

Regular Meeting  
Thursday, August 12, 2021 6:00 PM

ALVIN COMMUNITY COLLEGE  
3110 Mustang Road  
Alvin, TX 77511

## **Agenda**

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

**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
AUGUST 12, 2021**

It is hereby certified that a notice of this meeting was posted on the 5<sup>th</sup> day of August 2021, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 5<sup>th</sup> day of August, 2021.

  
\_\_\_\_\_  
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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 116-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: August 5, 2021

SUBJECT: Personnel Action (Replacement): CE Director, Health Programs

The individual listed below has been recommended to fill the full-time position of CE Director, Health Programs.

**Candidate**

**Recommended:** Stuart Jackson

**Education:**

**University of Houston**  
M.S., Allied Health Education & Administration

**Sam Houston State University**  
B.S., Kinesiology

**Experience:**

- UTMB**  
Medical Educator-Standardized Patient Training July 2019 – Present
- UTMB**  
Exercise Physiologist May 2018 – June 2019  
Enrollment Specialist October 2017 – May 2018  
Training Specialist II September 2016 – May 2018
- College of the Mainland**  
Academic Advisor January 2016 – October 2017  
Allied Health CE Instructor July 2015 – October 2017
- Santa Fe ISD**  
Head Athletic Trainer February 2010 – January 2016
- United States Army National Guard**  
Specialist December 2012 – May 2015

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**Salary:** \$78,542.04  
2020-21 Administrative/Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director, Allied Health Programs</b>		
<b>Department:</b>	CEWD	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean, CEWD	<b>Grade Level:</b>	210
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	05/26/2021
<b>Last updated by:</b>	CG/SE	<b>Date:</b>	05/25/2021

### SUMMARY

This position will work closely with the Dean of Continuing Education Workforce Development (CEWD) division, and is responsible for new program identification and development, course planning, scheduling, coordination, and implementation of Continuing Education Allied Health Programs. In addition, the Director is responsible for the hiring and supervision of program coordinators and instructors who are employed to deliver instruction and training in the Allied Health Programs.

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

- Responsible for leadership, planning, implementation, and evaluation of non-credit health related programs including, but not limited to: Activity Director, Certified Nurse Assistant, Clinical Medical Assistant, Dental Assistant, Medication Aide, Non-Certified Radiological Technician, Pharmacy Technology, Phlebotomy, and Veterinarian Assistant.
- Recruit, employ, and retain adequate numbers of part-time and full-time instructors as well as program coordinators who meet the required educational and experiential criteria for teaching in programs assigned to the Director.
- Develop Allied Health programs' schedule, coordinate operation of program, and assign work assignments and responsibilities to instructors and staff.
- Prepare and approve curriculum in collaboration with discipline-specific instructors, advisory committees, and the Dean of CEWD to ensure programs meet national accreditation and state approved standards, if applicable.
- In collaboration with the Dean of CEWD, prepare, manage, and maintain oversight of the budget for health programs.
- Preparation and oversight of program reports for the institution and accrediting agency, when appropriate.
- Serve as liaison, college representative, and/or presenter for external organizations, institutions, and professional groups.
- Represent the College in a positive manner by establishing working partnerships with hospital educators and trainers of ancillary personnel to assess training priorities and long-range training needs.
- Recommend new programs or changes in existing programs based on analysis of local, state, and national trends.
- Schedule, plan, and maintain Advisory Committee membership, meetings, and minutes, as applicable.
- Support and maintain an inclusive learning environment where diverse perspectives are recognized and respected.
- Strive to achieve and maintain cultural diversity in staff and student populations.
- Provide program instruction when appropriate.

- Maintain availability to students, instructors, and staff.
- Assist in the resolution of student concerns related to Allied Health Programs.
- Provide periodic updates to the Dean of CEWD on status of instructional programs and projects.
- Assist instructors and program coordinators in identifying and meeting professional goals.
- assign instructors as needed.
- Attend institutional meetings as required.
- Other duties as assigned.

### **QUALIFICATIONS**

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

### **EDUCATION**

- Minimum of Associate degree in an Allied Health or related field from a regionally accredited institution.
- Must hold a license to practice in an Allied Health field.
- Bachelor's Degree in an Allied Health related field from a regionally accredited institution preferred.

### **EXPERIENCE**

- Minimum of three (3) years of work experience in a health-related program.
- Teaching experience in a higher education institution preferred.
- Minimum of two (2) years of experience in managing a health-related program preferred.
- Supervisory experience preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires knowledge of health-related occupations and the educational training needs for these occupations.
- Must have an awareness of and an ability to research state trends/issues, accreditation standards, and licensing/certification requirements in occupations related to health programs.
- Must exhibit positive human relation skills and possess proficiency in verbal and written communication.

### **WORK ENVIRONMENT**

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

### **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.**



**Your College**  **Right Now**

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 121-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** August 5, 2021  
**SUBJECT:** 2018-2021 Junior College Safety and Security Audit

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Enclosed you will find a copy of Alvin Community College's response to the required 2018-2021 Junior College Audit Report Questions.

RJE:tg

# 2018-2021 Junior College Audit Report Questions

**Instructions:** Using information collected during your district facility safety and security audit, please answer the following questions as they pertain to the current audit cycle.

## Section 1

### Contact Information and District Demographics

1. First name of person reporting audit data

Charlie

2. Last name of person reporting audit data

Lootens

3. Title of person reporting audit data

Administrative Sergeant

4. Direct email address for person reporting

clootens@alvincollege.edu

5. Direct phone number for person reporting (xxx-xxx-xxxx)

281-756-3702

6a. Are you the college president?

- Yes
- No

\*\* (If Yes, skip to #7. If No, answer #6b-d.) \*\*

6b. Who is your college president?

Dr. Robert Exley

6c. Direct e-mail for college president

rexley@alvincollege.edu

6d. Direct phone number for college president (xxx-xxx-xxxx)

281-756-3598

7. College district cumulative enrollment (Enter as whole number, no commas.)

7822

8. In which counties does your district have campuses? (Separate the list of counties with commas.)

Brazoria County

9. Number of district campuses (Numbers only please.)

1

10. How many instructional facilities are present in your district? (Numbers only please.)

18

11. How many non-instructional facilities are present in your district? (Numbers only please.)

2

## Section 2

### Safety and Security Audit

12. Does the college district have a committee or working group to consider safety and security related issues and recommended improvements for the college district?

- Yes
- No

13a. Has a safety and security audit been completed for some or all facilities in your district?

- Yes
- No

Reference: TEC §37.108(b)

\*\* (If Yes, answer #13b and #13c. If No, skip to #20a) \*\*

13b. How many instructional facilities were audited? Please provide the number completed. (Numbers only please.)

Note: Number should not be greater than \_\_. That is the answer you provided in question #10.

18

13c. How many non-instructional facilities were audited? Please provide the number completed. (Numbers only please.)

Note: Number should not be greater than \_\_. That is the answer you provided in question #11.

2

14. Have the safety and security audit results of your college district's campuses been reported or scheduled to be reported to the college district's Board of Trustees?

- They have been reported.
- They are scheduled to be reported at an upcoming board meeting.

(Please enter date as mm/dd/yyyy) 08/12/2021

- No, they have not been reported and they have not been scheduled to be reported. Reference:

TEC §37.108(c)

15. Has the district safety and security audit been signed by your college president?

- Yes
- No

Reference: TEC §37.108(c)(2)

**16. Who conducted your college district's safety and security audit? (Check all that apply.)**

- District employees
- Insurance provider or risk pool
- Local first responders (not district employees)
- Other (please specify): \_\_\_\_\_

**17. Which of the following entity's audit procedures did your college district utilize to conduct your safety and security audit? (Check all that apply.)**

- Texas School Safety Center
- Locally developed with input from the district
- Locally developed with input from first responders
- Locally developed with input from emergency management
- Insurance provider or risk pool
- Education Service Center (please specify the region): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

Reference: TEC §37.108(b)

**18. Which of the following elements were reviewed during your college district's safety and security audit? (Check all that apply.)**

- Interior of facilities
- Exterior of facilities
- Surrounding environment
- Campus climate
- Data and documents
- Multi-Hazard Emergency Operations Plan
- Other (please specify): \_\_\_\_\_
- None of these elements

**19. What tools did you use to complete your junior college district safety and security audit? (Check all that apply.)**

- TxSSC Higher Ed Safety and Security Audit Toolkit

- Education Service Center audit checklist
- Private contractor audit checklist
- Junior College District internal audit checklist
- Other (please specify): \_\_\_\_\_

### Section 3

## Emergency Management/Planning

20a. Has your college district adopted a Multi-Hazard Emergency Operations Plan?

- Yes
- No

Reference: TEC §37.108(a)

\*\* (If Yes, answer #20b-k. If No, skip to #21a.) \*\*

20b. Do satellite locations of the college district have campus-specific emergency response plans?

- Yes, 2018 & 2019
- No, 2020 & 2021

20c. Is your college district's Multi-Hazard Emergency Operations Plan reviewed at least annually?

- Yes
- No

Reference: TEC §37.108(c-2)(2)

\*\* (If Yes, answer #20d. If No, skip to #20e.) \*\*

20d. Is your college district's Multi-Hazard Emergency Operations Plan updated as needed based on findings from your annual review?

- Yes
- No

20e. Does your college district's Multi-Hazard Emergency Operations Plan address the following five phases of emergency management?

<u>Prevention</u>	Yes	No
<u>Mitigation</u>	Yes	No
<u>Preparedness</u>	Yes	No

<u>Response</u>	Yes	No
<u>Recovery</u>	Yes	No

Reference: TEC §37.108(a)

**20f. Does your college district's Multi-Hazard Emergency Operations Plan include provisions for those with disabilities and/or access and functional needs?**

- Yes
- No

**20g. Does your district have the following plans/provisions in place?**

<u>Continuity of Operations Plan (COOP)</u>	Yes	No
<u>Cybersecurity</u>	Yes	No
Communicable Disease	Yes	No
<u>Evacuation / Reunification</u>	Yes	No
Special events (e.g., events, graduation)	Yes	No
Active threat	Yes	No

**20h. Does your district's Multi-Hazard Emergency Operations Plan provide training in responding to an emergency for district employees?**

- Yes
- No

Reference: TEC §37.108(a)(1)

**20i. Does your district's Multi-Hazard Emergency Operations Plan provide measures to ensure district employees have classroom access to a telephone, a cellular telephone or another electronic communication device allowing for immediate contact with: (Check all that apply.)**

- District emergency services/agencies
- Law enforcement agencies
- Health departments
- Fire departments
- No, none of these

Reference: TEC §37.108(a)(2)

**20j. Does your district's Multi-Hazard Emergency Operations Plan provide measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency?**

- Yes
- No

Reference: TEC §37.108(a)(3)

**20k. Which of the following entities were involved in the development of the Multi-Hazard Emergency Operations Plan for your college district? (Check all that apply.)**

- Department of State Health Services (DSHS)
- Local emergency management agencies
- Regional emergency management agencies
- State emergency management agencies
- Junior college district police department
- Local law enforcement agencies
- Regional law enforcement agencies
- Local health departments
- Regional health departments
- Fire departments
- Emergency Medical Services (EMS)
- Other university or college
- Volunteer organizations
- School districts (K-12 dual attendance)
- Other (please specify) \_\_\_\_\_
- None of these entities were involved

Reference: TEC §37.108(a)(5)

**20l. Does your district multi-hazard emergency operations plan mandate the following types of drills? (Check all that apply.)**

- Fire Evacuation Drills
- Evacuation Drills (non-fire)
- Lockdown Drills
- Secure (Lockout) Drills
- Shelter for Weather
- Shelter-in-Place for Hazmat
- Hold
- Reunification
- None of these

21a. Has your college district conducted a hazard analysis or similar assessment to identify and prioritize unique hazards?

- Yes
- No

\*\* (If Yes, answer #21b. If No, skip to #22a.) \*\*

21b. Who did your college district collaborate with in conducting your hazard analysis? (Check all that apply.)

- Local/county emergency management
- Local first responders (Police/Fire/EMS)
- State agency
- Private consultant
- Other (please specify): \_\_\_\_\_
- No collaboration took place

22a. Have all district instructional facilities conducted the following drills within the last year? (Check all that apply.)

- Fire Evacuation Drills
- Evacuation Drills (non-fire)
- Lockdown Drills
- Secure (Lockout) Drills
- Shelter for Weather
- Shelter-in-Place for Hazmat
- Hold
- Reunification
- None of these-Due to campus wide major construction

22b. Have all district non-instructional facilities conducted the following drills within the last year? (Check all that apply.)

- Fire Evacuation Drills
- Evacuation Drills (non-fire)
- Lockdown Drills
- Secure (Lockout) Drills
- Shelter for Weather

- Shelter-in-Place for Hazmat
- Hold
- Reunification
- None of these-Due to campus wide major construction

**23. Does your college district provide/include emergency response training at least annually to the following groups? (Check all that apply.)**

- Administrators
- Full-time faculty
- Part-time or adjunct faculty
- Staff
- Students
- Volunteers
- Emergency responders
- Contractors
- None of these

Reference: TEC §37.108(a)(1)

**24. Does your college district conduct after-action reviews following each: (Check all that apply.)**

- Drill
- Exercise
- Actual emergency
- Special event
- None of these

**25a. Which of the following agreements does your college district have in place pertaining to safety and security? (Check all that apply.)**

- Memoranda of Understanding (MOU)
- Mutual Aid Agreements (MAA)
- Interlocal Agreements (ILA)
- Other (please specify): \_\_\_\_\_
- No agreements are in place

Reference: TEC §37.2121(d)(1)(2)(3)

**\*\* (If any agreement is selected above, answer #25b. If "No agreements are in place," skip to #26a.) \*\***

**25b. With whom has your district entered into Memorandum of Understanding, Mutual Aid Agreements, Interlocal Agreements, and/or similar agreements? (Check all that apply.)**

- Department of State Health Services (DSHS)
- Local and/or regional public health department
- Local emergency management
- Law enforcement
- Fire department
- Emergency Medical Services (EMS)
- Neighboring district
- Off-campus evacuation sites/reunification sites
- Volunteer organizations
- Behavioral health providers (e.g., Local mental health authorities, private practitioners, etc.)
- Other (please specify): \_\_\_\_\_

Reference: TEC §37.2121(d)(1)(2)(3)

**26a. Has your district identified key personnel who are responsible for specific emergency functions?**

- Yes
- No

**\*\* (If Yes, answer #26b-c. If No, skip to #27.) \*\***

**26b. Have key personnel, responsible for specific emergency functions, been trained in the National Incident Management System (NIMS)?**

- Yes
- No

**26c. Have key personnel, responsible for specific emergency functions, been trained in the Incident Command System (ICS)?**

- Yes
- No

**27. Which of the following modes of mass notification does your junior college district use to communicate information to students, staff, and faculty? (Check all that apply.)**

- Text message
- Email
- Reverse 911 call or text message

- Classroom notification boards
- Signage boards around campus (outside of classrooms)
- Social media
- Junior college website
- Other (please specify): \_\_\_\_\_
- The junior college does not have a mass communication system

**28. Are all mass notification systems tested at least annually?**

- Yes 10
- No

**Section 4**

**Additional Safety and Security Information**

**29a. Which of the following sources of safety personnel does your college district utilize? (Check all that apply.)**

- College district police department
- Local or county peace officers
- State Police/Game Warden
- District security personnel (employees)
- Private security officer (contracted)
- Other (please specify): \_\_\_\_\_
- None

\*\* (If "College district police department" is selected above, answer #29b, then skip to #30a.) \*\*

\*\* (If "District security personnel" is selected above, skip to #29c, then proceed to #30a.) \*\* \*\*

(All other options above, skip to #30a.) \*\*

**29b. How many peace officers are employed by the college district police department? (Numbers only please.)**

10

**29c. How many district security personnel are employed by the college district police department? (Numbers only please.)**

0

**30a. Has your college district designated an individual in an Emergency Management Coordinator role?**

- Yes

- No

**\*\* (If Yes, answer #30b. If No, skip to #31a.) \*\***

**30b. Is this position full-time or part-time (in addition to other duties)?**

- Full Time
- Part Time

**31a. Does your junior college district have safety and security procedures in place for minors attending programs on campus?**

- Yes
- No

**\*\* (If Yes, answer #31b. If No, skip to #32a.) \*\***

**31b. Do these procedures address the following: (Check all that apply.)**

- Fire drills for classrooms with minors in attendance
- Parent-student reunification for minors in the event of an emergency
- Registered sex offenders in proximity to classes attended by minors
- None of these

**32a. Does your junior college district have a behavioral threat assessment process that includes identifying concerning or prohibited behaviors and prescribes interventions?**

- Yes
- No

**\*\* (If Yes, answer #32b-e. If No, skip to #33a.) \*\***

**32b. Does your junior college district's behavioral threat assessment team work with a larger system of support, such as counseling and mental health providers?**

- Yes
- No

**32c. Does your junior college district behavioral threat assessment team include members of the following areas of expertise: (Check all that apply.)**

- Counseling
- Behavior management
- Mental health/substance use
- Classroom instruction

- Special education
- School administration
- School safety/security
- Emergency management
- Law enforcement
- None of these

**32d. How many members of the behavioral threat assessment team have completed behavioral threat assessment training?**

- None
- Less than 25%
- 25% or more but less than 50%
- 50% or more but less than 75%
- 75% or more but less than 100%
- 100%

**32e. Which behavioral threat assessment training model was the behavioral threat assessment team trained in? (Check all that apply.)**

- Texas School Safety Center
- SIGMA Threat Management Services (aside from TxSSC)
- Salem-Keizer Student Threat Assessment System
- Dewey Cornell Comprehensive School Threat Assessment Guidelines
- Dewey Cornell Virginia Student Threat Assessment Guidelines
- Other (please specify): NaBITAs \_\_\_\_\_

**33a. Does your district use some form of an anonymous reporting system for behavioral threat assessment?**

- Yes
- No

**\*\* (If Yes, answer #33b. If No, skip to #34.) \*\***

**33b. Please specify the name of the anonymous reporting system for behavioral threat assessment:** A.C.T.-Assessment & Care Team

**34. Does your junior college district have a suicide prevention plan?**

- Yes
- No

**35. In your opinion, do you agree or disagree that safety and security has improved in your college district since the last audit cycle (2015-2018)?**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

**36a. During the past three-year audit cycle, has your college district utilized any resources developed by the Texas School Safety Center to support safety and security programs, plans, or practices? (Check all that apply.)**

- In-person training
- Conferences
- Online tools
- Videos
- Publications
- No TxSSC resources were utilized.

**\*\* (If "No TxSSC resources were utilized" is selected, end survey. If any other option above is selected, answer #36b.) \*\***

**36b. Do you agree or disagree that these resources have been useful to your district in improving or supporting safety and security efforts?**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

## Section 5

### Glossary

The following definitions will assist in answering the audit report questions. The terms are defined within the context of conducting and reporting of a district facility safety and security audit.

**After-Action Review**: A structured review or debrief process that analyzes what happened, why it happened, and lessons learned, or best practices identified, in a forum that includes participants and responsible program managers. It should also include a provision for making corrective actions as indicated from the review of actions taken.

**Audit Procedures**: Processes and steps used during a safety and security audit to aid in the identification of conditions and/or procedures that need improvement to create and maintain safe and secure campuses and facilities.

**Behavioral Threat Assessment**: A proactive, evidence-based approach for identifying individuals who may pose a threat and for providing interventions before a violent incident occurs.

**Behavioral Threat Assessment Team**: A multidisciplinary and multiagency team established by the district board of trustees to assess harmful, threatening, or violent behavior as defined in TEC Sec 37.115. (TxSSC note: Junior College Districts are not required to adhere to TEC 37.115 but the team makeup is a best practice).

**Campus**: Any location that is owned, leased, or controlled by a school or junior college district that supports educational, administrative, or support services. Campuses may include but are not limited to all instructional locations, off-campus educational units, higher education teaching sites, and non-instructional facilities. A campus may include all of the structures at a location including but not limited to instructional facilities and noninstructional facilities.

**Campus Climate**: Refers to the quality and character of campus life as it relates to norms and values, interpersonal relations and social interactions, and organizational processes and structures.

**Continuity of Operations Plan (COOP)**: Program guidance to continue district business, education, and other essential functions in the event of a disruption initiated by natural, human, or technological impacts causing the loss of facilities, technology, or the workforce.

**Current Audit Cycle**: The three-year period during which a safety and security audit is required (TEC §37.108(b)) to be conducted in the district.

**Cybersecurity**: Measures taken to protect a computer or computer system against unauthorized access or attack.

**Data and Documents**: Climate or safety survey results, discipline reports, and/or other documentation that can inform staff of trends affecting the safety and security of the campus.

**Drill**: A set of procedures that test a single, specific operation or function. Drill examples include evacuating for a fire or locking down from an internal threat. An action designed to test, maintain, and evaluate skills in a particular operation or component of an emergency response plan.

**Emergency Management**: An integrated approach to the management of emergencies using the emergency phases (prevention, mitigation, preparedness, response, and recovery) for all types of emergencies and disasters (natural, technological, or human-caused).

**Emergency Management Coordinator:** An individual in a district role whose duties include responsibilities associated with coordinating, communicating, and monitoring emergency management development and operations. Roles may vary based on district needs and organizational structure.

**Evacuation:** A response action schools take to quickly move students and staff from one place to another. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from the threat. Evacuation examples include a bomb threat or internal gas leak.

**Exercise:** An exercise is an instrument to train for, assess, practice, and improve performance in mitigation/prevention, preparedness, response, and recovery in a risk-free environment.

**Exterior of Facilities:** The outside area of a district facility that is owned, leased, or considered property of the district.

**Facilities:** See definitions for Instructional Facilities and Non-Instructional Facilities.

**Fire Evacuation Drills:** A method of practicing how a building would be vacated in the event of a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.

**Hazard Analysis:** An analysis of the unique hazard picture for the college district, including human-caused, natural, and technological hazards. The overall district hazard analysis should include common and unique hazards of each facility.

**Hold:** A response action schools take when hallways need to be cleared. Subsequent bells and any/all scheduled class changes are disregarded. Movement throughout building is stopped until an all-clear signal is given.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Instructional Facilities:** Buildings and/or structures owned, leased, or used by a district occupied and/or utilized by students, employees, and/or district contract service providers where academic instruction occurs on a regular basis.

**Interior of Facilities:** The inner or indoor locations within a campus or district facility.

**Interlocal Agreement:** An interlocal agreement is used when a district is performing for or receiving a service from a local government entity, such as a city, county, or education service center (ESC).

**Key Personnel:** Personnel that have been identified with a role in emergency preparedness, incident management, response, continuity, and/or recovery.

**Lockdown Drills:** A response action schools take to secure interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.

**Memorandum of Understanding:** Written agreements that define the responsibilities of each party, provide the scope and authority of the agreement, clarify terms and timelines and outline compliance issues. Situation and need dictate the best type of agreement or whether one is even needed. Usually, must be approved by the governing board or council of each agreeing agency/jurisdiction.

**Mitigation:** Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

**Multi-Hazard Emergency Operations Plan:** A district-level strategic plan containing guidance on district roles, responsibilities, and direction and control considerations. It also includes a hazard assessment developed in partnership with local stakeholders and first responder organizations that outlines an all-hazard comprehensive program in support of prevention, mitigation, preparedness, response, and recovery.

**Mutual Aid Agreement:** Commits participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency events with the idea that there will be a future reciprocal exchange of roughly comparable value, if and when required.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Non-Instructional Facilities:** Buildings and/or structures owned, leased, or used by a district occupied and/or utilized by students, employees, and/or district contract service providers. Non-instructional facilities include but are not limited to, a bus barn, maintenance building, stadium, tax office, and administration building.

**Off-campus Evacuation Sites/Reunification Sites:** Locations, usually pre-identified, where individuals may be moved after an incident and before being reunited with their parent or guardian.

**Peace Officers:** Those individuals listed under [Article 2.12 of the Texas Code of Criminal Procedure, Chapter 2. General Duties of Officers.](#)

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring.

**Recovery:** Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities.

**Response:** Activities that address the short-term, direct effects of an incident.

**Reunification:** A process to return students to their parent or guardian while maintaining order and accountability after an incident.

**Safety and Security Audit:** An ongoing process with the aim of identifying hazards, threats, and vulnerabilities that might pose a danger to life or property and/or may interfere with a safe, secure and healthy environment that is conducive to teaching and learning.

**Secure (Lockout) Drills:** A response action schools take to secure the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. Lockout uses the security of the physical facility to act as protection to deny entry.

**Security Personnel:** Individuals providing security services and NOT qualified as a peace officer defined under Article 2.12 of the Texas Code of Criminal Procedure, Chapter 2. General Duties of Officers.

**Shelter-in-Place for Hazmat:** A response action schools take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. Stakeholders may be required to move to rooms without windows or to rooms that can be sealed. Shelter-in-Place for Hazmat examples include train derailment with chemical release or smoke from a nearby fire.

**Shelter for Weather:** A response action schools take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the type and/or threat level (watch vs. warning), stakeholders may be required to move to rooms without windows on the lowest floor possible, or to a weather shelter.

**Surrounding Environment:** For the purpose of the college district's safety and security audit it is important to note factors, hazards, or environmental concerns near a facility or campus that may illustrate a need for certain protective actions. These factors may include crime, proximity to high traffic areas, industrial activity, or other concerns.

## References

These references are excerpts directly from the Texas Education Code to aid in understanding the legal mandates, which support the questions in this tool.

**TEC §37.108(a):** "Each school district or public junior college district shall adopt and implement a multihazard emergency operations plan for use in the district's facilities. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner of education or commissioner of higher education in conjunction with the governor's office of homeland security. "

**TEC §37.108(a)(1):** "The plan must provide for district employee training in responding to an emergency, including substitute teachers."

**TEC §37.108(a)(2):** "The plan must provide for... measures to ensure district employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another electronic communication device allowing for immediate contact with district emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments."

**TEC §37.108(a)(3):** "The plan must provide for... measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency."

**TEC §37.108(a)(5)**: "The plan must provide for...measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency."

**TEC §37.108(b)**: "At least once every three years, each school district or public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a person included in the registry established by the Texas School Safety Center."

**TEC §37.108(c)**: "A school district or public junior college district shall report the results of the safety and security audit conducted under Subsection (b) to the district's board of trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center."

**TEC §37.108(c)(2)**: "A school district or public junior college district shall report the results of the safety and security audit conducted under Subsection (b) to the district's board of trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center. The report provided to the Texas School Safety Center under this subsection must be signed by:

(2) for a public junior college district, the president of the junior college district."

**TEC §37.108(c-2)(2)**: "verify that the district's plan was reviewed within the last 12 months and determine the specific review dates"

**TEC §37.2121(d)(1)(2)(3)**: "Each school district that enters into a memorandum of understanding or mutual aid agreement addressing issues that affect school safety and security shall, at the center's request, provide the following information to the center:

- (1) the name of each entity with which the school district has entered into a memorandum of understanding or mutual aid agreement,
- (2) the effective date of each memorandum or agreement; and
- (3) a summary of each memorandum or agreement."

	Budgeted 2020-21	AUGUST 2021	Funded Vacancies
<b>Administrative</b>	11	10	1
<b>Professional</b>	74	63	11
<b>Faculty</b>	113	107	6
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	116	107	9
<b>Total Full-Time (FT) Employees</b>	<b>314</b>	<b>287</b>	<b>27</b>

## Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Pernell "Joey" Breaux	Campus Police Officer	8/1/2021	Resignation
2	Jessica Thompson Falla	QEP Coordinator	8/6/2021	Resignation
3	Cherlyn Crawford	Administrative Assistant / Student Activities	8/20/2021	Resignation
4	Robin Dahms	Events Coordinator	8/29/2021	Resignation
5	Daniel Abrego	Computer Programmer	8/13/2021	End of Grant Funding
6	Sarah Bouse	Director, TDCJ Programs	8/31/2021	Retirement
7	Larry Huffman	Instructor / TDCJ Drafting & Design Engineering Technology	8/31/2021	Retirement
8	Melinda Wallace	Instructor / Vocational Nursing	8/31/2021	Retirement
9	Karen White-Goyzueta	Director, CEWD	8/31/2021	Resignation

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

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

The Board of Regents of Alvin Community College met in a regular session on the 22<sup>nd</sup> day of July at 6:00 p.m. in the Nolan Ryan Center, with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Jim Crumm	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Robert J. Exley	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Jade Borne	Alvin Community College
Cindy Griffith	Alvin Community College
Karl Stager	Alvin Community College

Rick Morris  
Tammy Giffrow  
Gayland Capps  
Jeff Parks  
Kyle Marasckin

Anita Exley  
John Matula  
John Tompkins  
Nadia Nazarenko  
Stacy Ebert

Alyssa Bullock  
George Tacquard  
Hameedah Majeed

**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**

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; Deliberate individual employee salaries as determined through the compensation study, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 7:00 p.m.

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

**Citizen Inquiries**

There were no citizen inquires.

**Board Comments**

Chair Sanchez stated that it was awesome that ACC was recognized as Business of the Month by the Pearland Chamber of Commerce, recognized the loss of the wife of Bart DeWitt, former Regent and the loss of Mac Barrow, former Regent, thanked Vice Chair Droege for her help in keeping the Regents on task for various occasions.

**President's Report**

Dr. Exley reported the following: Fall 2021 enrollment increasing daily and thanked Student Services for the great job they are doing along with everyone that supports Student Services, an update on current construction projects and thanked all staff working on getting things moving forward with the projects, ongoing virtual interviews, recognition of ACC as Business of the Month, recognized ACC baseball player, Owen Holt, for signing with the Cincinnati Reds, the "Students teaching Doctors" event in the Sleep Study Program, and finally that ACC received a Texas Talent Connection Grant for recently incarcerated students. This report was for information only.

**Approval of Consent Agenda**

Dr. Exley requested that item number 7, Approval of Personnel Replacement for Mathematics Faculty, be removed at this time from the consent agenda. Chair Sanchez said she would entertain a motion to approve the consent agenda with the removal of the Personnel Action for Mathematics Faculty and that would include the approval of the Minutes Regular Board Meeting of June 24, 2021, Minutes of the Board Workshop of July 12, 2021, Board of Regents Meeting Schedule for 2021-2022, approval of Personnel Action Replacement for Faculty/Program Director, Law Enforcement Academy, Drafting & Design Engineering Technology Faculty, and Director, Distant Education. A motion to approve the consent agenda was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of "Restatement" of Alvin Community College Money Purchase Plan (Part-time Employee Retirement)**

Motion to approve the "restatement" of the Alvin Community College Money Purchase Plan as presented by Merkley, Newman & McLaws, Inc. and authorizes Dr. Exley, President for Employer and Karl Stager, Vice President Administrative Services as Trustee, to sign the attached documents related to the Money Purchase Plan on behalf of Alvin Community College was made by Vice Chair Droege. Seconded by Mr. Marvel. Motion passed unanimously.

**Financial Reports Ending June 2021**

Mr. Tacquard made the motion to approve the financials June 2021. Seconded by Vice Chair Droege. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:19 p.m.

**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF AUGUST 2, 2021  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met virtually in a Board Workshop on the 2<sup>nd</sup> day of August 2021 in the Nolan Ryan Center, with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Robert J. Exley	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

Tammy Giffrow  
Rick Morris  
Nicki Harrington  
Kyle Marasckin

**Call to Order**

Chair Sanchez called the meeting to order at 12:10 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.

**Citizen Inquiries**

There were no citizen inquiries.

**Discussion with ELT regarding the Strategic Plan**

Dr. Nicki Harrington led the discussion pertaining to the wrap up of the current Strategic Plan and the Executive Leadership Team presented the key accomplishments of the six goals of the 2016-2021 Strategic Plan. Dr. Harrington talked about the steps for the planning of the 2022-2027 Strategic Plan in this gap year, that the discovery phase began in April 2021 with the hiring of the new President and went through the timeline for the completion and roll out of the plan beginning in 2022.

**President's and Board of Regents Goal Setting Session**

Dr. Nicki Harrington conducted the discussion in setting Dr. Exley's goals for 2021-22 as related to the 2021-22 transition year of the Strategic Plan. The Board discussed seven President goal topics and asked Dr. Harrington to draft language representative of each goal. The Board also reviewed their role and upcoming goals for the 2021-2022 year. The President's and Board's goals will be brought before the Board for vote at the August 12, 2021 Board meeting.

**Budget Scenarios and Tax Evaluation Discussion**

Mr. Stager talked about the budget and various revenue stream scenarios and stated that the tax rate information will be received this week. The Regents will determine tax rate hearing action at the August 12, 2021 Board meeting.

**Adjournment**

The meeting was adjourned at 4:04 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**

**B. Consider Approval of President's Goals for 2021-2022**



**Your College**  **Right Now**

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 113-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** August 5, 2021  
**SUBJECT:** President's Goals for 2021-2022

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The Board of Regents met on Monday August 2, 2021 at the Nolan Ryan Center for a workshop led by Dr. Nicki Harrington to review the strategic plan and discuss presidential goal setting for the 2021-2022 year. Goals were identified that directly relate to the presidential transition year and the strategic plan and have measurable outcomes.

It is recommended that the Board approve the seven transition year goals established for the president for the 2021-2022 year.

RJE:tg

ALVIN COMMUNITY COLLEGE  
 President Exley's Goals  
 2021-2022

Goal #	President's Goal	Transition Goal
1	Network and build relationships with Regents; internal ACC employees; and external community members and partners	October 2021
2	Implement the QEP on engaged advising and refine ACC's four pillar Career Pathways model	January 2022
3	Refine the employee on-boarding process	January 2022
4	Complete the research on feasibility of ACC bachelor's degrees	February 2022
5	Complete Phase I of ACC's Student Enrollment Management (SEM) Plan	April 2022
6	Provide oversight to the Strategic Planning Project for development of ACC's 2022-2027 Strategic Plan	May 2022
7	Complete the facility renovations that are in progress and update ACC's Deferred Maintenance Plan	May 2022

C. **Consider Approval of Board of Regents' Goals for 2021-2022**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 114-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** August 5, 2021  
**SUBJECT:** Board of Regents Goals for 2021-2022

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The Board of Regents met on Monday August 2, 2021 at the Nolan Ryan Center for a workshop led by Dr. Nicki Harrington to review the strategic plan and discuss Board of Regents goal setting for the 2021-2022 year. Goals were identified that directly relate to the Board of Regents self-evaluation, the presidential transition year, and the strategic plan and have measurable outcomes.

It is recommended that the Board approve the five Board of Regents goals established for the 2021-2022 year.

RJE:tg

ALVIN COMMUNITY COLLEGE  
**Board of Regents Goals**  
 2021-2022

Goal #	Board of Regents Goals <i>Board Self Evaluation to be conducted April 2022</i>	
1	Provide support for new President <ul style="list-style-type: none"> <li>• Share history, culture, insights; answer questions</li> <li>• Avoid personal agenda requests</li> <li>• Avoid micromanagement</li> <li>• Active facilitation of networking with community leaders and groups</li> <li>• Assist/advise on post-COVID recovery efforts</li> </ul>	
2	Strengthen Regents' role of representing ACC in the community (Share college goals, student success & outcomes, facility remodels, etc.)	
3	Maintain confidentiality of Executive Session discussion	
4	Provide questions on Board agenda items to the President prior to Board meetings	
5	Engage in more dialogue on policy direction based on data & reports	

D. **Consider Approval of Fiscal Year 2021-22 Cooperative Purchasing Programs**



Dr. Robert J. Exley, Ph.D  
President

Your College  Right Now

**MEMORANDUM NO: 109-2021**

**TO:** Board of Regents

**FROM:** Robert J. Exley, PhD 

**DATE:** August 2, 2021

**SUBJECT:** Cooperative Purchasing Programs for Fiscal Year 2021-2022

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The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, and interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better quality products for public institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time, College resources, and money as these contracts are readily available for use when a need arises and eliminates the requirement to initiate a formal solicitation process.

Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented and reported in an agenda item. The College pays an annual membership fee of \$100 to the Texas Comptroller of Public Accounts to be a member of their cooperative purchasing program. In addition to competitively procured contracts, benefits of this program include viewing vendor reviews and feedback, access to a centralized master bidders list, access to electronic state business daily to post solicitations, purchase card program through CitiBank, and travel discounts and rebates for eligible members on select airlines, hotels, car rentals, and fuel.

It is recommended that the Board of Regents approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2021-2022 funds.

RJE:tg

## **Interlocal and Cooperative Purchasing Programs**

College of the Mainland Interlocal Agreement

Educational and Institutional (E&I) Cooperative Services

Harris County Department Education (HCDE) Choice Partners

Houston-Galveston Area Council (H-GAC)

National Cooperative Purchasing Alliance (NCPA)

OMNIA Partners - formerly National Intergovernmental Purchasing Alliance (IPA) and U.S. Communities Government Purchasing Alliance

Purchasing Association of Cooperative Entities (PACE)

Purchasing Cooperative of America (PCA)

San Jacinto College Interlocal Agreement

Sourcewell - formerly National Joint Powers Alliance (NJPA)

State of Texas Comptroller Cooperative Purchasing Program, State of Texas Term Contracts (TxSmartBuy), Texas Multiple Award Schedule (TXMAS)

Texas Association of School Boards (TASB) BuyBoard

Texas Department of Information Resources (DIR)

Texas Investment Provider Selection Committee (TIPSC) Interlocal Agreement

Texas Tech University Interlocal Agreement

The Interlocal Purchasing System (TIPS)

U.S. General Services Administration (GSA), Schedules 70 and 84

Sheriff's Association of Texas

E. **Consider Approval of Annual Purchasing Requests for Fiscal Year 2021-22**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 110-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** August 2, 2021  
**SUBJECT:** Fiscal Year 2021-2022 Annual Purchasing Requests

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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 during the 2021-2022 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by various College, awarded grant, and maintenance bond 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 \$65,000.

Brazoria County Appraisal District to provide property appraisal services. The sole source number is 1602. The estimated annual expenditure is \$135,000.

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.

Smarketing Business Systems and Gateway Printing and Office Supply, Inc. 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.

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.

Belt, Harris & Pechacek LLP to provide auditing services. Last year ACC paid approximately \$43,000 for their services but ACC has been notified by Belt, Harris & Pechacek, LLP that there will be an extra charge for each Single Audit performed on HEERF Grant I, II and III funds. The costs for these Single Audits will be charged to HEERF Grant funds. The estimated annual expenditure is \$63,000.

Xerox Financial Services to provide leased copier fleet and production equipment, copy count charges, and related services procured through the ACC solicited RFP # 21-02 and approved by the Board on September 17, 2020.

## 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.

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 \$1,165,000.

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 \$160,000.

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.

ProEnergy Partners, LP to provide natural gas procured by Tradition Energy in 2018. The estimated expenditure is \$52,000.

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 \$115,000.

TXU Energy to provide electricity services procured by Tradition Energy in 2016. The estimated expenditure is \$585,000.

## 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 \$133,126.

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 \$245,000.

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditures is \$115,000.

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.

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 \$650,000.

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 \$225,000.

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 \$65,000.

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.

Zogotech to provide data analytics software. The initial purchase and implementation was procured through a DIR purchasing cooperative contract in 2015. The estimated annual expenditure is \$75,000.

EAB Navigate to provide Advising Case Management and wrap around care units. The estimated annual expenditure is \$95,575.

Datavox to provide miscellaneous information technology products. The estimated annual expenditure is \$ 115,000.

#### INSTRUCTIONAL

Texas Tech University to provide research services procured through an interlocal agreement. The estimated annual expenditure is \$50,000 and will be funded by the HSI-STEM grant.

Ascend Learning, Assessment Technology Institute (ATI) for the provision of National Council Licensure Examination (NCLEX) nursing licensing preparation for both LVN and ADN. The estimate annual expenditure is \$115,000.

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.

Laerdal Medical Corporation  
Pocket Nurse

RJE:tg

F. **Consider Approval of Personnel Action (Replacement): Director, Child Lab School**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 118-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** August 5, 2021  
**SUBJECT:** Personnel Action (Replacement): Director, Child Development Laboratory School

The individual listed below has been recommended to fill the full-time position of Director, Child Development Laboratory School.

**Candidate**

**Recommended:** **Simon Salem**

**Education:** California State University

M.A., Child Development  
M.A., Psychology

San Diego State University

B.S., Child & Family Development

**Certifications:**

Child Development Site Supervisor Permit – Ventura County Office of Education  
CPR & First Aid – American Heart Association  
Mandated Child Abuse Reporter – California Department of Social Services  
Child Care Record Keeping – California Department of Social Services

**Experience:**

Ventura County Community College District

Child Development Center Supervisor January 2019 – February 2020  
Adjunct Faculty, Child Development August 2014 – Present

Child Care Resource Center

Center Director August 2014 – June 2016  
Head Start Lead Teacher August 2011 – July 2014

Los Angeles Community College District

Project MATCH Intern (Part Time) May 2014 – August 2014

Associated Students Anna Bing Arnold Children's Ctr.

Assistant Teacher (Part Time)

September 2009 – August 2011

**Associated Students Chico Children's Center**

Assistant Teacher (Part Time)

October 2008 – May 2009

**San Diego State University Research Foundation**

Research Assistant (Part Time)

August 2006 – February 2007

**San Diego State University Children's Center**

Assistant Teacher (Part Time)

February 2005 – December 2005

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**Salary:** \$59,894.04  
Grade 206 / 2020-21 Administrative/Professional Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director, Child Development Laboratory School</b>		
<b>Department:</b>	Child Development & Education	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Department Chair, Child Development & Education	<b>Grade Level:</b>	206
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	05/10/2021
<b>Last updated by:</b>	Jeanine Wilburn/Jeff Parks	<b>Date:</b>	05/07/2021

### SUMMARY

The Director is responsible for the organization and operation of the Child Development Laboratory School. He/She supervises the staff, and aids the students as they report to the Laboratory School. The Director is responsible for parent contact, parent and teacher conferences, and matters related to the regulatory agencies that govern the laboratory school's daily operation.

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

- Supervises general operating procedures.
- Prepare reports on the status of the budget upon request.
- Initiates purchase orders for the laboratory school.
- Supervises and evaluates the laboratory school staff.
- Authorizes maintenance on records of children, families, and staff.
- Supervises the ordering, receiving, storing, maintaining, and inventory of supplies, materials, equipment, and furniture.
- Responsible for implementation of the annual budget guidelines and procedures for the laboratory school.
- Follows and implements current requirements from licensing agencies to include: Texas Health and Human Services, Texas and Brazoria County Health Departments, and Alvin Fire Department
- Must prepare to substitute in any position when situation necessitates.
- Coordinates the planning and implementation of lesson plans, learning environments and learning centers.
- Assumes the responsibility for knowing and translating to staff members the medical needs of children in his/her care.
- Oversees the evaluation of each child's progress and provides reports to the parent. Interacts with parents of children regarding educational, social, emotional, and physical development and needs.
- Attends meetings and conferences of professional organizations appropriate for early care and education.
- Collaborates with the Department Chair to maintain efficiency of the center and well-being of the children.
- Models exemplary behavior and techniques for staff, lab students, and observers.
- Assumes responsibility for maintaining a safe learning environment.
- Assists ACC observation students in fulfillment of laboratory assignments.
- Must meet the requirements of regulatory agencies.

- Responds to emergency situations.
- Other duties as assigned.

### **QUALIFICATIONS**

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

### **EDUCATION**

- Bachelor's degree in Early Childhood Education or Child Development, with a minimum of six (6) credit hours in management courses required.

### **EXPERIENCE**

- Three (3) years classroom experience in a licensed child care center required.
- One (1) year supervisory experience required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- The Director must be knowledgeable regarding the regulations of the licensing agencies.
- Must have the knowledge to make decisions regarding budget and personnel management, parent interactions, child development issues, and must follow all safety procedures in the management of the operations of the center.
- Must be able to physically and mentally react immediately to unexpected circumstances.

### **WORK ENVIRONMENT**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The employee frequently works in a classroom setting. The noise level in the work environment is typical of that of an early childhood classroom. The employee will be exposed to loud sounds and high noise levels on a daily basis. Incumbent may encounter frequent interruptions throughout the work day. The employee will work very near others and will be exposed to diseases and infections, such as colds and influenza, on a weekly basis.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, bend, kneel, crawl and sit on the floor; reach with arms and hands and use hands and fingers to handle, feel or grasp. Acute situations may necessitate the ability to run or climb. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to sixty (60) pounds. While performing this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

G. **Consider Approval of Personnel Action (Replacement): Vice President, Human Resources**

**MEMORANDUM NO: 117-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** August 5, 2021

**SUBJECT:** Personnel Action (Replacement): Vice President, Human Resources

The individual listed below has been recommended to fill the full-time position of VP, Human Resources.

**Candidate**

**Recommended:** Nichole Eslinger

**Education:**

**University of North Texas**  
M.S., Counseling

**Texas Tech University**  
B.S., Human Development & Family Studies

**South Plains College**  
A.A., General Studies

**Certifications:**

**Rice University**  
Certificate of Achievement: Professional Human Resource Development  
Certified Professional in Human Resources (PHR)  
Society of Human Resources Certified Professional (SHRM-CP)  
Licensed Professional Counselor (LPC)  
National Certified Counselor (NCC)

**Experience:**

**Lone Star College-Cyfair**

Director, Human Resources

November 2018 – Present

**University of Houston-Clear Lake**

Executive Director, Human Resources  
Interim Executive Director, HR/AA & Title IX Coord  
Assistant Director, HR  
Coordinator, Work/Life Services  
Work/Life & Employment Coordinator  
Employment Coordinator

November 2015 – September 2018  
July 2015 – October 2015  
March 2014 – June 2015  
September 2009 – February 2014  
October 2007 – August 2009  
March 2004 – September 2007

**South Plains College - Reese Center**

Counselor/Job Placement Coordinator,  
Adjunct Faculty

July 1999 - February 2003

**Texas Tech University**

Assistant Director, Career Planning & Placement Ctr May 1998 - July 1999

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**Salary:** \$125,427  
Grade 220 / 2020-21 Administrative/Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Vice President, Human Resources</b>		
<b>Department:</b>	Human Resources	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	President	<b>Grade Level:</b>	220
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Administrative
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources	<b>Date:</b>	08/04/2021

### SUMMARY

The Vice President for Human Resources serves as part of the senior leadership team of Alvin Community College, reporting to President). The vice president has responsibility for planning, developing and implementing district-wide initiatives and strategies that support employee engagement and customer service. The VP of Human Resources is expected to be an enterprise-wide thinker who works collaboratively with other senior leaders in supporting change management initiatives. Additionally, he/she is responsible for developing HR's strategic plan, assuring alignment with the College, developing HR policies and guidelines and working collaboratively with the Executive Leadership Team (ELT) to link the College's strategies and policies to faculty and staff. The vice president has overall accountability for HR performance and ensuring compliance with federal, state and local standards and policies.

The Vice President provide leadership for the development and implementation of HR policies and procedures; recruitment and retention strategies; organizational development and training initiatives; compensation; benefits and retirement; performance management; employee relations; and the management of HR systems, reporting and metrics. The vice president also serves as the deputy title coordinator, the 504 coordinators for employees and the risk management officer as it relates to worker's compensation.

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

- Direct the operation of the Office of Human Resources, including the hiring, training, assignment, supervision, and evaluation of the Human Resources staff.
- Plan and organize the administration and coordination of Human Resource programs, including compensation, new employee orientation, benefits, leave and worker's compensation, for all full time and part time employees.
- Serves as a resource to all Administrative/Professional and Faculty Search Committees, including CEWD, Grant funded positions, and benefits eligible positions.
- Develop, interpret, and implement policies and procedures for the active recruitment, selection, and employment of diverse personnel within equal opportunity guidelines.
- Develop recruitment plan and advertising strategies to maximize budget dollars. Advise the President and other college administrators on HR policies that govern the institution. Develops a search process to assist in recruiting diverse and underrepresented groups for faculty and staff vacancies.
- Coordinates procurement of contract personnel.

- Initiates ELT discussions on recommendations regarding new position requests and other organizational changes.
- Participates and conducts local and state salary and benefit surveys.
- Direct the ongoing development of systems and technology to support Human Resources administration including the processing of personnel transactions and the maintenance of personnel records and files.
- Direct the compilation, validation, and submission of employee data reports to state and federal agencies.
- Develop processes, procedures, and reports to take maximum advantage of Human Resources technology as a basis for planning and decision-making.
- Proactively administer classification and compensation program for the consistent evaluation of new and existing positions. Determine and recommend appropriate initial placement on salary schedule for incoming employees; research and advise supervisors on compensation issues.
- Coordinate procedures for evaluation/appraisal for all employees.
- Serves as team leader for human resources related matters.
- Works with the Director, Fiscal Affairs on the budget for employee benefits
- Evaluates and recommends changes in employee benefits, including insurance and retirement plans.
- Participates in initial development of retirement incentive programs; implements retirement incentive programs; and informs prospective retirees in group and individual sessions.
- Administers the college wide FML procedures and oversees employees' usage
- Ensures Compliance with affirmative action guidelines, EEO regulations, and federal and state regulations governing community colleges.
- Serves as Budget Manager and resource for the TSCM Staff Development Committees activities and workshops.
- Oversee, coordinate and participate in campus-wide professional development programs.
- Develop and administer comprehensive training programs for management/supervisory staff.
- Assist department chairs, administrators, and other supervisors proactively in decision making and conflict resolution including development and implementation of performance improvement plans, mediation, and disciplinary action.
- Investigate employee complaints and interpret college policies and procedures regarding Human Resource matters.
- Acts as mediator for employees and supervisors on department concerns.
- Oversees the Employee Assistance Program including developing procedures and managing the budget.
- Develops and maintains personnel procedures regarding the Wellness Program.
- Serve as the HR Records Retention Officer.
- Provide leadership in investigating and resolving affirmative action/EEOC complaints while serving as the College's AA/EEOC officer. Serves as Title IX Deputy Coordinator.

### **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 Human Resource Management, Management, or related field required.
- Prefer: Educational background with emphasis on higher education administration

### **EXPERIENCE**

- A minimum of 7 years of leadership experience in human resources, including at least 5 years of supervisory experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrate experience consulting and advising senior-level executives in broad areas of human resources.
- Candidates must demonstrate a commitment to an inclusive and collaborative leadership style that is strong in teamwork.
- Demonstrated experience dealing with highly sensitive and confidential situations.
- Knowledge of employment and labor law. Knowledge of organizational theory.
- Work requires independent analysis of broad problems, the planning of various interrelated activities and the coordination of more than one department.
- Requires a high level of judgment due to the significant scope and impact of decisions and recommendations made.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11. **President's Report**
12. **AGCM Construction Update Report**



**Your College** > **Right Now**

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 119-2021**

**TO:** Board of Regents

**FROM:** Robert J. Exley, PhD *RJE*

**DATE:** August 5, 2021

**SUBJECT:** Status Update Regarding Maintenance and Renovation Projects

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Mr. Matt Graves, Project Manager, AGCM, Inc., will provide an update on the status of planning for the maintenance and renovation projects for Alvin Community College.

This report is for information only.

RJE:tg

13. **Consider Adoption of the 2021-2022 Fiscal Year Budget**



Dr. Robert J. Exley, Ph.D  
President

Your College *Right Now*

**MEMORANDUM NO: 115-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** August 5, 2021  
**SUBJECT:** Consider Adoption of Budget for 2021-2022 Fiscal Year

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Based on the discussions from the Board workshops on June 14, July 12, and August 2, 2021, and the Board meetings on June 24 and July 23, 2021, the proposed Maintenance and Operations Budget for 2021-2022 totals either \$38,258,656 with a 5% pay raise or \$38,428,839 with a 6% pay raise (see attachment of budget).

This budget includes eleven new positions. The budget reflects adjustments related to the 2020 Compensation Plan proposed by Evergreen Solutions, LLC. The budget also supports a salary increase of 5% or 6%, should the board decide to include one in the budget. The semi-annual payments for the Maintenance Tax Note are included.

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 16, 2021 Board meeting will be lower than our current 2020-2021 tax rate. The certified taxable value from Brazoria County Appraisal District is \$13,855,663,301. The appropriations from the state for the 2021-2022 year, the first year of the biennium, show a decline of 2.38 % for a total of \$7,587,622 (see Revenue worksheet).

It is recommended that the Board of Regents approve the budget of \$38,258,656 or \$38,428,839 as presented. 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 2021-22**

**BUDGETED 5% PAY INCREASE**

	2021-22		2020-21			2019-20	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
<b>State Appropriations</b>							
Coordinating Board		\$ 7,587,622		\$ 7,772,636	\$ (185,014)	-2.38%	\$ 7,772,636
<b>Local - Tuition and Fees</b>							
In-District	\$ 2,214,389		\$ 2,195,000		19,389	0.88%	
Out-of-District	4,328,608		4,067,825		260,783	6.41%	
Out of State/Foreign	358,270		340,281		17,989	5.29%	
Fees	1,297,548		1,016,150		281,398	27.69%	
<b>Total Tuition and Fees</b>	<b>8,198,815</b>		<b>7,619,256</b>				
Exemptions	(1,510,096)		(1,567,140)		57,044	-3.64%	
<b>All Tuition and Fees Less Exemptions</b>		<b>6,688,719</b>		<b>6,052,116</b>	<b>636,603</b>	<b>10.52%</b>	<b>7,195,698</b>
<b>Miscellaneous Income</b>							
Interest on CDs	75,000		75,000		-	0.00%	
Testing Fees	75,000		52,500		22,500	42.86%	
<b>Total Miscellaneous Income</b>		<b>150,000</b>		<b>127,500</b>	<b>22,500</b>		<b>255,000</b>
<b>CRRSSA &amp; ARP Act Funds</b>		<b>75,810</b>		<b>418,000</b>			
Audited Fund Balance (FY19/20)		-		720,749			
<b>Ad Valorem Taxes</b>		<b>23,756,505</b>		<b>21,594,420</b>	<b>2,162,085</b>	<b>10.01%</b>	<b>19,310,234</b>
<b>Total Revenues</b>		<b>38,258,656</b>		<b>36,685,421</b>		<b>0.00%</b>	<b>34,533,568</b>
<b>M &amp; O Budget</b>		<b>38,258,656</b>		<b>36,685,421</b>	<b>1,573,235</b>	<b>4.29%</b>	<b>34,533,568</b>
Difference		-		-			-

\* Estimated 2.38% Decrease in State Appropriation

**Summary of Tax Rates**

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	No New Revenue 2021-22	
Maintenance	0.182979	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.000878
Debt Service	0.021030	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	(0.001110)
Total	0.204009	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	(0.000232)

Pending Sept 16, 2021  
Board Meeting

ALVIN COMMUNITY COLLEGE

Changes in Maintenance and Operations Budget  
2020-21 to 2021-22

Type of Expenses	Detail Line Items	Summary Line Items	Explanation
<b>8.0% Pay Increase</b>			
Budget Fiscal Year 2020-21	36,685,421	36,685,421	
Adjustments for Salary changes during the year	(7,252)	(7,252)	Bring Salaries up to date
Longevity/Hazard Duty Pay	(4,047)	(4,047)	Tier level changes to longevity and hazard duty pay
Step for Faculty + 2% and 5.0 % for all other eligible employees	808,505	808,505	Proposed Pay increase
Proposed 5.0 % Pay increase for part time	54,268	54,268	
Proposed 5.0% Pay increase for Adjunct/Overload	136,224	136,224	
Proposed increase for Honorarium	47,500	47,500	
TRS Increase	19,934	19,934	
<b>President</b>		4,000	
Governance	4,000		Adjust travel to pre covid amount
<b>VP Administrative Services</b>		(514,329)	
Fin/Admin Services	1,500		Adjust travel to pre covid amount
Transportation	25,000		Increase in contract services for bus lease
General Institutional Fin & Adm	(975,513)		Increase auditing fees (\$3), tax collection fees (\$20,000), insurance (\$190,000), elections (\$40,000) & institutional scholarships (\$15,700) & decrease tax maintenance pmt ( \$3,125) & institutional reserve (-\$1,297,219)
Information Technology & IT Cyber Security Dept	434,329		Adjust travel to pre covid (\$1,666), increase contract services (\$250), Anti-virus & Tac 202 (\$19,250), Increase in Contract Services (\$90,534), SQL (\$217,813), telephone increase (\$100)
Employee Benefits	355		Change in benefits
<b>VP Instruction</b>		149,054	
Institutional Effectiveness/Research	(6,040)		Increase in travel (\$9,500), increase in software (\$460), decrease in contract services - survey will not be used this year (-\$16,000)
College and Career Pathways	(6,667)		Decrease in travel, supplies & office supplies
Dean of Gen Edu and Acad Supp	11,580		Increase in travel to pre covid, decrease in repetitive mileage & supplies
QEP	1,287		New student worker (\$6,612), decrease in travel (-\$10,350) & contract services (- \$750) increase in office supplies (\$4,775) & software (\$1,000)
SACS Self Study	(7,750)		Decrease in travel (- \$5,450) & contract services (-\$2,500)
Center for Success	22,000		Increase in travel & computer software Added back in PT Sal
Distance Education	467		Increase in travel (\$2,167), decrease in office supplies (-\$1,000) & computer software (-\$700)
VP Instruction	(1,000)		Decrease in supplies
Dean of Arts and Sciences	16,200		Increase in travel
Honors Program	(7,000)		Decrease in travel
Dean of Legal and Health Sciences	6,766		Increase in travel
Dean of Prof. Tech, and Human Perf	8,306		Increase in travel
TDCJ	(21,500)		Increase in travel (\$3,000) & office supplies (\$500) and decrease in equipment (- \$25,000)
Automechanics	26,500		Increase equipment (\$25,000) and office supplies (\$1,500)
Criminal Justice	500		Increase in supplies
Cardiovascular Technology	(1,500)		Increase in supplies (\$7,000) & decrease in office supplies (-\$500) & equipment rental (-\$8,000)
EMT	15,000		Increase in supplies & decrease in contract services
Criminal Justice Law Enforcement Academy	15,913		Increase in T-C overtime (\$5,000), student salaries (\$5,923), supplies (\$5,000) & office supplies (\$450) & decrease in equipment maint/rental (-\$400)
Paralegal	(477)		Decrease in student salaries & supplies
Mental Health & Sub Abuse Couns	(1,321)		Decrease in student salaries & increase in supplies & computer software

Management Development	5,050	Increase in contract services for program accreditation
Nursing ADN	(13,402)	Decrease in student salaries (-\$1,637), equip maint (-\$17,000), & computer software (-\$3,000)
Nursing VOC	1,150	Increase in supplies
Admin Office Tech	720	Elimination of student salaries & increase in supplies & computer software
Neurodiagnostic Technology	2,500	Increase in office supplies
Polysomnography	660	Elimination of equip maint/rental & increase in computer software
Process Technology	(5,000)	Decrease in office supplies & elimination of equip maint
Logistics	8,000	Increase in supplies & computer software for new computer program
Cyber Security Program	21,000	Increase in computer hardware (\$24,000) & decrease in computer software (-\$3,000)
Welding	26,000	Funds for office supplies & equipment for new credit program
Art	13,304	Increase in T/C part-time (\$4), increase in supplies (\$8,800), advertising-school workshops (\$4,000) & contract services (\$2,000) & decrease in equip rental (-\$1,500)
Athletic Programs	333	Adjust travel to pre covid amount
Biology	8,354	Increase in computer software
Chemistry	500	Increase in computer software
Drama	1,200	Increase in advertising
Library	(13,979)	Increase in computer software (\$3,474) & database subscription (\$3,500) & move student salaries to Learning Commons-Dept 15505 (-\$20,953)
Learning Lab	29,889	Increase Prof PT salaries (\$44,851), move student salaries to Learning Commons Dept 15505 (-\$9,962) & move computer software to IT (-\$5,000)
Learning Commons	30,914	Student salaries from Learning Lab & Library
Grants Department	(39,463)	Eliminate contract services because HSI Stem grant ends 9.30.21
<b>VP Student Services</b>	<b>56,882</b>	
VP Student Services	3,000	Increase in travel
Dean of Student Services	12,540	Moved T/C PT from SAS.
Academic Advising	2,333	Decrease in travel (-\$11,667), increase in supplies (\$3,000) & computer software (-\$11,000)
Career and Placement	2,000	Elimination of student salaries & increase in travel & supplies
Student Accessibility Services	(14,040)	Decrease in equip/maint rental. Moved T/C PT to Dean of Student Services.
Welcome Center	39,312	Student salaries (\$6,612), T/C part-time (\$22,700), travel (\$5,000), supplies (\$4,000), computer software (\$1,000) for new department
Registrar	10,403	Increase student salaries (\$5,036), travel (\$3,667), & office supplies (\$1,700)
TDCJ Advising	(1,333)	Decrease in travel
Financial Aid	2,667	Increase in travel
<b>VP Development &amp; Outreach</b>	<b>27,200</b>	
VP Development & Outreach	1,000	Increase in travel
Marketing	1,700	Increase in travel (\$3,900) & advertising (\$5,650) & decrease computer software (-\$7,850)
Media Services	500	Increase in supplies & decrease in equip maint/rental
Graphic Services	333	Increase in travel and decrease in computer software
Web	(1,333)	Increase in travel (\$1,667) & decrease in computer software (-\$1,000) & contract services (-\$2,000)
General Institutional	25,000	Graduation at freedom field
<b>New Positions</b>	<b>795,296</b>	
IT Assistant Director Network and Client Services	89,002	
Biology 9 Month Faculty	57,905	
Distance Education Instructional Designer	66,415	
Speech 9 month Faculty	57,905	
Math 9 Month Faculty	57,905	
IT Network Administrator	76,883	
Government 9 Month Faculty	57,905	
Dual Enrollment Advisor	69,735	
Academic Support Center Coordinator	69,735	
Developmental Math Specialist	66,415	
Benefits for new FT	300,431	
Grants Compliance Specialist	45,508	

Savings for Staggered Start dates

(220,448)

Budget Fiscal Year 2021/22	38,258,656	38,258,656
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**ALVIN COMMUNITY COLLEGE**  
**Projected Revenues**  
**For Fiscal Year 2021-22**

**BUDGETED 6% PAY INCREASE**

	2021-22		2020-21			2019-20	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
<b>State Appropriations</b>							
Coordinating Board		\$ 7,587,622		\$ 7,772,636	\$ (185,014)	-2.38%	\$ 7,772,636
<b>Local - Tuition and Fees</b>							
In-District	\$ 2,214,389		\$ 2,195,000		19,389	0.88%	
Out-of-District	4,328,608		4,067,825		260,783	6.41%	
Out of State/Foreign	358,270		340,281		17,989	5.29%	
Fees	1,297,548		1,016,150		281,398	27.69%	
<b>Total Tuition and Fees</b>	<b>8,198,815</b>		<b>7,619,256</b>				
Exemptions	(1,510,096)		(1,567,140)		57,044	-3.64%	
<b>All Tuition and Fees Less Exemptions</b>		<b>6,688,719</b>		<b>6,052,116</b>	<b>636,603</b>	<b>10.52%</b>	<b>7,195,698</b>
<b>Miscellaneous Income</b>							
Interest on CDs	75,000		75,000		-	0.00%	
Testing Fees	75,000		52,500		22,500	42.86%	
<b>Total Miscellaneous Income</b>		<b>150,000</b>		<b>127,500</b>	<b>22,500</b>		<b>255,000</b>
<b>CRRSSA &amp; ARP Act Funds</b>		<b>245,993</b>		<b>418,000</b>			
<b>Audited Fund Balance (FY19/20)</b>		<b>-</b>		<b>720,749</b>			
<b>Ad Valorem Taxes</b>		<b>23,756,505</b>		<b>21,594,420</b>	<b>2,162,085</b>	<b>10.01%</b>	<b>19,310,234</b>
<b>Total Revenues</b>		<b>38,428,839</b>		<b>36,685,421</b>		<b>0.00%</b>	<b>34,533,568</b>
<b>M &amp; O Budget</b>		<b>38,428,839</b>		<b>36,685,421</b>	<b>1,743,418</b>	<b>4.75%</b>	<b>34,533,568</b>
<b>Difference</b>		<b>-</b>		<b>-</b>			<b>-</b>

\* Estimated 2.38% Decrease in State Appropriation

**Summary of Tax Rates**

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	No New Revenue 2021-22	
Maintenance	0.182979	0.172848	0.163608	0.171802	0.171438	0.170579	0.171451	0.000878
Debt Service	0.021030	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	(0.001110)
<b>Total</b>	<b>0.204009</b>	<b>0.191744</b>	<b>0.180750</b>	<b>0.187775</b>	<b>0.185862</b>	<b>0.183443</b>	<b>0.183211</b>	<b>(0.000232)</b>

\*Pending Sept 16, 2021 Board meeting.

ALVIN COMMUNITY COLLEGE

Changes in Maintenance and Operations Budget  
2020-21 to 2021-22

Type of Expenses	Detail Line Items	Summary Line Items	Explanation
<b>VP Pay Increase</b>			
Budget Fiscal Year 2020-21	36,685,421	36,685,421	
Adjustments for Salary changes during the year	(7,252)	(7,252)	Bring Salaries up to date
Longevity Hazard Duty Pay	(4,047)	(4,047)	Tier level changes to longevity and hazard duty pay
Step for Faculty + 3% and 6.0 % for all other eligible employees	965,795	965,795	Proposed Pay increase
Proposed 6.0 % Pay increase for part time	65,121	65,121	
Proposed 6.0 % Pay increase for Adjunct/Overload	163,264	163,264	
Proposed increase for Honorarium	47,500	47,500	
TRS Increase	20,124	20,124	
<b>President</b>		<b>4,000</b>	
Governance	4,000		Adjust travel to pre covid amount
<b>VP Administrative Services</b>		<b>(539,519)</b>	
Fin Admin Services	1,500		Adjust travel to pre covid amount
Transportation	25,000		Increase in contract services for bus lease
General Institutional Fin & Adm	(1,000,703)		Increase auditing fees (\$3), tax collection fees (\$20,000), insurance (\$190,000), elections (\$40,000) & institutional scholarships (\$15,700) & decrease tax maintenance pmt (-\$3,125) & institutional reserve (-\$1,322,409)
Information Technology & IT Cyber Security Dept.	434,329		Adjust travel to pre covid (\$1,666), increase contract services (\$250), Anti-virus & Tac-202 (\$19,250), Increase in Contract Services (\$90,534), SQL (\$217,813), telephone increase (\$100)
Employee Benefits	355		Change in benefits
<b>VP Instruction</b>		<b>149,054</b>	
Institutional Effectiveness/Research	(6,040)		Increase in travel (\$9,500), increase in software (\$460), decrease in contract services - survey will not be used this year (-\$16,000)
College and Career Pathways	(6,667)		Decrease in travel, supplies & office supplies
Dean of Gen Edu and Acad Supp	11,580		Increase in travel to pre covid, decrease in repetitive mileage & supplies
QEP	1,287		New student worker (\$6,612), decrease in travel (-\$10,350) & contract services (-\$750) increase in office supplies (\$4,775) & software (\$1,000)
SACS Self Study	(7,750)		Decrease in travel (-\$5,450) & contract services (-\$2,500)
Center for Success	22,000		Increase in travel & computer software. Added back in PT Sal
Distance Education	467		Increase in travel (\$2,167), decrease in office supplies (-\$1,000) & computer software (-\$700)
VP Instruction	(1,000)		Decrease in supplies
Dean of Arts and Sciences	16,200		Increase in travel
Honors Program	(7,000)		Decrease in travel
Dean of Legal and Health Sciences	6,766		Increase in travel
Dean of Prof. Tech, and Human Perf	8,306		Increase in travel
TDCJ	(21,500)		Increase in travel (\$3,000) & office supplies (\$500) and decrease in equipment (-\$25,000)
Automechanics	26,500		Increase equipment (\$25,000) and office supplies (\$1,500)
Criminal Justice	500		Increase in supplies
Cardiovascular Technology	(1,500)		Increase in supplies (\$7,000) & decrease in office supplies (-\$500) & equipment rental (-\$8,000)
EMT	15,000		Increase in supplies & decrease in contract services
Criminal Justice Law Enforcement Academy	15,973		Increase in T/C overtime (\$5,000), student salaries (\$5,923), supplies (\$5,000) & office supplies (\$450) & decrease in equipment maint- rental (-\$400)
Paralegal	(477)		Decrease in student salaries & supplies
Mental Health & Sub Abuse Couns	(1,321)		Decrease in student salaries & increase in supplies & computer software

Management Development	5,050	Increase in contract services for program accreditation
Nursing ADN	(13,402)	Decrease in student salaries (-\$1,637), equip maint (-\$17,000), & computer software (-\$3,000)
Nursing VOC	1,150	Increase in supplies
Admin Office Tech	720	Elimination of student salaries & increase in supplies & computer software
Neurodiagnostic Technology	2,500	Increase in office supplies
Polysomnography	660	Elimination of equip maint/rental & increase in computer software
Process Technology	(5,000)	Decrease in office supplies & elimination of equip maint
Logistics	8,000	Increase in supplies & computer software for new computer program
Cyber Security Program	21,000	Increase in computer hardware (\$24,000) & decrease in computer software (-\$3,000)
Welding	26,000	Funds for office supplies & equipment for new credit program
Art	13,304	Increase in T/C part-time (\$4), increase in supplies (\$8,800), advertising-school workshops (\$4,000) & contract services (\$2,000) & decrease in equip rental (-\$1,500)
Athletic Programs	333	Adjust travel to pre covid amount
Biology	8,354	Increase in computer software
Chemistry	500	Increase in computer software
Drama	1,200	Increase in advertising
Library	(13,979)	Increase in computer software (\$3,474) & database subscription (\$3,500) & move student salaries to Learning Commons-Dept 15505 (-\$20,953)
Learning Lab	29,889	Increase Prof PT salaries (\$44,851), move student salaries to Learning Commons-Dept 15505 (-\$9,962) & move computer software to IT (-\$5,000)
Learning Commons	30,914	Student salaries from Learning Lab & Library
Grants Department	(39,463)	Eliminate contract services because HSI Stem grant ends 9/30/21
<b>VP Student Services</b>		<b>56,882</b>
VP Student Services	3,000	Increase in travel
Dean of Student Services	12,540	Moved T/C PT from SAS.
Academic Advising	2,333	Decrease in travel (-\$11,667), increase in supplies (\$3,000) & computer software (-\$11,000)
Career and Placement	2,000	Elimination of student salaries & increase in travel & supplies
Student Accessibility Services	(14,040)	Decrease in equip/maint rental. Moved T/C PT to Dean of Student Services
Welcome Center	39,312	Student salaries (\$6,612), T/C part-time (\$22,700), travel (\$5,000), supplies (\$4,000), computer software (\$1,000) for new department
Registrar	10,403	Increase student salaries (\$5,036), travel (\$3,667), & office supplies (\$1,700)
TDCJ Advising	(1,333)	Decrease in travel
Financial Aid	2,667	Increase in travel
<b>VP Development &amp; Outreach</b>		<b>27,200</b>
VP Development & Outreach	1,000	Increase in travel
Marketing	1,700	Increase in travel (\$3,900) & advertising (\$5,650) & decrease computer software (-\$7,850)
Media Services	500	Increase in supplies & decrease in equip maint/rental
Graphic Services	333	Increase in travel and decrease in computer software
Web	(1,333)	Increase in travel (\$1,667) & decrease in computer software (-\$1,000) & contract services (-\$2,000)
General Institutional	25,000	Graduation at freedom field
<b>New Positions</b>		<b>795,296</b>
IT Assistant Director Network and Client Services	89,002	
Biology 9 Month Faculty	57,905	
Distance Education Instructional Designer	66,415	
Speech 9 month Faculty	57,905	
Math 9 Month Faculty	57,905	
IT Network Administrator	76,883	
Government 9 Month Faculty	57,905	
Dual Enrollment Advisor	69,735	
Academic Support Center Coordinator	69,735	
Developmental Math Specialist	66,415	
Benefits for new FT	300,431	
Grants Compliance Specialist	45,508	

Savings for Staggered Start date:

(220,448)

Budget Fiscal Year 2021/22	38,428,839	18,428,839
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14. **Consider Approval of a Tax Rate for the 2021-2022 Fiscal Year**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 114-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** August 5, 2021  
**SUBJECT:** Consideration and Approval of Proposed Tax Rate for Fiscal Year 2021-2022

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The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2021-2022 on August 12, 2021, after having multiple discussions in meetings and workshops. The budget proposals considered will be supported by tax revenue of approximately \$23,756.505. The breakdown of the tax rate that supports this revenue is as follows:

Debt Rate:	\$.011754 (must adopt)
M & O Rate:	<u>\$.171457</u>
TOTAL RATE	\$.183211

The proposed tax rate would require a record vote to adopt this No New Revenue Tax Rate. No public hearing will be required.

**Recommendation**

It is recommended that the Board take a record vote to propose a meeting on September 16, 2021 to consider the proposal of adopting the No New Revenue Tax Rate for FY 2021-2022 with a stated proposed rate of \$.183211.

RJE:tg

# 2021 Tax Rate Calculation Worksheet

Date: 08/04/2021 04:01 PM

## Taxing Units Other Than School Districts or Water Districts

### ALVIN COMMUNITY COLLEGE DISTRICT

**281-756-3500**

Taxing Unit Name

Phone (area code and number)

**3110 Mustang Road, Alvin, TX 77511**

**www.alvincollege.edu**

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the No-New-Revenue (NNR) tax rate and Voter-Approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School Districts without Chapter 313 Agreements* or or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

No-New-Revenue Tax Rate Worksheet	Amount/Rate
<b>1. 2020 total taxable value.</b> Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$12,561,497,144
<b>2. 2020 tax ceilings.</b> Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$0
<b>3. Preliminary 2020 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$12,561,497,144
<b>4. 2020 total adopted tax rate.</b>	\$0.183443/\$100
<b>5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value.</b> A. Original 2020 ARB values:	\$460,767,910

<b>B. 2020 values resulting from final court decisions:</b>	\$405,378,156
<b>C. 2020 value loss.</b> Subtract B from A. <sup>3</sup>	\$55,389,754
<b>6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
<b>A. 2020 ARB certified value:</b>	\$0
<b>B. 2020 disputed value:</b>	\$0
<b>C. 2020 undisputed value.</b> Subtract B from A. <sup>4</sup>	\$0
<b>7. 2020 Chapter 42 related adjusted values</b> Add Line 5C and Line 6C.	\$55,389,754
<b>8. 2020 taxable value, adjusted for actual and potential court-ordered reductions.</b> Add Line 3 and Line 7.	\$12,616,886,898
<b>9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020.</b> Enter the 2020 value of property in deannexed territory. <sup>5</sup>	\$0
<b>10. 2020 taxable value lost because property first qualified for an exemption in 2021.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value.	
<b>A. Absolute exemptions.</b> Use 2020 market value:	\$3,074,186
<b>B. Partial exemptions.</b> 2021 exemption amount or 2021 percentage exemption times 2020 value:	\$59,068,686
<b>C. Value loss.</b> Add A and B. <sup>5</sup>	\$62,142,872
<b>11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021.</b> Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020.	
<b>A. 2020 market value:</b>	\$4,607,993
<b>B. 2021 productivity or special appraised value:</b>	\$71,250
<b>C. Value loss.</b> Subtract B from A. <sup>7</sup>	\$4,536,743
<b>12. Total adjustments for lost value.</b> Add lines 9, 10C and 11C.	\$66,679,615
<b>13. 2020 captured value of property in a TIF.</b> Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$0
<b>14. 2020 total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$12,550,207,283
<b>15. Adjusted 2020 total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$23,022,476
<b>16. Taxes refunded for years preceding tax year 2020.</b> Enter the amount of taxes refunded	\$26,377

by the taxing unit for tax years preceding tax year 2020. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020. <sup>8</sup>	
<b>17. Adjusted 2020 levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$23,048,853
<b>18. Total 2021 taxable value on the 2021 certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. <sup>11</sup>	
<b>A. Certified values:</b>	\$13,060,471,357
<b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office:	\$0
<b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
<b>D. Tax increment financing:</b> Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. <sup>12</sup>	\$0
<b>E. Total 2021 value.</b> Add A and B, then subtract C and D.	\$13,060,471,357
<b>19. Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup>	
<b>A. 2021 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup>	\$795,191,944
<b>B. 2021 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup>	\$0
<b>C. Total value under protest or not certified:</b> Add A and B.	\$795,191,944
<b>20. 2021 tax ceilings.</b> Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$0
<b>21. 2021 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$13,855,663,301

<b>22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020.</b> Include both real and personal property. Enter the 2021 value of property in territory annexed. <sup>18</sup>	\$0
<b>23. Total 2021 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2021. <sup>19</sup>	\$1,275,183,917
<b>24. Total adjustments to the 2021 taxable value.</b> Add Lines 22 and 23.	\$1,275,183,917
<b>25. Adjusted 2021 taxable value.</b> Subtract Line 24 from Line 21.	\$12,580,479,384
<b>26. 2021 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$0.183211/\$100
<b>27. COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate. <sup>21</sup>	

<sup>1</sup>Tex. Tax Code Section 26.012(14)

<sup>2</sup>Tex. Tax Code Section 26.012(14)

<sup>3</sup>Tex. Tax Code Section 26.012(13)

<sup>4</sup>Tex. Tax Code Section 26.012(13)

<sup>5</sup>Tex. Tax Code Section 26.012(15)

<sup>6</sup>Tex. Tax Code Section 26.012(15)

<sup>7</sup>Tex. Tax Code Section 26.012(15)

<sup>8</sup>Tex. Tax Code Section 26.03(c)

<sup>9</sup>Tex. Tax Code Section 26.012(13)

<sup>10</sup>Tex. Tax Code Section 26.012(13)

<sup>11</sup>Tex. Tax Code Section 26.012,26.04(c-2)

<sup>12</sup>Tex. Tax Code Section 26.03(c)

<sup>13</sup>Tex. Tax Code Section 26.01(c) and (d)

<sup>14</sup>Tex. Tax Code Section 26.01(c)

<sup>15</sup>Tex. Tax Code Section 26.01(d)

<sup>16</sup>Tex. Tax Code Section 26.012(6)(b)

<sup>17</sup>Tex. Tax Code Section 26.012(6)

<sup>18</sup>Tex. Tax Code Section 26.012(17)

<sup>19</sup>Tex. Tax Code Section 26.012(17)

<sup>20</sup>Tex. Tax Code Section 26.04(c)

<sup>21</sup>Tex. Tax Code Section 26.04(d)

<sup>22</sup>Reserved for expansion

<sup>23</sup>Tex. Tax Code Section 26.044

<sup>24</sup>Tex. Tax Code Section 26.0441

## SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The Voter-Approval tax rate for a county is the sum of the Voter-Approval tax rates calculated for each type of tax the county levies. In most cases the Voter-Approval tax rate exceeds the No-New-Revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Voter-Approval Tax Rate Worksheet	Amount/Rate
<b>28. 2020 M&amp;O tax rate.</b> Enter the 2020 M&O tax rate.	\$0.170579/\$100
<b>29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$12,616,886,898
<b>30. Total 2020 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100.	\$21,521,759
<b>31. Adjusted 2020 levy for calculating NNR M&amp;O rate.</b>	
<b>A. M&amp;O taxes refunded for years preceding tax year 2020</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	\$24,265
<b>B. 2020 taxes in TIF</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	\$0
<b>C. 2020 transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	\$0
<b>D. 2020 M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	\$24,265
<b>E. Add Line 30 to 31D.</b>	\$21,546,024
<b>32. Adjusted 2020 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$12,580,479,384
<b>33. 2021 NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$0.171265/\$100
<b>34. Rate adjustment for state criminal justice mandate.<sup>23</sup></b>	
<b>A. 2021 state criminal justice mandate:</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	\$0

<p><b>B. 2020 state criminal justice mandate:</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<p><b>35. Rate adjustment for indigent health care expenditures.<sup>24</sup></b></p> <p><b>A. 2021 indigent health care expenditures:</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.</p> <p><b>B. 2020 indigent health care expenditures:</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<p><b>36. Rate adjustment for county indigent defense compensation.<sup>25</sup></b></p> <p><b>A. 2021 indigent defense compensation expenditures:</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.</p> <p><b>B. 2020 indigent defense compensation expenditures:</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100.</p> <p><b>E.</b> Enter the lessor of C and D. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0/\$100</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<p><b>37. Rate adjustment for county hospital expenditures.<sup>26</sup></b></p> <p><b>A. 2021 eligible county hospital expenditures:</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.</p> <p><b>B. 2020 eligible county hospital expenditures:</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.</p>	<p>\$0</p> <p>\$0</p>

C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0/\$100
D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.	\$0/\$100
E. Enter the lessor of C and D, if applicable. If not applicable, enter 0.	\$0/\$100
<p><b>38. Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.</p> <p><b>A. Amount appropriated for public safety in 2020.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year</p> <p><b>B. Expenditures for public safety in 2020.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<b>39. Adjusted 2021 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$0.171265/\$100
<p><b>40. Adjustment for 2020 sales tax specifically to reduce property values.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&amp;O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100.</p> <p>C. Add Line 40B to Line 39.</p>	<p>\$0</p> <p>\$0</p> <p>\$0.171265</p>
<p><b>41. 2021 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$0.177259/\$100
<b>D41. Disaster Line 41 (D41): 2021 voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval	\$0/\$100

<p>tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <ol style="list-style-type: none"> <li>1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</li> <li>2. the third tax year after the tax year in which the disaster occurred.</li> </ol> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.<sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	
<p><b>42. Total 2021 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <ol style="list-style-type: none"> <li>(1) are paid by property taxes,</li> <li>(2) are secured by property taxes,</li> <li>(3) are scheduled for payment over a period longer than one year and</li> <li>(4) are not classified in the taxing unit's budget as M&amp;O expenses</li> </ol> <p>A. <b>Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.<sup>28</sup> Enter debt amount.</p> <p>B. Subtract <b>unencumbered fund amount</b> used to reduce total debt.</p> <p>C. Subtract <b>certified amount spent from sales tax to reduce debt</b> (enter zero if none)</p> <p>D. Subtract <b>amount paid</b> from other resources.</p> <p>E. <b>Adjusted debt.</b> Subtract B, C, and D from A.</p>	<p>\$1,645,275</p> <p>\$0</p> <p>\$0</p> <p>\$0</p> <p>\$1,645,275</p>
<b>43. Certified 2020 excess debt collections.</b> Enter the amount certified by the collector. <sup>28</sup>	\$0
<b>44. Adjusted 2021 debt.</b> Subtract Line 43 from Line 42E.	\$1,645,275
<b>45. 2021 anticipated collection rate.</b>	
A. Enter the 2021 anticipated collection rate certified by the collector: <sup>29</sup>	101.02%
B. Enter the 2020 actual collection rate	108.12%
C. Enter the 2019 actual collection rate	101.02%
D. Enter the 2018 actual collection rate	101.87%
E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup>	101.02%
<b>46. 2021 debt adjusted for collections.</b> Divide Line 44 by Line 45E	\$1,628,662
<b>47. 2021 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$13,855,663,301
<b>48. 2021 debt tax rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$0.011754/\$100

49. 2021 voter-approval tax rate. Add Lines 41 and 48.	\$0.189013/\$100
<b>D49. Disaster Line 49 (D49): 2021 voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$0.000000/\$100
<b>50. COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

<sup>23</sup>Tex. Tax Code Section 26.044

<sup>24</sup>Tex. Tax Code Section 26.0441

<sup>25</sup>Tex. Tax Code Section 26.0442

<sup>26</sup>Tex. Tax Code Section 26.0443

<sup>27</sup>Tex. Tax Code Section 26.042(a)

<sup>28</sup>Tex. Tax Code Section 26.012(7)

<sup>29</sup>Tex. Tax Code Section 26.012(10) and 26.04(b)

<sup>30</sup>Tex. Tax Code Section 26.04(b)

<sup>31</sup>Tex. Tax Code Section 26.04(h),(h-1) and (h-2)

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Additional Sales and Use Tax Worksheet	Amount/Rate
<p><b>51. Taxable Sales.</b> For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters.<sup>20</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.</p>	\$0
<p><b>52. Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.<sup>33</sup></p> <p><b>Taxing units that adopted the sales tax in November 2020 or in May 2021.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.<sup>34</sup></p> <p>- or -</p> <p><b>Taxing units that adopted the sales tax before November 2020.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.</p>	\$0
<p><b>53. 2021 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$13,855,663,301
<p><b>54. Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.</p>	\$0/\$100
<p><b>55. 2021 NNR tax rate, unadjusted for sales tax.</b><sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$0.183211/\$100
<p><b>56. 2021 NNR tax rate, adjusted for sales tax.</b></p> <p><b>Taxing units that adopted the sales tax in November 2020 or in May 2021.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.</p>	\$0.183211/\$100
<p><b>57. 2021 voter-approval tax rate, unadjusted for sales tax.</b><sup>36</sup> Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i>.</p>	\$0.189013/\$100
<p><b>58. 2021 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.</p>	\$0.189013/\$100

<sup>31</sup>Reserved for expansion

<sup>34</sup>Tex. Tax Code Section 26.041(d)

<sup>32</sup>Tex. Tax Code Section 26.041(d)

<sup>35</sup>Tex. Tax Code Section 26.04(c)

<sup>33</sup>Tex. Tax Code Section 26.041(i)

<sup>36</sup>Tex. Tax Code Section 26.04(c)

#### SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
<b>59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$0
<b>60. 2021 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$13,855,663,301
<b>61. Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$0/\$100
<b>62. 2021 voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$0.189013/\$100

<sup>37</sup>Tex. Tax Code Section 26.045(d)

<sup>38</sup>Tex. Tax Code Section 26.045(i)

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.<sup>39</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; and<sup>40</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>41</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>42</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>43</sup>

Unused Increment Rate Worksheet	Amount/Rate
<b>63. 2020 unused increment rate.</b> Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$0
<b>64. 2019 unused increment rate.</b> Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero	\$0
<b>65. 2018 unused increment rate.</b> Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0
<b>66. 2021 unused increment rate.</b> Add Lines 63, 64 and 65.	\$0/\$100
<b>67. 2021 voter-approval tax rate, adjusted for unused increment rate.</b> <sup>23</sup> Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$0.189013/\$100

<sup>39</sup>Tex. Tax Code Section 26.013(a)

<sup>40</sup>Tex. Tax Code Section 26.013(c)

<sup>41</sup>Tex. Tax Code Section 26.0501(a) and (c)

<sup>42</sup>Tex. Tax Code Section Local Gov't Code Section 120.007(d), effective Jan. 1, 2022

<sup>43</sup>Tex. Tax Code Section 26.063(a)(1)

**SECTION 6: De Minimis Rate**

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup>

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

<b>De Minimis Rate Worksheet</b>	<b>Amount/Rate</b>
<b>68. Adjusted 2021 NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$0.171265/\$100
<b>69. 2021 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$13,855,663,301
<b>70. Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 69 and multiply by \$100.	\$0.003608
<b>71. 2021 debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.011754/\$100
<b>72. De minimis rate.</b> <sup>23</sup> Add Lines 68, 70 and 71.	\$0.186627/\$100

<sup>44</sup>Tex. Tax Code Section 26.012(8-a)

<sup>45</sup>Tex. Tax Code Section 26.063(a)(1)

## SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year<sup>47</sup>.

**NOTE: This section will not apply to any taxing units in 2021.** It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Emergency Revenue Rate Worksheet	Amount/Rate
<b>73. 2020 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>74. Adjusted 2020 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49.  <b>- or -</b>  <b>- or -</b> If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. <sup>48</sup> Enter the final adjusted 2020 voter-approval tax rate from the worksheet.  If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	N/A
<b>75. Increase in 2020 tax rate due to disaster.</b> Subtract Line 74 from Line 73.	N/A
<b>76. Adjusted 2020 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>77. Emergency revenue.</b> Multiply Line 75 by Line 76 and divide by \$100.	N/A

<b>78. Adjusted 2021 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
<b>79. Emergency revenue rate.</b> Divide Line 77 by Line 78 and multiply by \$100. <sup>49</sup>	N/A
<b>80. 2021 voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

<sup>46</sup>Tex. Tax Code Section 26.042(b)

<sup>47</sup>Tex. Tax Code Section 26.042(f)

<sup>48</sup>Tex. Tax Code Section 26.042(c)

<sup>49</sup>Tex. Tax Code Section 26.042(b)

<sup>50</sup>Tex. Tax Code Section 26.04(c-2) and (d-2)

### SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

#### No-New-Revenue tax rate

As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). \$0.183211/\$100

Indicate the line number used: 26

#### Voter-Approval tax rate

As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). \$0.189013/\$100

Indicate the line number used: 49

#### De minimis rate

If applicable, enter the de minimis rate from Line 72. \$0.186627/\$100

### SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.<sup>50</sup>

**print here** KRISTIN BULANEK

Printed Name of Taxing Unit Representative

**sign here** Kristin Bulanek

Taxing Unit Representative

Digitally signed by Kristin Bulanek

Date: 2021.08.04 16:12:43 -05'00'

Date

15. **Consider Approval of 2018 Maintenance Bond CSP 20-02 Contract – Additional Contractor Contingency**



Your College > Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 112-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** August 4, 2021  
**SUBJECT:** 2018 Maintenance Bond CSP 20-02 Contract – Additional Contractor Contingency

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ACC requests that the Board approve reallocating funds and new funds to be spent with O'Donnell Snider Construction. The amounts requested are \$640,000 to add to the Construction Contingency and \$90,000 to the Asbestos Allowance. These funds will be expended only if needed, upon college approval, and the remainder will be credited back to the ACC bond program.

A **construction contingency** is an amount of money set aside to cover any unexpected costs that can arise throughout a construction project. This money is on reserve and is not allocated to any specific area of work. Essentially, the **contingency** acts as insurance against other unforeseen costs. This contingency is also being used to fund Owner Driven Change Orders.

Developing a construction contingency, and expecting to use a large portion of it, is a standard construction process. In addition, as construction has progressed it has made financial and logistical sense to add Bond Program, and Owner Added Projects to O'Donnell Snider's contract.

The funds will come from reallocating Project Savings and allowances assigned to O'Donnell Snider and new funds to be spent will come from the "Furniture Allowance."

RJE:tg

### Working list of Items

<b>CR 124 - Extended General Conditions due to E bldg delays outside of Contractor's control</b>	<b>\$140,000.00</b>
<b>CR 218 - HR department lockable crash bar</b>	<b>\$2,750.00</b>
<b>CR 220 - Bldg A advising area door switching</b>	<b>\$4,150.45</b>
<b>CR 221 - Bldg A added new door</b>	<b>\$2,844.85</b>
<b>CR 222 - Bldg E bookstore added receptacles &amp; AB underground work</b>	<b>\$3,435.00</b>
<b>CR 223 - Fliptop Millwork - Bookstore</b>	<b>\$3,387.67</b>
<b>CR 225 - Bldg R Egress Light Relays</b>	<b>\$5,400.33</b>
<b>Bldg E Kitchen Resolution</b>	<b>\$55,000.00</b>
<b>Restroom ADA Resolutions</b>	<b>\$125,000.00</b>
<b>Bldg H gas line demo for roof</b>	<b>\$2,000.00</b>
<b>Bldg R bakery case work</b>	<b>\$10,000.00</b>
<b>Owner request to install 2 additional electrical receptacles in the A building testing center.</b>	<b>\$750.00</b>
<b>Bldg H &amp; R door expediting options</b>	<b>\$1,000.00</b>
<b>Theater Light Project</b>	<b>\$140,000.00</b>
<b>Security Grille for E building</b>	<b>\$25,000.00</b>
<b>NRC Culinary Locker Upgrade</b>	<b>\$5,500.00</b>
<b>Theater Wall Structural Repair/ Fire Curtain Attachment</b>	<b>\$20,000.00</b>
<b>NRC - Wall Lanterns Light Fixture to Front Column</b>	<b>\$2,500.00</b>
<b>Added scope design contingency</b>	<b>\$11,449.00</b>

16. **Consider Approval of Investment Strategy**



Dr. Robert J. Exley, Ph.D  
President

Your College  Right Now

**MEMORANDUM NO: 111-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** August 4, 2021  
**SUBJECT:** Investment Strategy

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Attached is the ACC investment strategy, designated investment officers and investment providers. The date of the investment strategy has been updated to 8/12/2021.

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.

RJE:tg

# ALVIN COMMUNITY COLLEGE INVESTMENT STRATEGY

August 12, 2021

Alvin Community College maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Investment of funds shall be governed by the following investment objectives, in order of priority, for each fund listed below:

- a. Investment suitability as it relates to the financial requirement of Alvin Community College;
- b. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
- c. Liquidity to the extent needed to pay the College's obligations as they become due;
- d. Investment marketability provided the need arises for the College to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
- e. Investment diversification by maturity; and
- f. Yield to attain the best rate of return on investments, while considering risk constraints and cash flow needs (the basis or benchmark used to determine market yields are being achieved shall be the three-month Treasury Bill).

Investment strategies for all funds have as its primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Maturities are staggered to meet operating expenditures, based on known and projected cash flows and market conditions.

## Designated Officers

The Director of Fiscal Affairs is the primary Investment Officer with the Vice President of Administration and the Assistant Director, Fiscal Affairs will act as alternates in the absence of the Director.

## Investment Providers

The following broker/dealers include a mix of primary and secondary firms with a history of competitive pricing in PFIA-related securities. This list represents security providers.

JPMorgan Chase  
Merrill Lynch  
UBS PaineWebber  
Cantor Fitzgerald  
Edward Jones  
First Southwest Asset Management (A Hilltop Holdings Company)

The following list of banks consists of local banks which have either shown an interest in Alvin Community College's banking business by participating in the bank bid process or they participate in a CD investment program that allows for a higher rate of interest on a Certificate of Deposit while still maintaining coverage under the FDIC, e.g. the bank is a member of the CDARS Network\*. These banks would be used for the purchase of Certificates of Deposit.

First National Bank of Alvin  
Texas Advantage Community Bank\*  
Wells Fargo Bank  
Texas First Bank  
BBVA Compass Bank  
Woodforest National Bank  
JP Morgan Chase Bank  
Amoco Federal Credit Union  
Chocolate Bayou Federal Credit Union  
Associated Credit Union of Texas  
Frost Bank\*  
JSC Federal Credit Union  
Texas Dow Employees Credit Union

*\*CDs are issued through "Certificate of Deposit Account Registry Service", a service of Promontory Interfinancial Network.*

The following government investment pools are authorized investments.

TexSTAR  
LOGIC

## 17. Financial Report

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

	July 31, 2021	July 31, 2020	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	3,665,149	2,002,190	1,662,959	
Short-term investments	22,212,479	33,486,462	(11,273,983)	
Accounts receivable, net	3,098,616	2,209,030	889,586	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	163,714	323,093	(159,379)	
Prepays	439,762	481,112	(41,350)	Travel advances and prepaid expenses
<b>Total Current Assets</b>	<b>29,579,720</b>	<b>38,501,887</b>	<b>(8,922,167)</b>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,750,000	(750,000)	
Capital assets, net	30,953,322	26,458,542	4,494,780	
<b>Total Assets</b>	<b>61,533,042</b>	<b>66,710,429</b>	<b>(5,177,387)</b>	
<b>Deferred Outflows of Resources</b>				
Deferred charge on refunding	-	151,897	(151,897)	Bonds
Deferred outflows - pensions	4,339,605	4,093,008	246,597	TRS pension
Deferred outflows - OPEB	5,951,439	3,241,398	2,710,041	OPEB
<b>Total Deferred Outflows of Resources</b>	<b>10,291,044</b>	<b>7,486,303</b>	<b>2,804,741</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	161,093	987,860	(826,767)	
Net pension liability	9,596,705	9,552,203	44,502	
Net OPEB liability	26,895,555	23,714,290	3,181,265	
Funds held for others	47,624	46,312	1,312	Agency funds - groups, clubs, etc on campus
Deferred revenues	2,428,999	2,132,107	296,892	Grants paid in advance and fall registrations
Compensated absences	528,706	414,719	113,987	Entry made annually for change in liability
Bonds payable	6,562,444	8,081,965	(1,519,521)	Annual payment
Tax note payable	20,420,000	21,165,000	(745,000)	Annual payment
<b>Total Liabilities</b>	<b>66,641,126</b>	<b>66,094,456</b>	<b>546,670</b>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,911,006	806,580	1,104,426	TRS pension
Deferred inflow - OPEB	6,709,983	9,178,950	(2,468,967)	OPEB
Deferred inflows - premium on tax note	2,461,286	2,598,024	(136,738)	Tax Note
<b>Total Deferred Inflows of Resources</b>	<b>11,082,275</b>	<b>12,583,554</b>	<b>(1,501,279)</b>	
<b>Net Assets</b>				
Fund Balance - Equity	(5,899,315)	(4,481,278)	(1,418,037)	
<b>Total Net Assets</b>	<b>(5,899,315)</b>	<b>(4,481,278)</b>	<b>(1,418,037)</b>	

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**July 31, 2021 and July 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	2,183,377	6,693,221	6,052,116	641,105	110.59%	2,432,840	6,910,469	7,195,698	(285,229)	96.04%
Federal grants and contracts	10,020,264	-	1,138,749	(1,138,749)	0.00%	7,287,978	-	-	-	0.00%
State grants	580,129	-	-	-	0.00%	609,555	-	-	-	0.00%
Local grants	292,778	-	-	-	0.00%	528,070	-	-	-	0.00%
Auxiliary enterprises	1,713,970	-	-	-	0.00%	1,846,704	-	-	-	0.00%
Other operating revenues	251,642	71,937	52,500	19,437	137.02%	227,801	60,031	105,000	(44,969)	57.17%
<b>Total operating revenues</b>	<b>15,042,160</b>	<b>6,765,158</b>	<b>7,243,365</b>	<b>(478,207)</b>	<b>93.40%</b>	<b>12,932,948</b>	<b>6,970,500</b>	<b>7,300,698</b>	<b>(330,198)</b>	<b>95.48%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	5,883,972	6,891,734	1,007,762	85.38%	-	5,620,384	6,466,153	845,769	86.92%
Institutional	-	5,682,952	6,854,512	1,171,560	82.91%	-	5,723,036	6,792,057	1,069,021	84.26%
Designated for Institutional Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Occupational Technical Instruction	-	4,570,449	6,017,287	1,446,838	75.96%	-	4,831,547	6,022,650	1,191,103	80.22%
University Parallel Instruction	-	6,313,457	7,484,982	1,171,525	84.35%	-	6,404,608	7,279,530	874,922	87.98%
Student Services	-	3,650,303	4,756,104	1,105,801	76.75%	-	3,586,393	4,478,128	891,735	80.09%
Physical Plant	-	2,239,856	3,203,462	963,606	69.92%	-	2,456,978	3,215,050	758,072	76.42%
Unbudgeted Unrestricted (Fund 12)	1,098,087	-	-	-	0.00%	1,202,655	-	-	-	0.00%
Continuing Education	1,159,971	-	-	-	0.00%	1,413,416	-	-	-	0.00%
Auxiliary Enterprises	1,638,492	-	-	-	0.00%	1,679,474	-	-	-	0.00%
Local Grants	78,723	-	-	-	0.00%	184,517	-	-	-	0.00%
TPEG	280,488	-	-	-	0.00%	253,196	-	-	-	0.00%
Institutional Scholarships	158,403	-	-	-	0.00%	130,943	-	-	-	0.00%
State Grants	580,129	-	-	-	0.00%	609,555	-	-	-	0.00%
Federal Grants	10,022,353	-	-	-	0.00%	7,287,978	-	-	-	0.00%
Donor Scholarships	310,089	-	-	-	0.00%	219,391	-	-	-	0.00%
Unexpended Plant Fund	1,072,766	-	-	-	0.00%	502,970	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	281,431	-	-	-	0.00%	338,525	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	12,730,383	-	-	-	0.00%	5,127,193	-	-	-	0.00%
<b>Total operating expenses</b>	<b>29,411,316</b>	<b>28,340,989</b>	<b>36,685,421</b>	<b>8,344,432</b>	<b>77.25%</b>	<b>18,949,813</b>	<b>28,622,946</b>	<b>34,533,568</b>	<b>5,910,622</b>	<b>82.88%</b>
<b>Operating Gain/(Loss)</b>	<b>(14,369,156)</b>	<b>(21,575,831)</b>	<b>(29,442,056)</b>	<b>(8,822,639)</b>		<b>(6,016,865)</b>	<b>(21,652,446)</b>	<b>(27,232,870)</b>	<b>(6,240,820)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	7,036,081	7,772,636	(736,555)	90.52%	-	7,047,483	7,772,636	(725,153)	90.67%
Property tax revenue - Current	1,592,001	19,813,962	20,117,080	(303,118)	98.49%	1,556,993	18,225,872	19,030,234	(804,362)	95.77%
Property tax revenue/Instl Reserve	-	1,477,340	1,477,340	-	-	-	280,000	280,000	-	-
Property tax revenue - Delinquent	25,295	139,676	-	139,676	0.00%	57,762	642,420	-	642,420	0.00%
Property tax revenue - Interest & Penalties	10,477	119,771	-	119,771	0.00%	14,344	177,080	-	177,080	0.00%
Investment income	7,641	59,286	75,000	(15,714)	79.05%	247,183	215,111	150,000	65,111	143.41%
Other non-operating revenues	330,554	20,056	-	20,056	0.00%	367,177	15,463	-	15,463	0.00%
<b>Total non-operating revenues</b>	<b>1,965,968</b>	<b>28,666,172</b>	<b>29,442,056</b>	<b>(775,884)</b>	<b>97.36%</b>	<b>2,243,459</b>	<b>26,603,429</b>	<b>27,232,870</b>	<b>(629,441)</b>	<b>97.69%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	1,482,563	-	1,482,563	0.00%	-	2,195,584	-	2,195,584	0.00%
State Insurance Match	-	(614,748)	-	(614,748)	0.00%	-	(1,035,381)	-	(1,035,381)	0.00%
State Retirement Match	-	(553,956)	-	(553,956)	0.00%	-	(612,988)	-	(612,988)	0.00%
State Retiree Insurance	-	(313,859)	-	(313,859)	0.00%	-	(547,215)	-	(547,215)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>(12,403,188)</b>	<b>7,090,341</b>	<b>-</b>	<b>(9,598,523)</b>		<b>(3,773,406)</b>	<b>4,950,983</b>	<b>-</b>	<b>(6,870,261)</b>	

\* State Approp portion generated by CE = 191,381

199,444

\* Institutional Reserve 9,347,000

7,610,059

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**July 31, 2021 and July 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
Operating revenues										
Total operating revenues	15,042,160	6,765,158	7,243,365	(478,207)	93.40%	12,932,948	6,970,500	7,300,698	(330,198)	95.48%
Nonoperating revenues										
Total nonoperating revenues	1,965,968	28,666,172	29,442,056	(775,884)	97.36%	2,243,459	26,603,429	27,232,870	(629,441)	97.69%
<b>Less Expenses</b>										
Operating expenses										
Total operating expenses	(29,411,316)	(28,340,989)	(36,685,421)	(8,344,432)	77.25%	(18,949,813)	(28,622,946)	(34,533,568)	(5,910,622)	82.88%
<b>Increase/(decrease) in net assets</b>	<b>(12,403,188)</b>	<b>7,090,341</b>	<b>-</b>	<b>(9,598,523)</b>		<b>(3,773,406)</b>	<b>4,950,983</b>	<b>-</b>	<b>(6,870,261)</b>	

\* State Approp portion generated by CE = 191,381 199,444

\* Institutional Reserve 9,347,000 7,610,059

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**July 31, 2021 and July 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	69,995	1,494,146	1,664,975	170,829	89.74%	51,324	1,209,887	1,309,260	99,373	92.41%
Professional Sal	956,655	4,089,663	4,838,733	749,070	84.52%	980,114	4,094,826	4,920,751	825,925	83.22%
Tech/Clerical Sal	783,179	3,906,033	4,876,121	970,088	80.11%	742,402	4,080,308	4,679,950	599,642	87.19%
Faculty Sal	376,800	9,394,550	11,394,578	2,000,028	82.45%	471,656	9,740,690	11,291,202	1,550,512	86.27%
Misc Sal	75,319	71,407	64,980	(6,427)	109.89%	58,900	68,363	71,245	2,882	95.95%
Reg Students Sal	10,944	62,186	169,454	107,268	36.70%	37,257	108,459	214,089	105,630	50.66%
Work Study Students Sal	35,159	-	-	-	0.00%	78,059	-	-	-	0.00%
Staff Benefits	328,926	3,446,682	4,000,775	554,093	86.15%	337,092	3,249,150	3,943,717	694,567	82.39%
Subtotal	2,636,977	22,464,667	27,009,616	4,544,949	83.17%	2,756,804	22,551,683	26,430,214	3,878,531	85.33%
Equipment	80,056	17,297	43,400	26,103	39.86%	393,248	37,964	25,000	(12,964)	151.86%
Computer Hardware	294,404	105,799	93,050	(12,749)	113.70%	287,970	3,973	108,810	104,837	3.65%
Capital Improvements	-	-	-	-	0.00%	31,761	-	-	-	0.00%
Designated for Instt Reserve	-	-	1,477,340	1,477,340	0.00%	-	-	280,000	280,000	0.00%
Travel/Prof Development	55,377	93,919	440,524	346,605	21.32%	58,958	235,818	507,192	271,374	46.49%
Supplies & Exp	2,493,988	4,221,360	5,413,866	1,192,506	77.97%	2,291,839	3,875,741	5,009,477	1,133,736	77.37%
Institutional Scholarships	158,403	163,822	323,000	159,178	50.72%	130,943	136,892	292,000	155,108	46.88%
Financial Aid	8,616,895	-	-	-	0.00%	6,151,284	-	-	-	0.00%
Donor Scholarships	310,089	-	-	-	0.00%	219,391	-	-	-	0.00%
Purchases (Store/Concession)	680,547	-	-	-	0.00%	658,927	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	281,431	-	-	-	0.00%	338,525	-	-	-	0.00%
Tax Maintenance Note	12,730,383	1,274,125	1,784,625	510,500	71.39%	5,127,193	1,780,875	1,780,875	-	100.00%
Unexpended Plant	1,072,766	-	-	-	0.00%	502,970	-	-	-	0.00%
	29,411,316	\$ 28,340,989	\$ 36,685,421	\$ 8,344,432	77.25%	\$ 18,949,813	\$ 28,622,946	\$ 34,533,568	\$ 5,910,622	82.88%
State Insurance Match	-	614,748	-	(614,748)	0.00%	-	1,035,381	-	(1,035,381)	0.00%
State Retirement Match	-	553,956	-	(553,956)	0.00%	-	612,988	-	(612,988)	0.00%
State Retiree Insurance	-	313,859	-	(313,859)	0.00%	-	547,215	-	(547,215)	0.00%

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense (Fund 13)**  
**July 31, 2021**

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	191,381			191,381	393,562	(202,181)
Motorcycle Safety						
GED	7,041			7,041	2,978	4,063
Law Enforcement	373	(22)		351		351
Real Estate	1,032			1,032		1,032
Dental Assistant	74,315	(4,414)		69,901	68,328	1,573
Phlebotomy	43,550	(2,555)	(966)	40,029	11,504	28,525
Health and Medical	45,030	(2,466)	(3,936)	38,628	10,247	28,381
Welding	227,276	(13,580)		213,696	191,765	21,931
Certified Nursing	40,745	(2,445)		38,300	65,562	(27,262)
Truck Driving	172,403	(8,149)	(3,835)	160,420	93,411	67,009
Center for Professional Workforce Dev	11,055			11,055		11,055
Education to Go	7,367			7,367		7,367
Concealed Handguns						
Occupational Health & Safety	5,146			5,146	2,042	3,104
Community Programs	2,588	(133)		2,455	3,878	(1,423)
Clinical Medical Assistant	70,505	(4,230)		66,275	13,399	52,876
Vet Assistant	29,603	(1,752)		27,851	10,165	17,686
Yoga	2,665			2,665	3,500	(835)
Human Resource Program						
Activity Director Program	5,350	(321)		5,029	800	4,229
Machinist Program	-	-		-		-
TWC Pipefitter Program	17,235	(1,034)		16,201	36,986	(20,785)
STRIVE	70,022	(3,409)	(4,009)	62,604	57,658	4,946
TWC INEOS/TEAM	245,506	(11,975)		233,531	185,749	47,782
TWC Ascend						
Industrial Maintenance						
TWC Building Construction Trades					8,438	(8,438)
Total	1,270,188	(56,484)	(12,747)	1,200,958	1,159,972	40,986

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

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

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement as of July 31, 2021 and July 31, 2020**

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	229,670		1,020,741	1,339	228,611	2,763	1,483,123	1,589,084
Student Fees		230,846					230,846	257,620
	229,670	230,846	1,020,741	1,339	228,611	2,763	1,713,970	1,846,704
<b>Expenses</b>								
Purchases & Returns			694,385				694,385	658,927
Salaries	88,204	75,429	186,982		214,009		564,623	578,787
Staff Benefits	26,450	20,635	51,369		77,882		176,337	165,943
Supplies & Other Operating Expenses	103,600	33,721	9,722	3,926	21,054	938	172,961	250,605
Equipment			21,437		110		21,547	2,115
Building Repairs							-	-
Bank Charges			6,584		2,055		8,639	15,097
Contingency							-	-
Scholarships							-	8,000
	218,254	129,785	970,479	3,926	315,110	938	1,638,492	1,679,474
<b>Excess revenue over expenses</b>	<b>11,416</b>	<b>101,061</b>	<b>50,262</b>	<b>(2,587)</b>	<b>(86,500)</b>	<b>1,825</b>	<b>75,478</b>	<b>167,230</b>
<b>Assets:</b>								
Cash & Petty Cash			2,512				2,512	12,013
Accounts Receivable			79				79	-
Interfund Receivables	266,806	422,346	451,835	3,118	(43,079)	49,701	1,150,726	947,156
Prepaid Expenses							-	-
Inventory			163,399	315			163,714	323,093
<b>Total Assets</b>	<b>266,806</b>	<b>422,346</b>	<b>617,825</b>	<b>3,433</b>	<b>(43,079)</b>	<b>49,701</b>	<b>1,317,032</b>	<b>1,282,262</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	4,522	885	44,377		12,188		61,972	43,607
Deferred Revenue	56,070	56,070				840	112,980	116,680
Deposits							-	-
<b>Total Liabilities</b>	<b>60,592</b>	<b>56,955</b>	<b>44,377</b>	<b>-</b>	<b>12,188</b>	<b>840</b>	<b>174,952</b>	<b>160,287</b>
Restricted Fund Balance (includes inventories)		-	163,399	315			163,714	323,093
Unrestricted Fund Balance	206,214	365,391	410,048	3,118	(55,268)	48,860	978,364	798,882
<b>Total Liabilities &amp; Fund Balance</b>	<b>266,806</b>	<b>422,346</b>	<b>617,825</b>	<b>3,433</b>	<b>(43,080)</b>	<b>49,700</b>	<b>1,317,031</b>	<b>1,282,262</b>

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement as of July 31, 2020**

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	257,544		1,094,410	4,295	216,479	16,356	1,589,084
Student Fees		257,620					257,620
	257,544	257,620	1,094,410	4,295	216,479	16,356	1,846,704
<b>Expenses</b>							
Purchases & Returns			658,539	388			658,927
Salaries	92,385	74,182	190,165		202,489	19,566	578,787
Staff Benefits	22,489	12,775	48,684		81,448	547	165,943
Supplies & Other Operating Expenses	103,922	59,427	67,294	1,847	17,690	425	250,605
Equipment			2,115				2,115
Building Repairs							-
Bank Charges			13,190		1,862	45	15,097
Contingency							-
Scholarships		8,000					8,000
	218,796	154,384	979,987	2,235	303,489	20,583	1,679,474
<b>Excess revenue over expenses</b>	<b>38,748</b>	<b>103,236</b>	<b>114,423</b>	<b>2,060</b>	<b>(87,010)</b>	<b>(4,227)</b>	<b>167,230</b>
<b>Assets:</b>							
Cash & Petty Cash			12,013				12,013
Accounts Receivable							-
Interfund Receivables	271,920	344,736	360,448	4,810	(82,268)	47,510	947,156
Prepaid Expenses							-
Inventory			322,787	306			323,093
<b>Total Assets</b>	<b>271,920</b>	<b>344,736</b>	<b>695,248</b>	<b>5,116</b>	<b>(82,268)</b>	<b>47,510</b>	<b>1,282,262</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	1,911		34,725		6,971		43,607
Deferred Revenue	57,990	57,990				700	116,680
Deposits							-
<b>Total Liabilities</b>	<b>59,901</b>	<b>57,990</b>	<b>34,725</b>	<b>-</b>	<b>6,971</b>	<b>700</b>	<b>160,287</b>
Restricted Fund Balance (includes inventories)		-	322,787	306			323,093
Unrestricted Fund Balance	212,019	286,746	337,736	4,810	(89,239)	46,810	798,882
<b>Total Liabilities &amp; Fund Balance</b>	<b>271,920</b>	<b>344,736</b>	<b>695,248</b>	<b>5,116</b>	<b>(82,268)</b>	<b>47,510</b>	<b>1,282,262</b>

18. **Adjournment**