



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

September 17, 2020
6:00 PM

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

**OFFICIAL AGENDA OF REGULAR MEETING
September 17, 2020 at 6:00 PM
VIRTUAL**

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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; For the purpose of deliberating the purchase, exchange, lease, or value of real property, in accordance with Tex. Gov't Code Section 551.072..</i>	
B. <u>Call to Order</u>	
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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
SEPTEMBER 17, 2020**

It is hereby certified that a notice of this meeting was posted on the 11th day of September 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 11th day of September, 2020.



Dr. Christal M. Albrecht
President

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF AUGUST 13, 2020
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a regular session on the 13th day of August at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
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
Rick Morris
Matt Graves

Amos Byington
Micki Morris
Tammy Giffrow

Kelly Klimpt
Michael Misrahi
Alan Phillips

1. Call to Order

The meeting was called to order by Chair Sanchez at 6:07 p.m.

Chair Sanchez went on to state 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.

Executive Session

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071.*

Executive Session ended at 7:10 p.m.

The meeting was called back into session by Chair Sanchez at 7:12 p.m.

- **Pledge**
- **Invocation**
Invocation by Dr. Crumm.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents expressed their heartfelt condolences and prayers for the family of Mr. Bill Lewis, Department Chair and Instructor of Radio/TV Broadcasting, who passed away on August 8, 2020, along with condolences to former Board Chairman Mike Pyburn in the passing of his mother. Chef Bartosh was recognized for his induction into the American Academy of Chefs. Karl Stager and his staff was thanked for the tremendous job done on the 2020-21 budget and finally thanked the staff and faculty for all their outstanding work and marketing efforts in keeping the college operating and serving the students.

Approval of Minutes

Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of July 23, 2020 and Board Workshop of August 3, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Mr. Stuksa. Seconded by Mr. Tacquard. Motion passed unanimously.

President's Report

Dr. Albrecht gave a summary that included the following:

The ACC Mu Upsilon chapter of Phi Theta Kappa was recognized nationally for its community service and research project on the role of fear as a motivator. The National Phi Theta Kappa Honors Society awarded the ACC chapter with the 2020 Distinguished Theme Award for the chapter's Honors in Action project.

ACC Dual Degree graduate Kaitlyn Frazier was nominated for the Texas Armed Services Scholarship program. She was nominated for the scholarship by State Rep. Ed Thompson.

ACC hosted another COVID testing site on July 17 at the Science/Health Science Building EMT bay over 300 people were tested.

The Continuing Education Workforce Development virtual commencement was held on August 1.

The 22 Cadets of the 114th Law Enforcement Academy finished their coursework on Friday July 17th. Of the 22 Cadets 21 passed the Texas Commission on Law Enforcement Peace Officer Licensing Exam the first time giving us a 95.45% first time pass rate. This is the highest first time pass rate we have had in at least 3 years. The lone cadet who did not pass on the first attempt did pass on the second attempt so all of the Cadet have passed. As for employment the breakdown is as follows: Sponsored Cadets - 8, Cadets who obtained employment while in the academy – 5, and Cadets who are in the hiring process with an agency at this time – 6. A virtual ceremony for the Law Enforcement Academy was held July 31.

The readers of the Houston Chronicle voted us as a finalist for the Best of Local Universities/Colleges in their recent Best of the Best rankings.

ACC Culinary Arts Chair Leslie Bartosh was recently admitted into the American Academy of Chefs which is an honors society for the American Culinary Federation. Only five percent of American Culinary Federation members are admitted to the Academy.

ACC signed a partnership with Texas Woman's University to help Associate Degree Nursing students transition into a Bachelor's Degree program. The partnership will help reduce education costs and shorten the amount of time for students to pursue their Bachelor's Degree.

As we all grapple with the recent loss of Bill Lewis, I wanted you to all know how many kind comments people have sent to me as they learned of his passing. 'We had such respect for him'; 'he was a great, warm, welcoming man'; 'I was truly devastated to hear'; 'he has been my rock at our Region XIV athletic meetings and so wise with his comments'. Even the president and CEO of the NJCAA reached out with condolences. Bill was a great human being and he leaves a hole in our hearts.

This report was for information only.

Consider Approval of Faculty Tenure Contract

The motion to approve a tenure contract for Dr. Jean Raniseski for 2020-2021 was made by Mr. Starkey. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of President's Goals for 2020-2021

The motion to approve the eight goals established for the President for the 2020-2021 year was made by Mr. Marvel. Seconded by Dr. Hertenberger. Motion passed unanimously.

Consider Approval of Compensation Plan

The motion to adopt the recommendations as set forth in the Evergreen Solutions, LLC Compensation Plan to include a cost of approximately \$39,395.55 to move employees to the minimum salary and the further recommendation that the Board adopt an across the board salary increase for all employees who were hired on or before March 1, 2020 with satisfactory performance of 2% was made by Dr. Crumm. Seconded by Mr. Tacquard.

An amended motion was made by Mr. Shelton to further recommend that the Board consider adopting an across the board salary increase for all employees who were hired on or before March 1, 2020 with satisfactory performance with a salary increase of 1.5%. Seconded by Mr. Marvel. Vote FOR: Mr. Shelton and Mr. Stuksa. Vote AGAINST: Chair Sanchez, Vice Chair Droege, Dr. Hertenberger, Dr. Crumm, Mr. Marvel, Mr. Starkey and Mr. Tacquard. Motion failed.

The Board then voted in the first motion and it passed unanimously.

Consider Approval of the 2020-2021 Budget

Mr. Tacquard made the motion to approve the budget of \$36,685,421 as presented, with approximately \$1,435,405 allocated to the Institutional Reserve for future projects, to cover possible revenue losses or to cover unexpected expenses related to the pandemic was made. Seconded by Mr. Stuksa. Vote FOR: Chair Sanchez, Vice Chair Droege, Dr. Hertenberger, Mr. Stuksa, Dr. Crumm, Mr. Marvel, Mr. Starkey and Mr. Shelton. Vote AGAINST: Mr. Tacquard. Motion passed.

Consideration and Approval of Proposed Tax Rate for Fiscal Year 2020-2021

The motion that the Board take a record vote to propose a tax increase of 7.68% above the No New Revenue Rate with a stated proposed tax rate of \$.183443, which is equal to the Voter Approval Rate, to be adopted at a future meeting was made by Mr. Starkey. Seconded by Mr. Shelton. Vote FOR: Chair Sanchez, Vice Chair Droege, Dr. Hertenberger, Mr. Stuksa, Dr. Crumm, Mr. Marvel, Mr. Starkey and Mr. Shelton. Vote AGAINST: Mr. Tacquard. Motion passed.

Consider Approval of Board Policy Update 39, Affecting Local Policies

The motion to approve and adopt the revisions to the TASB Local Policies as provided in TASB Update 39 was made by Mr. Marvel. Seconded by Dr. Hertenberger. Motion passed unanimously.

Project Procurement Methods Information

Mr. Amos Byington, AGCM, updated the Regents on the Texas Government Code 2269 requirement of approval by the Board of the procurement method for construction contracts in excess of \$ 50,000 if the preferred procurement method is to be other than either competitive bid or utilizing a Purchasing Co-operative, before the contract is solicited.

A list of the remaining anticipated procurements considered by AGCM and staff for the next fiscal year in regards to the 2018 Maintenance Tax Bond was attached for the Regents information and it was stated that none of these projects are projected to be procured by any method other than Competitive Bids, utilizing a Purchasing Co-operative, or a change order of an existing contractor. This item was for information only

Consider Approval of Purchases over \$50,000 – Fiscal Year 2020-2021 Cooperative Purchasing Programs

The motion to approve the listed purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000 during the 2020-2021 fiscal year was made by Vice Chair Droege. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Cooperative Purchasing Agreements

The motion to approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2020-2021 fund was made by Mr. Tacquard. Seconded by Mr. Stuksa. Motion passed unanimously.

Consider Approval of GE Ultrasound Units with Accessories

The motion to approve the purchase of two ultrasound units with accessories in the amount of \$98,773.20 from GE Healthcare was made by Mr. Starkey. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Investment Policy

The motion to approve the presented investment strategy which will supplement Policies CAK Legal and Local as is required by the Public Funds Investment Act was made by Mr. Marvel. Seconded by Dr. Hertenberger. Motion passed unanimously.

The investment policy for Alvin Community College is included in Board policy “Appropriations and Revenue Sources – Investments” (CAK Legal and Local). It is recommended that the Board approve the attached investment strategy which will supplement Policies CAK Legal and Local. This adoption is required by the Public Funds Investment Act.

Financial Report Ending July 2020

Vice Chair Droege made the motion to approve the financial for July 2020. Seconded by Dr. Crumm. Motion passed unanimously.

Adjournment

There being no further business before the Board, the motion to adjourn was made by Mr. Tacquard. Seconded by Mr. Stuksa. Meeting was adjourned at 8:47 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair



MEMORANDUM NO: 123-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 4, 2020

SUBJECT: Personnel Action (Replacement): Transfer Coordinator HSI STEM

The individual listed below has been recommended to fill the full-time temporary position for the Transfer Coordinator HSI STEM (Grant) position.

Candidate

Recommended: JD Taliaferro

Education:	Lamar University Doctor of Education	May 2007
	University of Tennessee-Martin Masters of Accounting	August 1998
	University of Memphis - Lambuth Bachelor of Science	May 1994
	Lamar University Bachelor of Business Administration	August 1987
Experience:	<u>Alvin Community College</u> PT HSI STEM Coach	July 2020- Present
	<u>Lamar State College</u> Department Chair, Industrial Technology	August 2001- July 2008

Salary: \$59,126
Grade 204 - 2020-21 Professional Administrative Salary Range

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title: Transfer Coordinator		
Department: HSI STEM Grant	Reports to: Project Manager –HSI Stem Grant	
Grade Level: 3	Job Category: Full-Time	
Salary Range: Professional Salary Schedule	FLSA Status: Exempt	
HR Approved:	Date: 3/3/2017	
Last Updated by:	Date: 3/3/2017	

SUMMARY

Develop articulation agreements with 4 year institutions and define academic pathways to transition students from AAS to Bachelors Process Tech degrees

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

- Work with college personnel to develop and pilot model transfer and articulation agreement.
- Develop Transfer Transition Program (TTP), including STEM Transfer Manual for student use, listing articulation agreements, financial options, etc.
- Meet with Process Tech and other STEM majors in development of a pilot Transfer Transition Program (TTP)
- Monitor and evaluate student outcomes relative to meeting transfer requirements
- Facilitate the transfer process, including arranging visits at universities with university representatives and meetings with faculty and underrepresented students at universities in the region

QUALIFICATIONS

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

EDUCATION

- Bachelor’s Degree in Education, STEM field, Student Services, or related fields
- Master’s degree preferred

EXPERIENCE

- Experience in educational field (higher education preferred), including strong record of transfer advising (3 or more years preferred)
- Experience working with under-represented or disadvantaged students

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in using computer-aided programs to develop working agreements
- Excellent communication and leadership skills
- Strong knowledge of transition requirements among 2 and 4 year colleges
- Strong knowledge of articulation agreements and their development
- Strong knowledge of effective advisement strategies
- Demonstrated familiarity with and understanding of the missions and roles of both community colleges and research universities
- Demonstrated oral and written communication skills
- Ability to work as a member of a cross-institutional team

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: 125-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 4, 2020

SUBJECT: Personnel Action (Replacement): Sociology Instructor

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

Candidate

Recommended: Annmarie Adams

Education:	Texas Southern University M.A., Urban Sociology	May 2014
	University of Houston Downtown B.S., Social Sciences	August 2001
	Houston Community College A.A.S., Liberal Arts	July 1999
Experience:	<u>Alvin Community College</u> <i>Temporary Full Time Instructor Sociology</i> <i>Adjunct Instructor, Sociology</i>	January 2020 – May 2020 August 2016 - Present
	<u>BES Group & Associates</u> <i>Alcohol & Drug Education Instructor</i>	February 2015 – December 2015

Salary: \$23,410.50 (Prorated / Temporary Full Time / 4.5 months)
Master's+18 / Step 1 - 2020-21 Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

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

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

- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.

QUALIFICATIONS

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

EDUCATION

Master's degree in Sociology or Master's degree with 18 graduate hours in Sociology.

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.

	Budgeted 2020-21	SEPTEMBER 2020	Funded Vacancies
Administrative	11	10	1
Professional	74	68	6
Faculty	113	103	10
Technical Support, Clerical & Maintenance (TSCM)	116	108	8
Total Full-Time (FT) Employees	314	289	25

Resignation/Termination Report

	Name	Department	Last Day Worked	Reason
1	Keith Wicker	Administrative Services - Information Technology	9/30/2020	Resignation



MEMORANDUM NO: 115-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 11, 2020

SUBJECT: Tax Rate for 2020-2021 Fiscal Year

During the August 13, 2020 Board meeting, Regents approved the FY 2021 budget of \$36,685,421. At the same meeting, Regents proposed to adopt a total tax rate of .183443, a 7.68% increase above the No New Revenue Rate. The Board held the required public tax hearing in person, with some attending by video conference, on Thursday, September 17, 2020 at 5:30 p.m., immediately before the regularly scheduled Board meeting.

Recommendation:

It is recommended that the Board adopt the total tax rate of .183433 for the 2020-21 fiscal year, which is a tax increase of 7.68% above the No New Revenue Rate.

Debt Rate: \$.012864 (must adopt)
M & O Rate: \$.170579
TOTAL RATE \$.183443

Please note that at this tax rate, the effect on an Alvin Community College Taxpayer who owns a \$235,157 (average) home would be \$5.69 less for the year, assuming the value of the home owner's property did not increase.

Assuming a 10% increase in home owner's property value, at this tax rate, the effect on an Alvin Community College Taxpayer who owns a \$235,157 (average) home would be an increase of \$37 for the year.

CMA:tg



MEMORANDUM NO: 119-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 1, 2020
SUBJECT: Resolution of Payment for Personnel during Closure due to Hurricane Laura

Alvin Community College Board Policy DEA (LOCAL) states:

"If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure;"

Due to the threat of Hurricane Laura, the college administration closed the campus at 8:00 a.m. on Wednesday August 26 through Thursday August 27, 2020 at 11:00 p.m., and canceled all classes offered during that time. The resolution that follows authorizes the payment of employees for that time period.

It is recommended that the Board of Regents approve the following resolution.

CMA:tg

**RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE**

WHEREAS, the Alvin Community College (“ACC” or the “College”) Board of Regents recognizes that the territory included within the College service area recently prepared for possible inclement weather conditions associated with Hurricane Laura;

WHEREAS, Governor Greg Abbott issued a state disaster declaration for 26 Texas counties, including Brazoria County, and certified that Hurricane Laura posed a threat of imminent disaster, including widespread and severe property damage, injury, and loss of life due to widespread flooding, storm surge, and damaging winds;

WHEREAS, College facilities were under imminent threat of damage and flooding from Hurricane Laura and its aftermath;

WHEREAS, in order to prepare for and respond to Hurricane Laura, ACC ceased operations beginning on Wednesday, August 26, 2020 at 8:00 a.m. through Thursday, August 27 at 11:00 p.m.

WHEREAS, ACC Board Policy DEA (Local) provides, “If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure;”

WHEREAS, the Board of Regents of Alvin Community College generally seeks to retain its employees, facilitate efficient operation of educational activities, assist with emergency operations, staff and support shelter operations, and provide for any and all reasonable support services due to state and federally determined disasters;

WHEREAS, the Board of Regents of Alvin Community College finds that compensating employees for work days missed as a result of threatened and actual inclement weather and hurricane conditions serves an important public purpose in that continued retention of such employees shall enable the College to continue efficient operation(s) of educational and community activities; and

WHEREAS, the Board of Regents of Alvin Community College also finds that there is a public purpose in the continued retention and morale for such employees to be compensated for workdays missed as a result of the College’s closure.

IT IS THEREFORE:

RESOLVED that the Board of Regents of Alvin Community College hereby authorizes the administration to compensate all employees for workdays when the College was closed in anticipation of inclement weather and hurricane conditions at their regular hourly or daily rate of pay, according to the regular duty schedule the employee would have otherwise worked if not for the closure, or other schedule(s), as determined by the College President; and

FURTHER that ACC's Board of Regents hereby authorizes the President or her designee to award pay, at the President's sole discretion, to non-exempt police officers who were required to report to duty during the time of the College's closure at the rate of a maximum of 1.5 times their regular rate of pay; and

FURTHER that substitutes and independent contractors are not eligible for additional emergency pay as outlined herein.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Regents of Alvin Community College during the Board Meeting on September 17, 2020. A quorum of the Board of Regents being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____ Nays: _____ Abstentions: _____

Passed the 17th day of September, 2020. This Resolution may be signed electronically and in counterparts.

'Bel Sanchez
Chair, Board of Regents
Alvin Community College

Attest: _____
Dr. P. A. Hertenberger
Secretary, Board of Regents
Alvin Community College



MEMORANDUM NO: 114-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: August 20, 2020
SUBJECT: Presidents Goal #8 - Report on Diversity and Inclusion Workshops
During Convocation Week

On August 13, 2020, Alvin Community College Board of Regents approved eight goals for the President for the 2020-21 year. Goal # 8 states:

“Provide diversity and inclusion training and workshops during the College Convocation week., by September 2020.”

Convocation Week was held during the week of Monday August 17 through Friday, August 21, 2020. There were four activities directly related to diversity and inclusion.

1. Monday, August 17, 2020, Dr. Luis Ponjuan presented a discussion on the importance of critical self-reflection as an individual, department/office, and institution, to improve the educational experiences of ACC students. Among many other activities, we reviewed ACC data that showed we have work to do in the area of improving the success of all our students, but especially men of color and part-time students.
2. Tuesday August 18, 2020, a lively Faculty and Staff Panel on Equity, Diversity and Inclusion was facilitated by Dr. Alexander Marriott. Panelists answered a variety of questions and shared their personal perspectives.
3. Wednesday August 19, 2020, Mary Song presented a breakout session on Equity, Inclusion and Diversity in the Classroom in which diverse perspectives on what we can do in the classroom to optimize student success.
4. Wednesday August 19, 2020, Dr. Earnest Burnett and Dr. Maria Starling presented a workshop titled Unboxing the Myths: Addressing Change, Commitment, and Intentionality in Higher Education Institutions where Diversity and Inclusion are considered Taboo. This session aimed to equip administration, faculty, and staff with professional and personal tools to become culturally conscious and intentional in our practices.

This report is for information only.

CMA:tg



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

MEMORANDUM NO: 116-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 8, 2020

SUBJECT: Fall 2020 Census Day Report and Internal Enrollment by Location Report

The Fall 2020 Census Day Internal Enrollment by Location Report will be presented by Dr. Pam Shefman, Executive Director of Institutional Effectiveness and Research. This report represents our 2020 Census Day enrollment which will be reviewed and certified by the Texas Higher Education Coordinating Board. The Certified Report numbers may be slightly different from the numbers reported today.

This report is for information only.

CMA:tg



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

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

MEMORANDUM NO: 117-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: August 25, 2020
SUBJECT: Consider Approval of the Nursing Innovation Program Grant

Alvin Community College desires to submit a grant proposal of \$200,000 for the Nursing Innovation Grant Program provided by Texas Higher Education Coordinating Board. The funding would provide training for faculty to develop key instructional strategies in patient simulation and clinical-preparation activities and Professional Development training for ADN faculty.

Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

It is recommended that the Board approve the college's submittal of the grant described on the following page.

CMA:tg



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

Dr. Christal M. Albrecht

President

Office 281 756 3598

Fax 281 756 3858

Grant Information Form

Grant Program Title: Nursing Innovation Grant Program

Grant Provider: Texas Higher Education Coordinating Board

Amount Requested by ACC: Up to \$200,000

Expected Date of Funding: Dec 1, 2020

Proposed Grant Period: Dec 1, 2020 – Nov 30, 2022

Matching Funds: None Required

ACC Proposed use of Funds:

The grant will provide the following:

- Funds for faculty to develop key instructional strategies in patient simulation and clinical-preparation activities
- Professional Development training for ADN faculty to develop and deliver innovative and cutting-edge instruction to nursing students



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Dr. Christal M. Albrecht

President

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MEMORANDUM NO: 101-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: August 3, 2020

SUBJECT: Purchase of Simtronics Software Products

If an effort to upgrade current licenses for software utilized by the Process Technology department, the College desires to purchase an additional eleven (11) licenses from Simtronics for a cost of \$115,462.00.

The PSU-100 software will enable comprehensive and objective trainee evaluation data and will allow instructors to monitor and track operator performance and progress in real-time process models.

This purchase is considered a sole source purchase based on the fact that College already owns licenses from Simtronics. This purchase is precluded from competitive bidding as outlined in Texas Education Code, Chapter 44, Section 44.031, item j (1) where the developer has a copyright on the product.

It is recommended that the Board approve the purchase of licenses from Simtronics in the amount of \$115,462.00.

CMA:tg



MEMORANDUM NO: 121-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht
DATE: September 1, 2020

SUBJECT: Nolan Ryan Center Banquet Chairs

In late July 2020, the Purchasing Department issued Invitation to Bid # 21-01 for the provision of banquet chairs and chair carriers for the newly remodeled Nolan Ryan Center. These 350 chairs will replace the old, torn and damaged chairs currently in the NRC (storage).

As required by Texas Education Code 44, the Invitation to Bid was posted in the State of Texas Electronic State Business Daily site and in the local newspaper (The Facts) for a minimum of two-consecutive weeks and the bids were publicly opened at 2:00 PM, August 18, 2020.

The College received six (6) responses. Three of the responses were for the exact chair specified in the bid and requested for consideration. The other bids were for alternate chairs. As provided for in Texas Education Code 44, Subchapter B, Section 44.031(b.3) the bid requirements clearly articulated that alternate/equivalent chairs would require approval for quality, which was delineated in the "Evaluation Factors" on page 6 of the solicitation. After reviewing the bids and having two vendors respond to our request for a sample chair, it is recommended that chairs from Gateway Printing would provide the best value to the college. It was determined that none of the alternate chairs would meet the quality necessary for this project. The bid tabulation is shown below:

Bidder	350 each	Carriers-3 each
BFD Interiors	\$ 259.37 + D/I	\$ 427.22
Right on Time Office Furniture	\$ 275.00	\$ 250.00
Gateway Printing	\$ 267.25	\$ 245.65
**ELB US, Inc.	\$ 45.99	\$ 117.43
**Champion Supply, LLC	\$ 118.48	\$ 356.24
**Specialty Office Services	\$ 149.80	\$ 411.31
*D/I is Delivery and Installation (approximately \$ 20.00 per chair		
** Alternate Chairs		



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Page 2

It is recommended that the Board of Regents approve the purchase 350 chairs and three (3) chair carriers from Gateway Printing and Office Supplies for a total of \$ 94,274.45. General Service fees will fund the purchase of the chairs.

CMA:tg



MEMORANDUM NO: 122-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 2, 2020

SUBJECT: Upgrade to Hugh Adams Park

The College has been advised by the City of Alvin that the City will contract with USA Shade to install seven (7) shade structures in the Hugh Adams Park, adjacent to Building S on Mustang Road. Six of the new structures will replace the existing and old wooden picnic pavilions and the seventh will cover the existing playground.

There is no cost to the College, however, the lease with the City requires that this Board approve structural changes to the park before the City can proceed. Once approved and the City notified, they will contract directly with USA Shade who will then subsequently provide necessary plans/drawings to the College Director of Physical Plant.

Staff recommends that the Board of Regents approve this project to upgrade Hugh Adams Park by the City of Alvin.

CMA:tg



MEMORANDUM NO: 127-2020

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

SUBJECT: Personnel Action (Replacement) Neurodiagnostics Instructor/Curriculum Coordinator
The individual listed below has been recommended to fill the full-time position for the NDT Instructor/ Curriculum Coordinator (12-month/Tenure Track) position.

Candidate
Recommended: Robyn Ketchum

Education: Alvin Community College May 2011
Associate of Applied Science, Electroneurodiagnostics

Experience:

<u>Alliance Family of Companies</u> R. EEG Technician	July 2016 - Present
<u>CHI St. Luke's Hospital</u> R. EEG Technician	March 2014 – June 2016
<u>Methodist Hospital</u> R. EEG Technician	January 2012 – February 2014
<u>Advanced Neurology</u> EEG Technician	January 2011 – December 2011

Salary: \$68,597
Grade TECH / Step 6
2020-21 12 Month Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Neurodiagnostic Technology/ Curriculum Coordinator		
Department:	Neurodiagnostic Technology	Reports to:	Dean of Legal and Health Sciences
Grade Level:		Job Category:	Full-Time
Salary Range:	Faculty Salary Schedule	FLSA Status:	Exempt
HR Approved:		Date: 4/23/2020	
Last Updated by: Human Resources		Date: 4/23/2020	

SUMMARY

The incumbent will teach didactic and laboratory courses and will perform administrative duties for the Neurodiagnostic Program. The incumbent will also serve as the Curriculum Coordinator for the Neurodiagnostic Technology program.

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.

- The Curriculum Coordinator must be responsible for the continuous review, planning, development, and general effectiveness of the program curriculum.
- The Curriculum Coordinator will assist the Program Director with the organization and administration of the program as well as provision of input and participation in all aspects of the program.
- The Curriculum Coordinator will uphold the standards and guidelines to maintain accreditation of program.
- The Curriculum Coordinator will be responsible for timely reporting and other responsibilities to maintain accreditation including, but not limited to, annual reports, evaluations, surveys, and self-studies.

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 Neurodiagnostic Technology with appropriate certification in Electroencephalography (R. EEG T.), Evoked Potential (R. EP T), or Intraoperative Monitoring (CNIM)

EXPERIENCE

- Two years non-teaching work experience in the field of Neurodiagnostics with a current credential

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: 128-2020

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

SUBJECT: Personnel Action (Replacement): Paralegal Instructor/Program Director

The individual listed below has been recommended to fill the full-time position for the Paralegal Instructor/ Program Director (12-month/Tenure Track) position.

Candidate

Recommended: John Murray

Education:	Drake University Law School	May 204
	Juris Doctorate	
	Drake University	May 2001
	Bachelor of Philosophy	

Experience:

Zukowski, Rogers, Flood & Mcardle August 2018 – February 2020
Attorney

Donald C. Stinespring & Associates July 2009 – May 2018
Attorney

United States Army Military Police School May 2008 – August 2009
JAG Attorney



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

Dr. Christal M. Albrecht

President

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Columbia College
Adjunct Professor

January 2007 – January 2009

United States Army
Judge Advocate General Attorney

January 2005 – May 2008

Salary: \$80,550
Grade Doctorate / Step 6
2020-21 12 Month Faculty Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

The instructor will teach a variety of courses within the Paralegal Department

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- 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 or higher degree in Paralegal, Legal Assistant, or a JD as appropriate to specific courses and 3 years non-teaching work experience as a paralegal or attorney.

EXPERIENCE

At least 3 years non-teaching related work experience

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.



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

Dr. Christal M. Albrecht
President

Office 281 756 3598
Fax 281 756 3858

MEMORANDUM NO: 129-2020

TO: Board of Regents

FROM: Dr. Christal M. Albrecht 

DATE: September 11, 2020

SUBJECT: Consider Approval of Personnel Action (Replacement): Diagnostic Cardiovascular Sonography (DCVS) Faculty

At the time of publication of the agenda, the candidate for the DCVS Faculty had not been finalized. We anticipate that we may be able to bring the candidate's name forward in time for the September 17, 2020 Board meeting. If this is the case, the information will be added to BoardBook for your review and action at that meeting. This Board memo should be considered a placeholder for Board action on September 17, 2020.

CMA:tg



MEMORANDUM NO: 120-2020

TO: Board of Regents
FROM: Dr. Christal M. Albrecht 
DATE: September 1, 2020
SUBJECT: Copier Lease

In 2015 the College issued a solicitation for the lease of copiers for the campus. The Board approved a five-year (60 month) agreement with Dahill for Xerox copiers. Subsequently, Dahill became a Xerox company and is now known as Xerox Dahill. The lease for these units expires at the end of November, 2020.

As provided for in Texas Education Code Chapter 44, Subchapter B, the Purchasing Director contacted the State of Texas Department of Information Resources (DIR) to inquire as to the use of the DIR Contract with Xerox to have a new agreement for the next lease. The Director corresponded with the national Xerox manager assigned to the DIR Contracts. The national Xerox manager also corresponded with the local representative from Xerox Dahill.

Although not required by statute or policy but to ensure that the College was provided the best pricing in a competitive market, the Purchasing Director contacted all of the major providers, including two Xerox providers, on the entire DIR Contract for copiers and asked each of them to assign the request to a local provider who would quote the manufacturers pricing on equipment that is equivalent to the current equipment on campus allowing for technology upgrades over the last five years.



The College received five (5) responses for a sixty-month lease, plus per copy charges. The tabulation for monthly pricing is below:

Bidder	60 Month	Per Copy Charge	Extra
Toshiba-Stargel	2073.70	\$ 0.055-0.085	
Konica Minolta	2258.72	\$ 0.0045-.0006	
Xerox-Dahill	1874.24	B/W \$0.0045-0.005 Color \$ 0.039	
Sharp-Platinum	3735.79	B/W \$0.0070-0.0073 Color \$ 0.0524-0.0546	
Xerox-On-Demand	1897.00	\$0.044-0.0059	*add +/- \$248.00 per month for finishers

It is recommended the Board of Regents authorize the President or her designee to execute the final documents with Xerox-Dahill once the equipment schedules and exact amounts are known. This approval and subsequent lease will create a debt to the college for the five-year lease of these twenty-three (23) copiers for approximately \$ 22,490.88 per year plus copy charges of approximately \$10,000 per year.

Attachments: Xerox Business Solutions Sales Order-Additional Terms and Conditions (2 pages)
Xerox Financial Services Master Cost Per Copy Agreement (3 pages)

Note: Attachments have been reviewed and approved as to form by General Counsel

CMA:tg



8200 IH 10 West
San Antonio TX, 78230-222

Sales Order: 207106
Rep:Kathy Cernosek
PO Number:

Bill To:

Alvin Community College
3110 MUSTANG RD
Alvin TX, 77511

Customer Signature

Date

Total \$0.00

Tax: \$0.00

Grand Total: \$0.00

SALES ORDER - ADDITIONAL TERMS AND CONDITIONS

1. **Equipment.** The first page of this Sales Order/Service Agreement is called the Cover Page. The Cover Page and these Terms and Conditions, along with a listing of additional products on Schedule A (if attached), represent the agreement (the "Agreement") between Company and the Customer, with respect to the acquisition of those Products identified on the Cover Page and/or Schedule A and the service for such Products. "Products" shall mean the equipment ("Equipment") and any Software Licenses. "Service" shall mean the service as set forth in paragraph 4 below. Throughout this Agreement the words "We," "Our," and "Us" refer to Company. The words "You" and "Your" refer to the Customer indicated on the reverse.

2. **Scope.** This Agreement may be executed for: a) A SALE of Products. If a SALE, Company hereby offers to sell and Customer hereby accepts to purchase those Products in the quantity and for the price indicated on the Cover Page (and/or Schedule A). Payment terms are Cash on Delivery ("COD"). Alternatively, if Customer has a verifiable credit account in good standing with Company, Customer may elect to be invoiced for the Products; or b) A LEASE of Products. If a LEASE, Customer will execute a separate lease agreement which will fund the purchase of the Products in the quantity indicated on the Cover Page for the benefit of Customer. Upon execution of a lease agreement, the Customer shall be responsible to lessor to satisfy the terms and conditions of the lease. If, however, a lease agreement cannot be executed within 15 business days of Customer's execution of this Agreement, Customer must immediately pay cash for the Products or return the Products to Company in Like New condition.

3. **Delivery and Installation.** Unless specified otherwise on the Cover Page, the Company shall deliver and install the Products at the location specified by Customer on the Cover Page unless: (1) Customer has not made available at that address a suitable place of installation as specified by the Company; or (2) Customer has not made available suitable electrical service in accordance with the Underwriter's Lab ("UL") requirements. All risk of loss will transfer to the Customer upon delivery.

4. **Services.** This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment listed on the face of this Agreement ("Services"). Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturers' specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; and/or (iv) loss or damage resulting from accidents, fire, water, or theft; (b) maintenance requested outside Company's normal business hours or this Agreement, (c) relocation, (d) software or connected hardware, (e) hard drive replacement, (f) Thermal heads, process units, and fuser units for Facsimile Machines, (g) Thermal Heads and MICR Toner for Laser Printers, and parts and labor for all non-laser printers, and/or (h) parts for Scanners. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the face of this Agreement and within the manufacturer's stated yields, and do not include staples. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. You will return, or allow Company to retrieve, any unused supplies at the termination/expiration of this Agreement. You are responsible for the cost of excess supplies. You authorize Equipment to be connected to automatic meter reading software and/or device or, if we otherwise request, You will provide us with accurate meter readings for each item of Equipment when and by such means as we request. If You do not permit the Company to use automatic meter reading software and/or devices, Company may charge a monthly fee for manually performing meter reads. If You do not provide meter reads as required, Company may estimate the reading and bill accordingly. You shall provide adequate space and electrical service for the operation of the Equipment in accordance with UL and/or manufacturer's specifications. Supplies will be shipped via UPS Ground. Unless otherwise stated herein, Customer will be billed for shipping, including, but not limited to, UPS Ground, Overnight, and/or Messenger Service. Additional fees may be charged for Services provided outside Company's standard business hours or for computer/network issues and will be at Company hourly rates in effect at the time of Services. If, at any time during the Term of this Agreement, Customer upgrades, modifies, or adds equipment, Customer shall promptly notify Company and provide Company right of first refusal to provide Services for added equipment. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and, in its sole discretion, determine whether equipment is eligible for Services. If approved for Services, the Agreement will be amended to include such changes, including pricing modifications. Unless otherwise agreed to in writing, Customer remains solely responsible to secure any sensitive data and permanently delete such data from the internal media storage prior to removal of Equipment or termination of this Agreement.

5. **Term and Payment.** Except as may otherwise be provided for herein, this Agreement is non-cancelable and shall remain in effect throughout the Term; and, unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for additional one (1) year periods. In the event the fees herein are included in Your lease payment, the Term shall run concurrently with the lease agreement and be subject to the renewal provisions provided for therein. The meter count at installation or, in the case of owned printers, at assessment, will be used for meter/overages calculations. You agree to pay Company all amounts due in accordance with the payment terms set forth on the face of this Agreement or in accordance with the applicable lease agreement, and all other sums when due and payable. Any Minimum Monthly Payment entitles You to Services for a specific number and type (ie. black & white, color, scan) of Prints/Copies as identified on the face of this Agreement and will be billed in advance. In addition, You agree to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the Minimum Monthly Payment which amount shall be billed in arrears and is payable as indicated on the face of this Agreement. A Print/Copy is defined as standard 8.5"x11" copy (larger size copies may register two meter clicks). No credit will be applied towards unused copies/prints. Your obligation to pay all sums when due shall be absolute and unconditional and is not subject to any abatement, offset, defense or counterclaim. If any payment is not paid within 10 days of its due date, You will pay a late charge not to exceed 7% of each late payment (or such lesser rate as is the maximum allowable by law). Company has the right to withhold Services and supplies, without recourse, for any non-payment. Unless otherwise stated on the face of this Agreement, Company may increase the rates hereunder on an annual basis. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee not to exceed \$100 per invoice.

6. **Taxes.** Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will pay when due, either directly or to Us upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied.

7. **Limited License to Use Software.** Company grants (and is hereby authorized by its licensor's to grant) you a non-exclusive, non-transferable license to use in the U.S.: (a) software and accompanying documentation ("Base Software") only with the Equipment with which it was delivered, and (b) Software that is set forth as a separate line item in this Agreement ("Application Software") (including its accompanying documentation), as applicable, for as long as you are current in the payment of all applicable software license fees. "Base Software" and "Application Software" are referred to collectively as "Licensed Software". You have no other rights and may not: (1) distribute, copy, modify, create derivatives of, decompile, or reverse engineer Licensed Software, (2) activate Licensed Software delivered with the Equipment in an inactivated state; or (3) allow others to engage in same. Title to, and all intellectual property rights in, Licensed Software will reside solely with Company and/or its licensors (who will be considered third-party beneficiaries of this Section). Licensed Software may contain code capable of automatically disabling the Equipment. Disabling code may be activated if: (x) Company is denied access to periodically reset such code; (y) you are notified of a default under this Agreement; or (z) your license is terminated or expires. The Base Software license will terminate: (i) if you no longer use or possess the Equipment; or (ii) upon the expiration or termination of this Agreement, unless you have exercised your option to purchase the Equipment. Neither Company nor its licensors warrant that Licensed Software will be free from errors or that its operation will be uninterrupted. The foregoing terms do not apply to Diagnostic Software or to Licensed Software/documentation accompanied by a clickwrap or shrinkwrap license agreement or otherwise made subject to a separate license agreement.

SALES ORDER - ADDITIONAL TERMS AND CONDITIONS

8. **Diagnostic Software.** Software used to evaluate or maintain the Equipment ("Diagnostic Software") is included with the Equipment. Diagnostic Software is a valuable trade secret of Company, or its Licensors. Title to Diagnostic Software will remain with Company or its licensors. Company does not grant Customer any right to use Diagnostic Software, and Customer will not access, use, reproduce, distribute or disclose Diagnostic Software for any purpose (or allow third parties to do so). Customer will allow Company reasonable access to the Equipment to remove or disable Diagnostic Software if Customer is no longer receiving Service from Company, provided that any on-site access to Customer's facility will be during Customer's standard business hours.

9. **Software Support.** Except for Products and/or Third Party Products identified as "No Svc.", Company (or a designated servicer) will provide the software support set forth below or in accordance with an attached statement of work ("Software Support"). For Base Software for Equipment, Software Support will be provided during the initial Term and any renewal period but in no event longer than 5 years after Company stops taking customer orders for the subject model of Equipment. For Application Software, Software Support will be provided as long as you are current in the payment of all applicable software license and support fees. Company will maintain a web-based or toll-free hotline during Company's standard working hours to report Licensed Software problems and answer Licensed Software-related questions. Company, either directly or with its vendors, will make reasonable efforts to: (a) assure that Licensed Software performs in material conformity with its user documentation; (b) provide available workarounds or patches to resolve Licensed Software performance problems; and (c) resolve coding errors for (i) the current Release and (ii) the previous Release for a period of 6 months after the current Release is made available to you. Company will not be required to provide Software Support if you have modified the Licensed Software. New releases of Licensed Software that primarily incorporate compliance updates and coding error fixes are designated as "Maintenance Releases" or "Updates". Maintenance Releases or Updates that Company may make available will be provided at no charge and must be implemented within six months. New releases of Licensed Software that include new content or functionality ("Feature Releases") will be subject to additional license fees at then-current pricing. Maintenance Releases, Updates and Feature Releases are collectively referred to as "Releases". Each Release will be considered Licensed Software governed by the Software License and Licensed Software Support provisions of this Agreement (unless otherwise noted). Implementation of a Release may require you to procure, at your expense, additional hardware and/or software from Company or another entity. Upon installation of a Release, you will return or destroy all prior Releases. For Third Party Software identified as "à€"No Svc.", you shall enter into a support agreement with a Third Party Software vendor or its support services provider, who shall be solely responsible for the quality, timeliness and other terms and conditions of such support services. Company shall have no liability for the acts or omissions of such third party support services provider.

10. **Warranty.** You acknowledge that the Products covered by this Agreement was selected by You based upon Your own judgment. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT, IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED.

11. **Limitation of Liability.** In no event, shall Company be liable for any indirect, special, incidental, consequential damages, loss of profits, or punitive damages whether based in contract, tort, or any other legal theory and irrespective of whether Company has notice of the possibility of such damages.

12. **Default; Remedies.** Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) failure to make payment when due of any indebtedness to Company or for the Products, whether or not arising under this Agreement, without notice or demand by Company; (b) breach by You of any obligation herein; or (c) if You cease doing business as a going concern. If You default, Company may: (1) require future Services, including supplies, be paid for in advance; (2) require You to immediately pay the amount of the remaining unpaid balance of the Agreement; (3) terminate any and all agreements with You; and/or (4) pursue any other remedy permitted at law or in equity. In the Event of Default, remaining payment amounts due will be calculated using the average of the last six months' billing or the amount set forth on the face of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement. You agree that any delay or failure of Company to enforce its rights under this Agreement does not prevent Company from enforcing any such right at a later time. All of Company's rights and remedies survive the termination of this Agreement. In the event of a dispute arising out of this Agreement or the Products listed herein, should it prevail, Company shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement, whether or not litigation is commenced.

13. **Assignment.** You may not sell, transfer, or assign this Agreement without the prior written consent of Company. Company may sell, assign or transfer this Agreement.

14. **Notices.** All notices required or permitted under this Agreement shall be by overnight courier or by registered mail to such party at the address set forth in this Agreement, or at such other address as such party may designate in writing from time to time. Any notice from Company to You shall be effective three days after it has been deposited in the mail, duly addressed, or one day if sent via overnight courier.

15. **Indemnification.** To the extent permitted by Texas law, you are responsible for and agree to indemnify and hold Us harmless from, any and all (a) losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of contract, tort, strict liability or otherwise caused by or related to Your use or possession of the Products; and (b) all costs and attorneys' fees incurred by Us relating to such claim.

16. **Fax/Electronic Execution.** A faxed or electronically transmitted version of this Agreement may be considered the original and You will not have the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.

17. **Miscellaneous.** (a) **Choice of Law.** This Agreement shall be governed by the laws of the state of Texas (without regard to the conflict of laws or principles of such states). (b) **Jury Trial;** (c) **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) **Enforceability.** If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) **Amendments.** This Agreement may not be amended or modified except by a writing signed by the parties; provided You agree that we are authorized, without notice to You, to supply missing information or correct obvious errors provided that such change does not materially alter Your obligations; (f) **Force Majeure.** Company shall not be responsible for delays or inability to provide Products or Services caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control; (g) Company has the right to modify/correct any clerical errors.

**MASTER COST PER COPY AGREEMENT
Fixed Purchase Option
(State and Local Governmental Transactions Only)**



Dealer		Lease Agreement Number	
CUSTOMER INFORMATION			
Full Legal Name		DBA	
Billing Address		City	State ZIP Code
Phone	Contact Name	Contact Email	Customer PO# (Optional)
CUSTOMER ACCEPTANCE			
BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE LEASE AND THAT YOU HAVE READ AND AGREE TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 OF THIS LEASE.			
Authorized Signer X		Date	Federal Tax ID # (Required)
Print Name		Title (indicate President, Partner, Proprietor, etc.)	
LESSOR ACCEPTANCE			
Accepted By: Xerox Financial Services LLC		Name and Title	Date
TERMS & CONDITIONS			

Master Lease Schedule - Cost Per Copy
Fixed Purchase Option
(State and Local Governmental Transactions Only)



Lease Agreement #		Dealer Name:			
LESSEE INFORMATION					
Full Legal Name			DBA		
Billing Address			City	State	ZIP Code
Phone	Contact Name	Contact Email		Lessee PO# (Optional)	
EQUIPMENT					
Quantity	Model and Description	Quantity	Model and Description		
Equipment Location (If different from Billing Address)					
TERM, PAYMENT AND FIXED PURCHASE OPTION		IMAGE TYPE	IMAGES INCLUDED	EXCESS CHARGE	PRINTS INCLUDED
Initial Lease Term (in months):		B&W			
		Color			
Monthly Lease Payment: \$		Everyday Color			N/A
Purchase Option/Fixed Purchase (Check One):		Color Level 2			N/A
<input type="checkbox"/> \$1.00 <input type="checkbox"/> Fixed Purchase Amount:		Color Level 3			N/A
LESSEE ACCEPTANCE					
BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE LEASE AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH HEREIN AND ON PAGES 1 AND 2 OF THE LEASE.					
Authorized Signer X		Date	Federal Tax ID # (Required)		
Print Name		Title (indicate President, Partner, Proprietor, etc.)			
LESSOR ACCEPTANCE					
Accepted By: Xerox Financial Services LLC		Name and Title	Date		
TERMS & CONDITIONS					

Pursuant to that Master Lease Agreement Number indicated above ("Lease") between you and XFS, the terms and conditions of which are fully incorporated into this Schedule, you hereby (a) authorize XFS to order for lease to you the equipment described above ("Equipment"), (b) agree to lease such Equipment from XFS effective the Inception Date for the Initial Lease Term specified above, and (c) agree to pay XFS the Lease Payments in the amounts and at the times specified above for each item of Equipment. This Schedule is attached to and constitutes a part of the Lease and all of the terms used herein which are defined in the Lease shall have the same meaning as so defined.

TO: Board of Regents
 FROM: Deborah Kraft
 DATE: September 17, 2020
 SUBJECT: Investment Transactions Report

Report Date: August 31, 2020

Investment Position:

As of August 31, 2020, Alvin Community College had \$ 13,850,000 invested in thirteen 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		6/1/2020	\$ 15,950,000
Additions/changes to the market value:			
	a.	sales of CDs	(8,900,000)
	b.	purchases of CDs	4,600,000
	c.	TexSTAR, Value at 8/31/20	19,987,530
Ending market value		8/31/2020	\$ 33,637,530
Fully accrued interest			\$ 27,613
Interest earned on Tax Maintenance Note funds			\$ 828,496

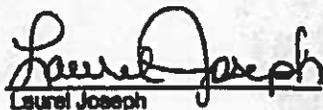
Pooled Funds:

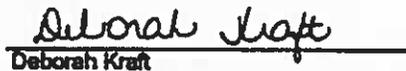
The \$ 33,637,530 currently invested was taken from the following major fund groups:

\$ 13,850,000	General Fund	11
\$ 19,987,530	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


 Laurel Joseph


 Deborah Kraft

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 June 1, 2020 through August 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:									
1023535471	02/23/20	02/23/23	1.700%	1096		250,000	-	-	250,000 b
520890	02/21/20	02/21/23	1.700%	1096		250,000	-	-	250,000 a
1861710	01/10/19	01/10/22	3.050%	1096		250,000	-	-	250,000 c
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
200000505	01/27/20	07/23/20	1.636%	178		1,400,000	-	-	1,400,000
200000507	02/03/20	07/06/20	1.650%	154		500,000	-	-	500,000
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
200000511	02/03/20	09/25/20	1.626%	235		1,600,000	-	-	1,600,000
200000512	02/06/20	02/05/23	1.500%	1095		1,000,000	-	-	1,000,000
200000513	02/06/20	09/08/20	1.655%	215		500,000	-	-	500,000
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
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
200000531	05/19/20	12/09/20	0.210%	204		1,000,000	-	-	1,000,000
Subtotal for CD Investments for Beginning of the Period						\$ 15,950,000	\$ -	\$ -	\$ 15,950,000
SALES:									
200000503	01/09/20	06/01/20	1.623%	144		500,000	3,202	-	503,202
200000504	01/09/20	06/23/20	1.614%	166		1,600,000	11,745	-	1,611,745
200000505	01/27/20	07/23/20	1.636%	178		1,400,000	11,170	-	1,411,170
200000507	02/03/20	07/06/20	1.650%	154		500,000	3,481	-	503,481
200000508	02/03/20	07/23/20	1.643%	171		400,000	3,079	-	403,079
200000509	02/03/20	08/03/20	1.649%	182		700,000	5,756	-	705,756
200000510	02/03/20	08/25/20	1.650%	204		1,800,000	16,599	-	1,816,599
Total Sales						6,900,000	55,031	-	6,955,031
PURCHASES:									
200000532	06/24/20	12/09/20	0.268%	168		1,300,000	-	-	1,300,000
200000533	07/28/20	01/06/21	0.227%	162		1,300,000	-	-	1,300,000
200000534	08/31/20	12/09/20	0.196%	100		1,000,000	-	-	1,000,000
200000535	08/31/20	01/04/21	0.110%	126		1,000,000	-	-	1,000,000
Total Purchases						4,600,000	-	-	4,600,000
ENDING INVESTMENTS:									
1023535471	02/23/20	02/23/23	1.700%	1096	12	250,000	-	140	250,140 b
520890	02/21/20	02/21/23	1.700%	1096	11	250,000	-	128	250,128 a
1861710	01/10/19	01/10/22	3.050%	1096	31	250,000	-	648	250,648 c
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	92	500,000	-	238	500,238
200000528	03/25/20	11/18/20	0.189%	238	92	500,000	-	238	500,238
200000531	05/19/20	12/09/20	0.210%	204	92	1,000,000	-	529	1,000,529
200000532	06/24/20	12/09/20	0.268%	168	69	1,300,000	-	659	1,300,659
200000533	07/28/20	01/06/21	0.227%	162	35	1,300,000	-	283	1,300,283
200000534	08/31/20	12/09/20	0.196%	100	1	1,000,000	-	5	1,000,005
200000535	08/31/20	01/04/21	0.110%	126	1	1,000,000	-	3	1,000,003
Total for End of Period for CD Investments						\$ 13,650,000	\$ -	\$ 27,613	\$ 13,677,613
INVESTMENT POOL									
TexSTAR (cumulative interest since 8/18 is \$828,496)						\$ 19,987,530	\$ -	\$ -	\$ 19,987,530

- a Texas Advantage Bank
- b Texas Advantage CDARS (Castle Rock Bank and MNB 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 June 1, 2020 through August 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 6/1/20	\$	3,275,927
Increases In Account		
Deposits		17,581
Sales Proceeds/Redemptions		-
Dividends		16,612
Interest		2
Capital Gains		-
Securities Purchased		16,612
Positive Change in value of priced securities		309,297
Decreases in Account		
Fees		(7,602)
Cash Withdrawals		(6,135)
Funds Used to Purchase Securities		(16,612)
Securities sold/redeemed		-
Negative Change in value of priced securities		-
ENDING INVESTMENTS 8/31/20	\$	<u>3,605,682</u>

Alvin Community College
Consolidated Statement of Net Assets

	UNAUDITED August 31, 2020	August 31, 2019	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	1,773,900	1,903,212	(129,312)	
Short-term investments	19,987,530	24,875,507	(4,887,977)	
Accounts receivable, net	2,025,345	2,477,963	(452,618)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	240,294	294,116	(53,822)	
Prepays	1,226,953	686,814	540,139	Travel advances and prepaid expenses
Total Current Assets	25,254,022	30,237,612	(4,983,590)	
Noncurrent assets				
Long-term investments	13,650,000	12,450,000	1,200,000	
Capital assets, net	26,458,542	26,464,717	(6,175)	
Total Assets	65,362,564	69,152,329	(3,789,765)	
Deferred Outflows of Resources				
Deferred charge on refunding	151,897	151,897	-	Bonds
Deferred outflows - pensions	4,093,008	4,274,255	(181,247)	TRS pension
Deferred outflows - OPEB	3,241,398	3,241,397	1	OPEB
Total Deferred Outflows of Resources	7,486,303	7,667,549	(181,246)	
Liabilities				
Accounts payable & accrued liabilities	184,402	1,025,903	(841,501)	
Net pension liability	9,552,203	9,552,204	(1)	
Net OPEB liability	23,714,290	23,714,289	1	
Funds held for others	46,536	37,164	9,372	Agency funds - groups, clubs, etc on campus
Deferred revenues	4,004,841	4,431,519	(426,678)	Grants paid in advance and fall registrations
Compensated absences	528,706	414,719	113,987	Entry made annually for change in liability
Bonds payable	8,081,965	33,834,989	(25,753,024)	Annual payment
Tax note payable	21,165,000	-	21,165,000	Annual payment
Total Liabilities	67,277,943	73,010,787	(5,732,844)	
Deferred Inflows of Resources				
Deferred inflows - pensions	806,580	987,826	806,580	TRS pension
Deferred inflow - OPEB	9,178,950	9,178,950	8,191,124	OPEB
Deferred inflows - premium on tax note	2,598,024	-	(6,580,926)	Tax Note
Total Deferred Inflows of Resources	12,583,554	10,166,776	2,416,778	
Net Assets				
Fund Balance - Equity	(7,012,630)	(6,357,685)	(7,012,630)	
Total Net Assets	(7,012,630)	(6,357,685)	(7,012,630)	

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

	UNAUDITED					Prior Year-To-Date				
	Year-To-Date		Amended			Year-To-Date		Amended		
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	2,436,983	6,906,978	7,195,698	(288,720)	95.99%	2,251,911	7,227,582	7,546,142	(318,560)	95.78%
Federal grants and contracts	7,200,995	-	-	-	0.00%	6,846,816	-	-	-	0.00%
State grants	709,208	-	-	-	0.00%	617,808	-	-	-	0.00%
Local grants	528,070	-	-	-	0.00%	311,074	-	-	-	0.00%
Auxiliary enterprises	2,223,892	-	-	-	0.00%	2,455,055	-	-	-	0.00%
Other operating revenues	261,174	69,693	105,000	(35,307)	66.37%	356,821	118,762	105,000	13,762	113.11%
Total operating revenues	13,360,322	6,976,671	7,300,698	(324,027)	95.56%	12,839,485	7,346,344	7,651,142	(304,798)	96.02%
Expenses										
Operating expenses										
Administrative	-	6,013,949	6,466,153	452,204	93.01%	-	5,673,501	5,811,407	137,906	97.63%
Institutional	-	5,961,158	6,792,057	830,899	87.77%	-	4,692,128	6,553,258	1,861,130	71.60%
Designated for Institutional Reserve	-	-	280,000	280,000	0.00%	-	-	150,000	150,000	0.00%
Occupational Technical Instruction	-	5,203,869	6,022,650	818,781	86.40%	-	5,618,085	6,111,901	493,816	91.92%
University Parallel Instruction	-	7,064,668	7,279,530	214,862	97.05%	-	6,677,253	6,991,658	314,405	95.50%
Student Services	-	3,964,267	4,478,128	513,861	88.53%	-	4,046,675	4,249,129	202,454	95.24%
Physical Plant	-	2,893,110	3,215,050	321,940	89.99%	-	2,952,275	3,054,853	102,578	96.64%
Unbudgeted Unrestricted	1,197,978	-	-	-	0.00%	1,299,417	-	-	-	0.00%
Continuing Ed (Fund 13)	1,510,295	-	-	-	0.00%	1,199,213	-	-	-	0.00%
Auxiliary enterprises	1,864,093	-	-	-	0.00%	2,281,168	-	-	-	0.00%
Local Grants	199,986	-	-	-	0.00%	25,109	-	-	-	0.00%
TPEG	263,427	-	-	-	0.00%	244,844	-	-	-	0.00%
Institutional Scholarships	-	-	-	-	0.00%	-	-	-	-	0.00%
State Grants	671,157	-	-	-	0.00%	617,808	-	-	-	0.00%
Federal Grants	7,350,952	-	-	-	0.00%	6,846,816	-	-	-	0.00%
Donor Scholarships	224,585	-	-	-	0.00%	351,143	-	-	-	0.00%
Unexpended Plant Fund	119,728	-	-	-	0.00%	145,450	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	683,191	-	-	-	0.00%
Debt Retirement	338,525	-	-	-	0.00%	(159,708)	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	5,981,771	-	-	-	0.00%	736,903	-	-	-	0.00%
Total operating expenses	19,722,497	31,101,021	34,533,568	3,432,547	90.06%	14,271,354	29,659,917	32,922,206	3,262,289	90.09%
Operating Gain/(Loss)	(6,362,175)	(24,124,350)	(27,232,870)	(3,756,574)		(1,431,869)	(22,313,573)	(25,271,064)	(3,567,087)	
Nonoperating revenues										
State appropriations*	-	7,786,102	7,772,636	13,466	100.17%	-	7,945,958	7,930,935	15,023	100.19%
Property tax revenue - Current	1,556,993	18,225,872	19,030,234	(804,362)	95.77%	1,573,770	16,776,366	17,065,129	(288,763)	98.31%
Property tax revenue/Insttit Reserve	-	280,000	280,000	-	0.00%	-	150,000	150,000	-	0.00%
Property tax revenue - Delinquent	67,277	754,280	754,280	-	0.00%	24,934	257,008	257,008	-	0.00%
Property tax revenue - Interest & Penalties	15,919	195,062	195,062	-	0.00%	10,265	118,315	118,315	-	0.00%
Investment income	249,991	235,861	150,000	85,861	157.24%	576,745	297,216	125,000	172,216	237.77%
Other non-operating revenues	454,537	15,856	-	15,856	0.00%	1,031,416	464,151	-	464,151	0.00%
Total nonoperating revenues	3,344,717	27,493,033	27,232,870	260,163	100.96%	3,217,130	26,009,014	25,271,064	737,950	102.92%
Provided by the State										
Revenue for Insurance and Retirement	-	2,397,762	-	2,397,762	0.00%	-	3,704,151	-	3,704,151	0.00%
State Insurance Match	-	(1,128,688)	-	(1,128,688)	0.00%	-	(1,210,128)	-	(1,210,128)	0.00%
State Retirement Match	-	(671,294)	-	(671,294)	0.00%	-	(1,922,271)	-	(1,922,271)	0.00%
State Retiree Insurance	-	(597,780)	-	(597,780)	0.00%	-	(571,752)	-	(571,752)	0.00%
Increase/(decrease) in net assets	(4,017,458)	3,368,683	-	(3,496,411)		1,785,261	3,695,441	-	(2,829,137)	
* State Approp portion generated by CE =	220,347					316,249				
* Institutional Reserve	7,610,059					7,610,059				

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

UNAUDITED

	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	13,360,322	6,976,671	7,300,698	(324,027)	95.56%	12,839,485	7,346,344	7,651,142	(304,798)	96.02%
Nonoperating revenues										
Total nonoperating revenues	2,344,717	27,493,033	27,232,870	260,163	100.96%	3,217,130	26,009,014	25,271,064	737,950	102.92%
Less Expenses										
Operating expenses										
Total operating expenses	(19,722,497)	(31,101,021)	(34,533,568)	(3,432,547)	90.06%	(14,271,354)	(29,659,917)	(32,922,206)	(3,262,289)	90.09%
Increase/(decrease) in net assets	(4,017,458)	3,368,683	-	(3,496,411)		1,785,261	3,695,441	-	(2,829,137)	

- State Approp portion generated by CE = 220,347 316,249
- Institutional Reserve 7,610,059 7,610,059

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

	UNAUDITED 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	1,315,703	1,309,260	(6,443)	100.49%	98,351	1,226,254	1,303,599	77,345	94.07%
Professional Sal	1,070,645	4,477,354	4,920,751	443,397	90.99%	1,050,809	4,237,395	4,608,193	370,798	91.95%
Tech/Clerical Sal	779,986	4,491,573	4,679,950	188,377	95.97%	825,635	4,163,553	4,384,603	221,050	94.96%
Faculty Sal	514,110	10,635,749	11,291,202	655,453	94.20%	580,767	10,539,265	11,119,932	580,667	94.78%
Misc Sal	59,020	70,109	71,245	1,136	98.41%	66,534	89,933	79,195	(10,738)	113.56%
Reg Students Sal	37,947	118,083	214,089	96,006	55.16%	36,205	89,107	200,028	110,921	44.55%
Work Study Students Sal	78,059	-	-	-	0.00%	60,360	-	-	-	0.00%
Staff Benefits	374,147	3,709,879	3,943,717	233,838	94.07%	403,820	2,138,945	3,844,695	1,705,750	55.63%
Subtotal	3,965,238	24,818,450	26,430,214	1,611,764	93.90%	3,122,481	22,484,452	25,540,245	3,055,793	88.04%
Equipment	478,971	130,367	25,000	(105,367)	52.14%	276,145	269,536	20,000	(249,536)	134.76%
Computer Hardware	287,970	30,271	108,810	78,539	27.82%	429,341	91,277	52,460	(38,817)	173.99%
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	59,114	236,361	507,192	270,631	46.64%	120,153	439,179	479,411	40,232	91.61%
Supplies & Exp	2,313,136	3,836,662	5,009,477	1,172,815	76.59%	1,871,362	6,291,980	4,797,760	(1,494,220)	131.14%
Institutional Scholarships	-	267,835	292,000	24,165	91.72%	36,211	83,493	115,330	31,837	72.39%
Financial Aid	6,169,924	-	-	-	0.00%	5,500,343	-	-	-	0.00%
Donor Scholarships	224,585	-	-	-	0.00%	351,143	-	-	-	0.00%
Purchases (Store/Concession)	751,774	-	-	-	0.00%	1,155,939	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	2,400	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	683,191	-	-	-	0.00%
Debt Retirement (Int & Amort)	338,525	-	-	-	0.00%	(159,708)	-	-	-	0.00%
Tax Maintenance Note	5,981,771	1,780,875	1,780,875	-	100.00%	736,903	-	-	-	0.00%
Unexpended Plant	119,728	-	-	-	0.00%	145,450	-	-	-	0.00%
	19,722,497	\$ 31,101,021	\$ 34,533,568	\$ 3,432,547	90.06%	\$ 14,271,354	\$ 29,659,917	\$ 32,922,706	\$ 3,262,289	90.09%
State Insurance Match	-	1,128,688	-	(1,128,688)	0.00%	-	1,210,128	-	(1,210,128)	0.00%
State Retirement Match	-	671,294	-	(671,294)	0.00%	-	1,922,271	-	(1,922,271)	0.00%
State Retiree Insurance	-	597,780	-	(597,780)	0.00%	-	571,752	-	(571,752)	0.00%

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

UNAUDITED

Year-To-Date

	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	220,347			220,347	415,209	(194,862)
Motorcycle Safety	3,225			3,225	5,315	(2,090)
GED	8,181			8,181	5,346	2,835
Law Enforcement	-	-		-	-	-
Academic Overlay	-	-		-	-	-
Real Estate	426			426	-	426
Dental Assistant	79,495	(4,707)		74,788	71,509	3,279
Information Technology Training	-	-		-	-	-
Phlebotomy	51,975	(3,060)	(973)	47,942	16,033	31,909
Medication Aide	38,920	(2,335)		36,585	8,913	27,672
Welding	176,016	(8,864)	(15,165)	151,988	212,622	(60,635)
Certified Nursing	25,498	(1,436)	(1,440)	22,622	75,761	(53,139)
Truck Driving	60,756	(2,405)		58,351	99,710	(41,359)
Center for Professional Workforce Dev	2,802			2,802	-	2,802
Education to Go	5,102			5,102	2,295	2,807
Concealed Handguns	100			100	33	67
Occupational Health & Safety	5,926	-		5,926	1,602	4,324
Community Programs	8,548	(398)		8,150	1,663	6,487
Clinical Medical Assistant	52,915	(2,799)	(6,273)	43,843	13,551	30,292
Vet Assistant	33,670	(1,980)		31,690	18,075	13,615
Yoga	5,000			5,000	3,611	1,389
Human Resource Program	-	-		-	-	-
Activity Director Program	2,040	(122)		1,918	874	1,044
Machinist Program	7,714	(463)		7,251	40,833	(33,582)
TWC Pipefitter Program	39,983	(2,399)		37,584	77,779	(40,195)
STRIVE	90,974	(5,045)		85,929	70,211	15,718
TWC INEOS/TEAM	409,569	(14,022)		395,547	338,580	56,967
TWC Ascend	-	-		-	38	(38)
Industrial Maintenance	-	-		-	97	(97)
TWC Building Construction Trades	89,614	(5,377)	-	84,237	30,635	53,602
Total	1,418,796	(55,412)	(23,851)	1,339,533	1,510,295	(170,762)

*2.83% of the state appropriation for FY 19/20 is attributed to CE hours. This funding is used to offset administrative costs.

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

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

	Unaudited						Total	Prior Year-To-Date
	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center		
Revenue								
Sales & services	258,526		1,451,359	5,190	236,363	14,324	1,965,762	2,179,046
Student Fees		258,130					258,130	276,009
	258,526	258,130	1,451,359	5,190	236,363	14,324	2,223,892	2,455,055
Expenses								
Purchases & Returns			751,386	388			751,774	1,155,939
Salaries	100,008	79,779	212,426		221,920	19,566	633,699	626,666
Staff Benefits	27,076	15,485	53,999		94,178	547	191,285	188,442
Supplies & Other Operating Expenses	111,514	65,433	59,870	1,847	18,035	425	257,124	263,891
Equipment			6,210				6,210	3,304
Building Repairs							-	-
Bank Charges			13,900		2,056	45	16,001	18,126
Contingency							-	2,400
Scholarships		8,000					8,000	22,400
	238,598	168,697	1,097,791	2,235	336,189	20,583	1,864,093	2,281,168
Excess revenue over expenses	19,928	89,433	353,568	2,955	(99,826)	(6,259)	359,799	173,887
Assets:								
Cash & Petty Cash			12,013				12,013	12,068
Accounts Receivable			70,641		3,510		74,151	142,001
Interfund Receivables	293,638	369,744	633,083	5,706	(90,853)	45,736	1,257,054	1,655,603
Prepaid Expenses							-	-
Inventory			239,988	306			240,294	294,116
Total Assets	293,638	369,744	955,725	6,012	(87,343)	45,736	1,583,512	2,103,788
Liabilities:								
Accounts Payable/Gift Certificates	4,523	885	56,057	1	12,188	(192)	73,462	69,752
Deferred Revenue	95,916	95,916			2,524	1,150	195,506	208,892
Deposits							-	-
Total Liabilities	100,439	96,801	56,057	1	14,712	958	268,968	278,644
Restricted Fund Balance (includes inventories)		-	239,988	306			240,294	294,116
Unrestricted Fund Balance	193,199	272,943	659,680	5,705	(102,055)	44,778	1,074,250	1,531,028
Total Liabilities & Fund Balance	293,638	369,744	955,725	6,012	(87,343)	45,736	1,583,512	2,103,788

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	279,034		1,549,107	8,092	311,821	30,992	2,179,046
Student Fees		276,009					276,009
	279,034	276,009	1,549,107	8,092	311,821	30,992	2,455,055
Expenses							
Purchases & Returns			1,155,267	672			1,155,939
Salaries	78,471	66,626	247,100		204,441	30,028	626,666
Staff Benefits	19,200	16,556	69,245		82,647	794	188,442
Supplies & Other Operating Expenses	83,695	53,286	93,068	4,364	29,444	34	263,891
Equipment	3,304						3,304
Building Repairs							-
Bank Charges			17,990			136	18,126
Contingency		2,400					2,400
Scholarships		22,400					22,400
	184,670	161,268	1,582,670	5,036	316,532	30,992	2,281,168
Excess revenue over expenses	94,364	114,741	(33,563)	3,056	(4,711)	-	173,887
Assets:							
Cash & Petty Cash			12,013			55	12,068
Accounts Receivable			139,856	490	1,655		142,001
Interfund Receivables	450,928	414,656	732,164	2,275	3,087	52,493	1,655,603
Prepaid Expenses							-
Inventory			293,810	306			294,116
Total Assets	450,928	414,656	1,177,843	3,071	4,742	52,548	2,103,788
Liabilities:							
Accounts Payable/Gift Certificates	1,911		60,744	15	6,971	111	69,752
Deferred Revenue	103,746	103,746				1,400	208,892
Deposits							-
Total Liabilities	105,657	103,746	60,744	15	6,971	1,511	278,644
Restricted Fund Balance (includes inventories)			293,810	306			294,116
Unrestricted Fund Balance	345,271	310,910	823,289	2,750	(2,229)	51,037	1,531,028
Total Liabilities & Fund Balance	450,928	414,656	1,177,843	3,071	4,742	52,548	2,103,788