Maintenance Note	2,679,553	1,251,750	1,780,875	529,125	70.29%	-	-	-	-	0.00%
Unexpended Plant	362,970	-	-	-	0.00%	301,144	-	-	-	0.00%
	14,098,292	\$ 22,499,210	\$ 34,533,568	\$ 12,034,358	65.15%	\$ 10,990,014	\$ 22,645,526	\$ 32,922,206	\$ 10,276,680	68.78%
State Insurance Match	-	756,060	-	(756,060)	0.00%	-	807,545	-	(807,545)	0.00%
State Retirement Match	-	503,430	-	(503,430)	0.00%	-	435,830	-	(435,830)	0.00%
State Retiree Insurance	-	394,921	-	(394,921)	0.00%	-	380,375	-	(380,375)	0.00%

Alvin Community College
Auxiliary Profit/(Loss) Statement as of May 31, 2020 and May 31, 2019

	Unaudited						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
Revenue								
Sales & services	257,011		915,937	4,295	196,142	16,178	1,389,563	1,369,599
Student Fees		255,323					255,323	272,089
	257,011	255,323	915,937	4,295	196,142	16,178	1,644,886	1,641,688
Expenses								
Purchases & Returns			569,282	388			569,670	611,828
Salaries	75,894	62,988	156,109		167,903	19,566	482,460	473,788
Staff Benefits	18,424	9,124	38,980		66,616	547	133,691	145,997
Supplies & Other Operating Expenses	94,331	58,230	57,549		15,670	255	226,035	301,689
Equipment			2,115				2,115	3,304
Building Repairs							-	-
Bank Charges			12,702		1,765	45	14,512	17,112
Contingency							-	2,400
Scholarships		8,000					8,000	22,400
	188,649	138,342	836,737	388	251,954	20,413	1,436,483	1,578,518
Excess revenue over expenses	68,362	116,981	79,200	3,907	(55,812)	(4,235)	208,403	63,170
Assets:								
Cash & Petty Cash			12,013			55	12,068	12,068
Accounts Receivable			6,131				6,131	12,724
Interfund Receivables	257,764	314,711	274,555	6,658	(51,070)	46,867	849,485	1,376,321
Prepaid Expenses							-	-
Inventory			366,345	306			366,651	412,894
Total Assets	257,764	314,711	659,044	6,964	(51,070)	46,922	1,234,335	1,814,007
Liabilities:								
Accounts Payable/Gift Certificates	1,911		33,744		6,971		42,626	46,360
Deferred Revenue	14,220	14,220				120	28,560	53,220
Deposits							-	-
Total Liabilities	16,131	14,220	33,744	-	6,971	120	71,186	99,580
Restricted Fund Balance (includes inventories)			366,345	306			366,651	412,894
Unrestricted Fund Balance	241,633	300,491	258,955	6,658	(58,041)	46,802	796,498	1,301,533
Total Liabilities & Fund Balance	257,764	314,711	659,044	6,964	(51,070)	46,922	1,234,335	1,814,007

Alvin Community College
Auxiliary Profit/(Loss) Statement as of May 31, 2019

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	273,093		830,745	5,466	240,682	19,613	1,369,599
Student Fees		272,089					272,089
	273,093	272,089	830,745	5,466	240,682	19,613	1,641,688
Expenses							
Purchases & Returns			611,089	739			611,828
Salaries	62,429	54,294	179,642		154,974	22,449	473,788
Staff Benefits	16,134	15,019	54,027		60,222	595	145,997
Supplies & Other Operating Expenses	166,643	37,886	71,801	4,365	20,960	34	301,689
Equipment	3,304						3,304
Building Repair							-
Bank Charges			15,068		1,933	111	17,112
Contingency		2,400					2,400
Scholarships		22,400					22,400
	248,510	131,999	931,627	5,104	238,089	23,189	1,578,518
Excess revenue over expenses	24,583	140,090	(100,882)	362	2,593	(3,576)	63,170
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			12,724				12,724
Interfund Receivables	304,844	363,602	650,090	362	9,632	47,791	1,376,321
Prepaid Expenses							-
Inventory			412,894				412,894
Total Assets	304,844	363,602	1,087,721	362	9,632	47,846	1,814,007
Liabilities:							
Accounts Payable/Gift Certificates	2,744	733	37,941		4,557	385	46,360
Deferred Revenue	26,610	26,610					53,220
Deposits							-
Total Liabilities	29,354	27,343	37,941	-	4,557	385	99,580
Restricted Fund Balance (includes inventories)			412,894				412,894
Unrestricted Fund Balance	275,490	336,259	636,886	362	5,075	47,461	1,301,533
Total Liabilities & Fund Balance	304,844	363,602	1,087,721	362	9,632	47,846	1,814,007