

Regular Meeting
Thursday, August 11, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
AUGUST 11, 2022**

It is hereby certified that a notice of this meeting was posted on the 4th day of August 2022, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 4th day of August 2022.



Dr. Robert Exley
President

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

	Budgeted 2021-22	AUGUST 2022	Funded Vacancies
Administrative	14	10	4
Professional	84	74	6
Faculty	118	114	6
Technical Support, Clerical & Maintenance (TSCM)	113	98	10
Total Full-Time (FT) Employees	329	296	26

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Alvaro Manriquez	TSCM / Grounds Equipment Operator	7/15/2022	Termination
2	Charlie Lootens	TSCM / Sgt, Campus Police	7/31/2022	Resignation
3	Jay Burton	FACL / Instructor / Drama	8/31/2022	Retirement
4	Bonny Johnson	FACL / Instructor / Sports & HP	8/31/2022	Retirement
5	Bill Waggoner	FACL / Instructor / Speech	8/31/2022	Retirement

10. **Consent Agenda**
 - 10.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JULY 28, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 28th day of July 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
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College

Beth Nelson
Clay Grover
Alyssa Bullock
Tammy Giffrow
Kyle Marasckin
John Tompkins

Mike Beck
Debra Fontenot
Jeff Parks
Lilly Garcia
Brett Haduch
Alexander Marriott

Patty Sanchez
Chuck Layton
Alan Phillips
Patrick Sanger
George Tacquard
Dick Tyson

Call to Order

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

Certification of Posting of Notice

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Exley 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; Deliberate the purchase, exchange, lease, or value of real property in accordance with Tex. Gov't Code Section 551.072; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 7:01 p.m.

- **Pledge**
- **Invocation**
Invocation by Mrs. Reyes-Hall.

Citizen Inquiries

Mr. Dick Tyson spoke about education, law and a recent positive experience with the Brazoria County Health Department.

Board Comments

The Regent comments included: appreciation of the great support that ACC showed in attending the Lion's Club event, enjoyed the 4th of July event at the college, appreciated the support of the Regents at the Upward Bound program's annual dinner, how well ACC does in providing use of their facilities to the promote the college to the community, and how proud the Chair is of the Board working cohesively to represent ACC at various events.

Approval of the Consent Agenda

Chair Sanchez said that the schedule for Board of Regents Meetings 2022-2023 item would be pulled from the consent agenda for further review, and that she would then entertain a motion to approve the Consent Agenda that included the approval of Minutes of Regular Board Meeting of June 23, 2022, Minutes of the Called Meeting of July 11, 2022 and Minutes of the Board Workshop of July 11, 2022, approval of Reproduction Equipment for Printing Services, approval of Texas Talent Connection Wagner-Peyser "New Beginnings" Grant, the Accelerate Student Success Planning Grant, and the Accelerating Credentials Planning Grant. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Mr. Hoover. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Formal introduction of Dr. Mike Beck, the new Vice President of Instruction, update on the current enrollment numbers and contact hours for the Fall 2022 semester, an update from TACC/TCCEI Quarterly Board meeting regarding the discussion on Legislative strategy, Workforce panel discussion, recap of the Commission on Community Colleges finance, recommendations from TACC, CCATT and TCCTA to the Commission and the Engagement and Advocacy plan for August through December 2022. This report was for information only.

Update on Building K Business Plans

Dr. Exley presented the Regents a comprehensive update report regarding a business plan for the use of Building K. The Regents will review the details for future discussion. This report was for information only.

Consider Approval of Board Policy Update 43, affecting Local Polices CIA(Local), CJ(LOCAL), DGC(Local), DHA(LOCAL), DHB(LOCAL), DHC(LOCAL), ECC(LOCAL), and EDA(LOCAL)

Dr. Exley provided the Policy Update 43 to the Board of Regents at the June 23, 2022 meeting for their review. The motion to approve the update to policies CIA(Local), CJ(LOCAL), DGC(Local), DHA(LOCAL), DHB(LOCAL), DHC(LOCAL), ECC(LOCAL), and EDA(LOCAL) was made by Mr. Starkey. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Consider Approval of ConexED Student Services Management Platform

Ms. Tracy Gorham, founding owner and CEO of ConexED joined the Board meeting via Teams. She explained how Salt Lake Community College influenced her life and was vital to her eventual success as a woman business owner in the highly competitive world of information technology. She presented various components of how the Student Services Management Platform could work for ACC student services and answered questions from the Board. The motion to approve a three-year contract with ConexED for the ConexED Student Services Management Platform not to exceed a total of \$154,061 was made by Dr. Crumm. Seconded by Mr. Starkey. Vote Against: Vice Chair Droege. Motion passed by a vote of 8-1.

Fourth Information Presentation of the Fiscal Analysis and Proposed 2022-23 Budget

Mr. Stager talked about the Fiscal Analysis and proposed 2022-23 Budget updates presented at the Board Workshop of July 11, 2022. The Regents had no further discussion or questions at this time. The next review of the budget will occur at the Board Workshop slated for August 1, 2022. This report was for information only.

Financial Report Ending June 2022

Mr. Marvel made the motion to approve the financial and investment report for June 2022. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of Amendments to President's Contract

Dr. Crumm made the motion that Dr. Exley's contract be extended for one year. Seconded by Mr. Starkey. Motion passed unanimously.

Adjournment

Meeting was adjourned at 8:36 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF AUGUST 1, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 1st day of August, 2022 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College
Tammy Giffrow	Kyle Marasckin
Clay Grover	Beth Nelson

Call to Order

The meeting was called to order by Chair Sanchez at 12:26 p.m.

Certification of Posting of Notice

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

President's Goal Setting Session

Dr. Exley conducted the discussion in setting the President's goals for 2022-23 as related to the implementation of the Strategic Plan and other important areas. The President's goals will be brought before the Board for vote at the August 11, 2022 Board meeting.

2022-2023 Budget and Tax Evaluation Discussion

Mr. Karl Stager informed the Regents that changes, and updates were made to the budget as further information had been received. Several cost-of-living increase scenarios were presented, and Regents had questions and discussion on each of the scenarios. Chair Sanchez asked Dr. Exley to review the Evergreen recommendations and bring back information for future consideration. The Regents will determine tax rate action at the August 11, 2022 Board meeting. This item for information only.

Adjournment

The meeting was adjourned at 1:55 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Consider Approval of Personnel Action (Replacement): Faculty, Drama**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 132-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 27, 2022
SUBJECT: Personnel Action (Replacement): Drama Faculty

The individual listed below has been recommended to fill the full-time position of Faculty, Drama 12 Month.

Candidate

Recommended: Chris Tennison

Education: University of Arkansas
Master of Fine Arts, Theatre

University of St. Thomas
Bachelor of Arts, Theatre/History/Political Science

Experience:	<u>Town Center Theatre</u> Founder/Owner	March 2007 - Present
	<u>The University of St. Thomas</u> Administrative Assistant	February 2008 - Present
	<u>Trike Theatre</u> Associate Artistic Director	May 2018 – Present
	<u>Alvin Community College</u> Adjunct, Drama	August 2013 – December 2014
	<u>The Ensemble Theatre</u> Production Manager	August 2002 – December 2003

Salary: \$79, 523.21 Annual
Grade 12MA / 10 – 2022 Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Drama		
Department:	Drama	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	04/12/2022
Last updated by:	Dean of Arts & Sciences/JM	Date:	4/12/2022

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students through posted office hours and electronic communication
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures
- Attends institutional meetings as required
- Other related duties as assigned

THEATRE PRODUCTION RESPONSIBILITIES

- Determines the season for college productions
- Directs plays for college productions
- Casts plays
- Communicates scenic/lighting/costume/sound/property needs to designers; approves their contributions to the production effort
- Coordinates with musical director and choreographer for musical productions
- Manages budget for theatre operations
- Coordinates with Marketing on Arts Calendar, marketing materials for theatre productions
- Supervises student directing workshop
- Manages acquisition and upkeep of theatre equipment
- Supervises designers and front-of-house operations and personnel
- Coordinates with Physical Plant and others in scheduling events in the theatre
- Assign proper staffing of events in theatre
- Oversees all production requirements for both departmental and extra-departmental productions
- Serves as point of contact for the theatre
- Be on call for all events in theatre

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

MA or MFA degree in Drama or Theatre, or a Master's degree with 18 graduate hours in Drama

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND DATE

X
SUPERVISOR SIGNATURE AND DATE

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

10.C. **Consider Approval of Personnel Action (Relcass): Faculty, Digital
Communication Technology**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 139-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 4, 2022
SUBJECT: Personnel Action (Reclass): Faculty, Digital Communication Technology

The individual listed below has been recommended to fill the full-time position of Faculty, Digital Communication Technology 9 Month.

Candidate
Recommended: Matty Sullivan

Education: University of Houston
Bachelor of Arts, Media Production

Alvin Community College
Associate of Arts, Communications - RTVB

Experience: University of Houston
Videoboard Operations - A2, A3, Camera Grip May 2018 – March 2020

KACC Radio
On-Air Personality / Audio Production August 2018 – December 2019

Houston Livestock Show and Rodeo
Video Production Intern February 2018 – March 2020

Piranha Productions
Camera Operator October 2017 – October 2019

Mike's Garage
Show Producer / On-Air Personality February 2015 – November 2015

Storytellers
Author / Audio Production / Performer March 2014 – September 2016

Live Music Producer / Performances

Audio Production / Engineering

May 2007 – November 2010

Various Film Productions

Production / Screenwriter / Camera Operator

Location Manager / Film Scoring / Film Editing July 1996 – December 1999

Salary:

\$52,992.47 Annual

Grade 9TECH/6 – 2022 Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, Digital Communication Technology	
Department:	Communications	FLSA Status: Exempt
Reports to:	Dean, Professional Technical and Human Performance	Salary Step: Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category: Full-Time Faculty
HR approved:	Human Resources	Date: 6/23/2022
Last updated by:	Dr. Stacy Ebert	Date: 5/16/2022

SUMMARY

This position is for a nine (9) month full-time faculty position in communications. For this position, a demonstrable knowledge of broadcast production is necessary. Such knowledge includes video and audio fundamentals, broadcast lighting techniques, design and construct live video production systems, design, and create live audio production systems, and non-linear editing of video and audio software utilization.

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

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

- Attend institutional meetings as required.
- Other related duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Associate's degree in radio-television-film or related field required
- Bachelor's degree in communications, media production, mass communication or related field preferred

EXPERIENCE

- Three (3) years of industry work experience in a live media production or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Adobe Creative Suite (Premiere Pro and Audition)
- Avid Media Composer
- Audio Mixing
- Video Control Room Operations
- Setup and Strike Live Video Production
- Studio Lighting Operation
- Video and Audio Field Production

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.D. **Consider Approval of Personnel Action (Transfer/New): Faculty, Welding**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 141-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 4, 2022
SUBJECT: Personnel Action: Faculty, Welding

The individual listed below has been recommended to transfer:

- From full-time, non-contractual, non-credit, CE Instructor, Welding 12-Month position
- To full-time, contractual, credit, Faculty, Welding 12-Month position

Candidate

Recommended: Michael Mejia

Education: **Union Boilermaker Apprenticeship** 1997 – 2003

- Certified SMAW Welder
- Certified GMAW & Flux-Core Arc Welder
- Certified GTAW Welder
- Welding various metals using different processes

LaMarque High School Diploma 1997

Experience: **Alvin Community College**
Welding Instructor (Full-Time) November 2016 – Present
Welding Instructor (Part-Time) January 2014 – October 2016

Union Boilermaker Local #132
Journeyman April 2003 – December 2013
Apprenticeship November 1997 – March 2003

Salary: \$79,523.21 Annual
Grade 12TECH / 10 – 2022 Faculty Salary Schedule

RJE:tg


10.E. **Consider Approval of President's Goals for 2022-2023**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 134-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 1, 2022
SUBJECT: President's Goals for 2022-2023

As a means for facilitating the development of the President's Goals for 2022-2023, I offer the following for consideration.

I have found it extremely helpful to establish presidential priorities that align with the College's Strategic Plan and guide the tactical and operational work of the institution. These presidential priorities provide the means to inform our college employees of both the why and the how of our shared work to accomplish our mission. In short, these priorities serve as guiding principles for me as we strive to achieve our goals together.

The 2022-2023 President's Priorities are as follow:

- To support and foster an ACC culture of compassion, encouragement and connectivity.
- To support and foster the acquisition, development and retention of members of the ACC family.
- To support and foster enhanced and innovative workforce development collaborations and partnerships resulting in high-impact ACC education and training programs and products.

As president I am responsible for leading the Collegewide efforts to achieve the following Strategic Goals found in *The Path Ahead: ACC 2023-2025 Strategic Plan*.

ACC 2022-2025 Strategic Goals

- Goal 1: Strengthen student success.
- Goal 2: Cultivate a culture of inclusion, flexibility, innovation, and resiliency.
- Goal 3: Enhance ACC's engagement within the community.
- Goal 4: Respond to Growth within the Region.

With the 2022-2025 Strategic Goals and the 2022-2023 President's Priorities in mind, I have drafted a total of eight possible President's 2022-2025 goals for the Board of Regents' consideration.

Draft of Possible President's 2022-2025 Goals for Regents' Consideration

1. Fully support and engage ACC with the TACC-coordinated advocacy work regarding the recommendations of the Texas Commission on Community College Finance to positively impact the Texas 88th legislative session.
2. Provide leadership, engagement and support for the establishment of a 'Complete College Experience' at Alvin Community College which includes curricular, co-curricular and extra-curricular activities. Examples are high-performing academics, Athletics, Fine & Performing Arts events, multiple active student organizations, and community service.
3. Assure the development of comprehensive professional development opportunities for employees and the establishment of 'Pathways to Internal Promotion and/or Advancement' for the TSCM and Professional employee groups.
4. Expand partnerships with business, industry, and educational providers across the community with special emphasis on the establishment of a regional ACC Business Advisory Council with a minimum membership of ten (10) industry/business leaders and five (5) educational partners.
5. Research partnership options and determine the feasibility for expanding and establishing ACC education and workforce development training facilities in the College's service area.
6. Update the ACC Facilities Master Plan.
7. Complete key facilities projects including such items as parking lots, ongoing ADA compliance & upgrades, determination of K-Building usage, existing deferred maintenance needs, etc.
8. Continue to facilitate the evolution of the current executive leaders into a 'high-performing leadership team" through proactive professional development.

In addition, I offer two individual, professional goals for your review and guidance.

1. Increase my leadership and advocacy skills and/or role within the Texas Association of Community Colleges.
2. Secure a position on either an American Association of Community Colleges' Commission or on its Board of Directors.

RJE:tg


10.F. **Consider Approval of Annual Purchasing Requests for Fiscal Year 2022-23**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 131-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 26, 2022
SUBJECT: Fiscal Year 2023 Annual Purchasing Requests

It is recommended the Board of Regents approve the following purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000.00 during the 2022-2023 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by College and awarded grant funds.

ADMINISTRATIVE AND GENERAL OPERATIONS

Amazon Capital Services, Inc. to provide instructional and miscellaneous goods procured through the OMNIA Partners (formerly U.S. Communities) purchasing cooperative contract, contract number R-TC-17006. The estimated annual expenditure is \$150,000.00

Brazoria County Appraisal District to provide property appraisal services. The sole source number is 1602. The estimated annual expenditure is \$135,000.00

Office Depot Business Services to provide office supplies, furniture, and equipment procured through the OMNIA Partners (formerly National IPA) purchasing cooperative, contract number R190303. The estimated annual expenditure is \$ 150,000.00

Gateway Printing and Office Supply, Inc. and Smarketing Business Systems to provide a variety of furniture (classroom and administrative) procured through multiple purchasing cooperatives, including Texas BuyBoard and HCDE Choice Partners. The estimated annual expenditure is \$200,000.00

Continuation of campus-wide copier lease (executed October 2020- ACC # 21-02) with Xerox-Dahill for twenty-six (26) units at an annual cost of approximately \$ 40,000.00

Rogers, Morris & Grover, LLP to provide legal services. Legal services are classified as professional services according to Texas Government Code §2254 and are exempt from competitive procurement laws pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$150,000.00

In FY 2022, an RFP (#22-64) was solicited by the Purchasing Department and a contract was approved by the Board of Regents for Financial Auditing services. Belt, Harris & Pechacek, LLP, was the successful respondent. The estimated annual expenditure is \$65,000.00

ATHLETICS

Apartments are leased from the following vendors to provide housing for student athletes on scholarship. Leasing of real property does not fall within the requirements for competitive bidding required in Texas Education Code §44.031. The estimated annual expenditure is \$92,000.00

Hillcrest Village Apartments
Huntington Oaks Apartments
Kenton Apartments
Meadow Park Apartments
Newport Oaks Apartments
Willow Creek Manor
Fairway Square Apartments
Steeplechase Apartments

COLLEGE STORE

The following vendors will provide various goods for resale in the College Store procured through Invitation for Bids (IFB) 19-04. The estimated annual expenditure is \$1,215,000.00

Apperson, Inc.
Award Concepts, Inc.
Bedford, Freeman & Worth Publishing Group, LLC
Blue 360 Media, LLC
Cengage Learning, Inc.
Elsevier
Goodheart-Willcox Publisher
Herff Jones, LLC
IndiCo, LLC
Koza's, Inc.
Macmillan Learning
McGraw-Hill Education
Mercer Tool Corp.
Morton Publishing Company
Nebraska Book Company, Inc.
Paradigm Publishing, Inc.
Pearson Education, Inc.
RedShelf, Inc.
Sage Publishing
TestOut Corporation
Vistar Corporation
W.W. Norton, Inc.

FACILITIES

City of Alvin to provide trash removal, water, and sewer services. This is as a sole source provider in a regulated market; sole source number 1603. The estimated annual expenditure is \$179,500.00

Facilities Sources to provide job order contracting and disaster recovery services as needed procured through the Purchasing Cooperative of America (PCA) purchasing cooperative program, contract numbers 3-125-15, 3-193-18, and 3-169-17. The estimated annual expenditure is \$200,000.00

ProEnergy Partners, LP to provide natural gas procured by Tradition Energy in 2018. The estimated expenditure is \$150,000.00

Lange Mechanical for heating, ventilation, and air conditioning (HVAC) services and equipment as needed procured through Choice Partners purchasing cooperative contract, contract number 19/036MR-04. The estimated annual expenditure is \$100,000.00

Entech Sales and Service, LLC for the provision of additional HVAC services, including preventative maintenance, as needed. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 638-21. The estimated annual expenditure is \$150,000.00

TXU Energy to provide electricity services procured by Tradition Energy in 2016. The new TXU agreement, signed April 27, 2020 will become effective May 1, 2023 with a new kW rate of \$0.0388. The estimated expenditure is \$747,500.00

Brightview Landscape Services for the continuation of a Board approved contract (#22-15) for campus-wide landscaping service. The estimated expenditure is \$80,100.00 per year.

INFORMATION TECHNOLOGY

Blackboard, Inc. to provide the College's hosted learning management system procured through the Choice Partners purchasing cooperative, contract number 17/026KH-08. The estimated annual expenditure is \$140,000.00

CDW-G to provide software licenses, computer supplies, and equipment procured through various cooperative contracts programs; DIR, OMNIA Partners (formerly National IPA), and Sourcewell (formerly National Joint Powers Alliance (NJPA)). The estimated annual expenditure is \$250,000.00

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditure is \$150,000.00

Dell Marketing, LP to provide computer supplies and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The estimated annual expenditure is \$325,000.00

Ellucian Company, LP to provide the College's enterprise resource planning (ERP) system and related services procured through Request for Proposals (RFP) 17-09. The estimated annual expenditure is \$575,633.00.

Logical Front to provide server and infrastructure hardware and related services procured through the DIR purchasing cooperative, contract number DIR-TSO-3763 as an authorized Dell Marketing LP reseller. The estimated annual expenditure is \$125,000.00

Square 3 (formerly PCCare, Inc.) to provide computer supplies and equipment procured through the Choice Partners purchasing cooperative, contract number 18/056KD-47. The estimated annual expenditure is \$125,000.00

Touchnet Information Systems, Inc. to provide the College's E-Commerce solution and related services procured through RFP 18-01. The estimated annual expenditure is \$225,000.00

Zogotech to provide data analytics software. The initial purchase and implementation were procured through a DIR purchasing cooperative contract in 2015. The estimated annual expenditure is \$75,000.00

EAB Navigate to provide Advising Case Management and wrap around care units. The estimated annual expenditure is \$117,204.00

Datavox to provide miscellaneous information technology products. The estimated annual expenditure is \$115,000.00

Columbia Advisory Group provides cybersecurity consulting and services. The estimated annual expenditure is \$125,000.00

INSTRUCTIONAL

Ascend Learning, Assessment Technology Institute (ATI) for the provision of National Council Licensure Examination (NCLEX) nursing license preparation for both LVN and ADN. This service was solicited for and the contract approved by the Board of Regents in January 2022. The estimated annual expenditure is \$312,750.00

The following vendors will provide medical equipment and supplies procured through purchasing cooperative programs; BuyBoard and OMNIA Partners (formerly National IPA). The estimated annual expenditure is \$125,000.00

Laerdal Medical Corporation
Pocket Nurse

RJE:tg

11. **President's Report**
12. **Consider Approval of Board of Regents Meeting Dates 2022-2023**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 136-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 1, 2022

SUBJECT: Schedule of Board Meeting Dates for 2022-2023

The College Board adopts a schedule for Board meetings taking into consideration the College calendar as it applies to students. In reviewing academic year 2022-2023, most Board meetings are proposed for the third or fourth Thursday of the month, with a few exceptions due to scheduled college events, state or national meetings, and various holidays. Board Workshops are also scheduled for various Monday afternoons throughout the year. All meetings and workshops are scheduled in compliance with Texas Open Meetings Rules and Regulations.

It is recommended that the Board approve the attached schedule for academic year 2022-2023.

RJE:tg

ALVIN COMMUNITY COLLEGE
BOARD of REGENTS
MEETING SCHEDULE with REGULAR MEETINGS and WORKSHOPS
September 2022 - August 2023

Friday- Saturday	September 9-10, 2022	Board Workshop/Retreat	Friday 3:00-8:00 p.m. Saturday 8:30- 3:30 p.m.
Thursday	September 22, 2022	Regular Board Meeting	6:00 p.m.
Thursday	October 20, 2022	Regular Board Meeting	6:00 p.m.
Thursday	November 17, 2022	Regular Board Meeting	6:00 p.m.
Thursday	January 12, 2023	Regular Board Meeting	6:00 p.m.
Thursday	February 23, 2023	Regular Board Meeting	6:00 p.m.
Thursday	March 23, 2023	Regular Board Meeting	6:00 p.m.
Monday	April 17, 2023	Board Workshop	NOON – 3:30 p.m.
Thursday	April 27, 2023	Regular Board Meeting	6:00 p.m.
Thursday	May 25, 2023	Regular Board Meeting	6:00 p.m.
Monday	June 12, 2023	Budget Workshop	NOON – 3:30 p.m.
Thursday	June 22, 2023	Regular Board Meeting	6:00 p.m.
Thursday	July 20, 2023	Regular Board Meeting	6:00 p.m.
Monday	August 7, 2023	Budget/Goal Setting Workshop	NOON – 3:30 p.m.
Thursday	August 17, 2023	Regular Board Meeting	6:00 p.m.

Approved DATE


13. **Consider Approval of the Learning Lab Playground Covering**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 133-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 27, 2022
SUBJECT: Learning Lab Playground Shade Covering

Recently, the College was provided grant funding for the purpose of shading the playground of the Learning Lab. As a result, staff contacted Shade Structures, dba USA-Shade to assist us with this project. The reason this company was considered is because they assisted the College and the City with the shading of the Hugh Adams park, adjacent to the College in 2020. Our approach was to ensure matching shade systems for continuity.

Shade Structures, dba USA-Shade is a contracted vendor with Buyboard, # 592-19. This purchase, through the Buyboard will satisfy both State and College procurement requirements.

The shade structure, with installation, will cost \$ 57,675.00 and an approximate cost for City of Alvin permitting might be an additional \$ 4,000.00, for a total of \$ 61,675.00. The grant of \$25,000.00 is from Tour De Braz Bike Club and the Friends of Alvin Parks. The remainder of the cost will be from the Child Care Relief Funds.

Staff requests that the Board of Regents approve a purchase with Shade Structures, dba USA-Shade, for the furnish, set-in-place and installation of shade system for the Learning Lab playground in the amount of \$ 61,675.00.

RJE:tg

14. **Consider Adoption of the 2022-2023 Fiscal Year Budget**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 140-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 4, 2022
SUBJECT: Consider Adoption of Budget for 2022-2023 Fiscal Year

Based on the discussions from the Board workshops on June 13, July 11, and August 1, 2022, and the Board meetings on June 23 and July 28, 2022, the proposed Maintenance and Operations Budget for 2022-2023 totals approximately \$41,294,733 with either one of two 3% pay raise scenarios or one of two 4% pay raise scenarios (see attachment of budget detail).

This budget includes three new positions and fourteen positions that were repurposed, increased hours or were reclassified. The semi-annual payments for the Maintenance Tax Note are included.

It is believed that this budget would be attainable by the board adopting the No New Revenue Rate, which does not require a tax hearing. The resulting tax rate, if approved at the September 22, 2022 Board meeting will be lower than our current 2021-2022 tax rate. The certified taxable value from Brazoria County Appraisal District is \$16,589,361,766. The appropriations from the state for the 2022-2023 year, are the same as the current fiscal year as this is the second year of the year of the biennium, a total of \$7,587,622 (see Revenue worksheet).

At the writing of this memo the College has not received the final tax calculations. It is recommended that the Board of Regents consider the budget of \$41,294,733 as presented and take into consideration the differential that could occur with the final revenue generated if a No New Revenue Rate is adopted at the September 2022 Board meeting. An updated proposal reflecting this No New Revenue Rate change should be available at the time of the August 11, 2022 Board meeting. On September 1, 2021, the Business Office will input the budget including full-time employee budget line items based upon the adoption of the compensation plan and Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

RJE:tg

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2022-2023

2nd Version Shows 1% Increase in Tuition and Fees Compared to 2021-22

	2022-2023		2021-2022			2020-21	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board		\$ 7,587,622		\$ 7,587,622	\$ -	0.00%	\$ 7,772,636
Local - Tuition and Fees							
In-District	\$ 2,236,533		\$ 2,214,389		22,144	1.00%	
Out-of-District	4,371,894		4,328,608		43,286	1.00%	
Out of State/Foreign	361,853		358,270		3,583	1.00%	
Fees	1,310,523		1,297,548		12,975	1.00%	
Total Tuition and Fees	8,280,803		8,198,815				
Exemptions	(1,525,197)		(1,510,096)		(15,101)	1.00%	
All Tuition and Fees Less Exemptions		6,755,606		6,688,719	66,887	1.00%	6,052,116
Miscellaneous Income							
Interest on CDs	125,000		75,000		50,000	66.67%	
Testing Fees	70,000		75,000		(5,000)	-6.67%	
Total Miscellaneous Income		195,000		150,000	45,000		127,500
CARES Funds		-		245,993			418,000
Audited Fund Balance		-		-			720,749
M&O Taxes	Estimated	26,756,505		23,756,505	3,000,000	12.63%	21,594,420
Total Revenues		41,294,733		38,428,839		0.00%	36,685,421
M & O Budget		41,294,733		38,428,839	2,865,894	7.46%	36,685,421
Difference		-		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	Pending
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	Pending
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	Pending

Total for Maintenance and Operations		38,428,839	39,676,080
Increase		38,428,839	1,247,241 3.25%
Changes in Positions/New Positions			
Changes in Positions	181,895.00		39,857,975 1,429,136 3.72%
New Positions	279,325.00		40,137,300 1,708,461.00 4.45%
3% for Salaries > \$60K & All PT. \$1800 Flat amount for Salaries <60K			
FT Faculty and Staff	612,623.00		
Total M&O			40,749,923 2,321,084 6.04%
Total M&O with PT	31,351.00		40,781,274 2,352,435 6.12%
4% for Salaries >\$45K & All PT. \$1800 Flat amount for Salaries <45K			
FT Faculty and Staff	765,246.00		
Total M&O			40,902,546 2,473,707 6.44%
Total M&O with PT	41,801.00		40,944,347 2,515,508 6.55%

15. **Consider Approval of a Tax Rate for the 2022-2023 Fiscal Year**

16. **Consider Approval of Investment Policy**

17. Financial Report

18. **Adjournment**